Preface

The purpose of this handbook is to bring together information from various sources about policies and procedures of the Boston College Connell School of Nursing. It is not intended to be a substitute for the catalog, the Boston College website, the schedule of courses, information on official bulletin boards, or course syllabi. Rather, it is a supplement to all of these resources to assist you to help you make the most of your education at Boston College.

This handbook reflects the work of the faculty of the Connell School of Nursing (CSON) who define policies and curriculum, information on the Boston College website (www.bc.edu), and various procedures in the Office of the Associate Dean, Undergraduate Program. The CSON faculty and staff are committed to your personal and professional development and your success.

*Unless otherwise noted, in this document, “Associate Dean” refers to the Associate Dean, Undergraduate Program.

Sean P. Clarke, RN, PhD, FAAN
Associate Dean, Undergraduate Program
Boston College
William F. Connell School of Nursing
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Introduction

HISTORY AND FUTURE OF THE SCHOOL OF NURSING

In the mid-1940’s, the late Richard Cardinal Cushing requested that the University establish a baccalaureate nursing program since no Catholic institution in the Archdiocese of Boston offered such a program. Responding to his request, the University opened the Boston College School of Nursing on January 27, 1947, with 35 registered nurses enrolled for a bachelor of science in nursing or nursing education. The following September, a group of 27 high school graduates enrolled in the baccalaureate program.

In 1958, the master’s program was established and offered medical-surgical nursing as a field of concentration. It now offers degrees in advanced practice nursing in six fields of specialization. The first students entered the PhD in nursing program in 1988. This was the first nursing doctoral program to be offered at a Jesuit university. It has produced more than 150 graduates who are in various clinical, research, and teaching positions throughout the United States and other countries. An MS/PhD option was introduced in 2000 for individuals seeking preparation in both advanced practice nursing and clinical research. The School of Nursing was dedicated in honor of the late Boston-area businessman and philanthropist William F. Connell on September 12, 2003. The school, now named the William F. Connell School of Nursing, was the recipient of a $10 million gift made by Connell shortly before his death from cancer in 2001. Connell was a 1959 graduate of Boston College and served on the University’s board of trustees for 24 years.

After more than five decades in Cushing Hall, the Connell School of Nursing now calls Maloney Hall home. The School’s research and teaching functions have been united on the second and third floors of Maloney, the gateway between Boston College’s Lower and Middle campuses. Designed to meet the current and future needs of nursing students and faculty, the School’s new 35,000-square-foot home will offer 78 percent more usable space than Cushing Hall. The design features an open floor plan with neighborhood-like clusters that encourage interaction and collaboration. Among the other changes: a 150 percent increase in student lounge space; a nursing lab double the former size, including two additional simulation labs and control booths, three more viewing rooms, and two more exam rooms; and state-of-the-art presentation technology in all meeting spaces.

ACCREDITATION

The Connell School of Nursing is accredited by the Commission on Collegiate Nursing Education and approved by the Massachusetts Board of Registration in Nursing.
MISSION STATEMENT OF THE CONNELL SCHOOL OF NURSING

The mission of the Boston College William F. Connell School of Nursing is to prepare compassionate, professionally competent nurses whose practice and scholarship are scientifically based and grounded in humanizing the experience of health and illness. In keeping with Jesuit, Catholic ideals, we focus on formation of the whole person and promotion of social justice. The Connell School of Nursing educates students as reflective life-long learners who use knowledge in service to others. The faculty develops and disseminates knowledge for the advancement of professional nursing practice and the improvement of health and healthcare in a diverse global society.

The graduate of the baccalaureate program is prepared as a generalist who promotes, maintains and restores the health of individuals, families and communities/populations across the lifespan through evidence-based practice. The graduate of the master’s program is prepared as an advanced practice nurse with knowledge and skill to advance the discipline and to improve healthcare through leadership, mentorship, and evidence based practice. The graduate of the doctoral program is prepared to engage in and contribute to theoretically driven research and scholarship that address significant problems in nursing and healthcare and to influence policy.

PHILOSOPHY

Nursing is the art and science of human caring. The recipients of nursing care are individuals, families, aggregates of people, and communities. They encompass both the sick and the well, and they are from all cultural, linguistic and socioeconomic backgrounds as well as all stages of the life cycle. Nursing focuses on the life processes and patterns of the individual in the context of the family and the community, as well as the health needs of populations. Nurses respect and embrace cultural diversity and recognize the contributions of social environments to health/illness beliefs, health practices, and behavioral responses of individuals and groups.

The study of nursing involves theoretical and practical instruction in the art and science of care that is grounded in a liberal arts education. Students are prepared to deliver holistic nursing care through a holistic education that equips them with knowledge and skills to begin their careers in a manner that builds upon a both scientific foundation and deep study of the liberal arts. Nursing courses have been carefully sequenced to progressively build core knowledge and enable students to apply that knowledge. Active participation of learners is considered critical in developing clinical skills as well as the ability to think and act ethically. Students are further
involved as active participants in shaping the learning environment within the Connell School of Nursing.

The Boston College Connell School of Nursing endeavors to instill the values of service to others, truth, and justice through scholarly inquiry and the promotion of equal access to care for all people. The focus of our service, scholarship, and justice in caring is all people in the global community, particularly the underserved. The faculty believe that promoting the physical, psychological, and spiritual aspects of health are essential to understanding the human dimension of holistic nursing care. Nurses engage in partnerships with individuals and groups to promote and optimize wellness. The nurse respects the uniqueness of the person and the individual’s right to choose and actively participate in decisions about health care. Nursing as a profession promotes client self-determination by empowering individuals, families, and communities, and advocating for those who cannot do so independently.
PROGRAM OUTCOMES

The graduate of the Connell School of Nursing baccalaureate program is a critical thinker who:

1. Respects the intrinsic worth of all human beings by valuing and integrating altruism, autonomy, human dignity, integrity, and social justice into professional nursing practice across all health care settings and populations.

2. Synthesizes concepts from a liberal arts Jesuit education to develop a philosophy of care that guides professional nursing practice.

3. Uses management and leadership skills to coordinate and promote quality health care.

4. Uses empirical evidence and theoretical knowledge from nursing and other disciplines to influence health promotion and disease prevention in individuals, families, and populations across the lifespan and across health care environments.

5. Generates clinical judgments based on assessment data and implements interventions to achieve individual/family/population-centered outcomes.

6. Collaborates with individuals, families, community stakeholders, and the interdisciplinary health care team to ensure safe, clinically efficacious, cost-effective care.

7. Articulates the relationships among intrapersonal, interpersonal, social, environmental, cultural, and ethical influences on health care delivery in a diverse, multicultural, global society.

8. Uses informatics and electronic technology to document, evaluate, and improve the quality of health care.

9. Articulates the influence of policy on health care and professional nursing practice.

10. Accesses information and seeks experiences to promote personal and professional growth, advance nursing practice, and improve the care of individuals, families, and populations.
Connell School of Nursing Administration

Academic Suite Staff

Sean Clarke, Associate Dean, Undergraduate Program
Office: Maloney Hall 218
Phone: 617-552-3232
Email: clarkese@bc.edu

The Associate Dean is responsible for all aspects of the Undergraduate Program, including orientation, registration, the advisement system, student progression, and implementation of the curriculum plan.

Amy Gribaudo, Undergraduate Program Assistant
Office: Maloney Hall 219B
Phone: 617-552-4925
Email: gribauda@bc.edu

The Program Assistant supports students, faculty, and the Associate Dean in the operations of the baccalaureate program.

Julianna González-McLean, Associate Director for Student Services
Office: Maloney Hall 221
Phone: 617-552-4541
Email: julianna.gonzalez@bc.edu

The Associate Director for Student Services provides counseling, advising, and general support to students from all programs.
OTHER SCHOOL OF NURSING ADMINISTRATORS

Susan Gennaro, Dean and Professor  
*Office: Maloney Hall 292*  
Dean Gennaro is responsible for the overall administration of the Connell School of Nursing.

Christopher Grillo, Associate Dean, Finance and Administration  
*Office: Maloney Hall 293*  
The Associate Dean, Finance and Administration is responsible for school administrative and budgetary aspects, including the work-study and Undergraduate Research Fellow programs.

M. Katherine Hutchinson, Associate Dean, Graduate Programs  
*Office: Maloney Hall 220*  
Dean Hutchinson is responsible for the master’s and doctoral programs.

W. Jean Weyman, Assistant Dean for Continuing Education  
*Office: Maloney Hall 281*  
Dean Weyman is responsible for all programs in the Continuing Education office.

Ellen Mahoney, Interim Associate Dean for Research  
*Office: Maloney Hall 226*  
Interim Dean Mahoney oversees the research initiatives in the Connell School of Nursing.

Danny Willis, Chairperson, Department of Nursing  
*Office: Maloney Hall 240*  
Dr. Willis provides leadership and support to nursing faculty and students.

Colleen Simonelli, Assistant Chairperson, Department of Nursing  
*Office: Maloney Hall 239*  
Dr. Simonelli assists the Chairperson.

TEACHERS OF RECORD (TORs)

Teachers of record are professors who are responsible for coordinating faculty and student activities within a course. Their responsibilities include preparing the course syllabus, assigning students to clinical groups, compiling exams, and computing grades.
**Academic Program**

Sample Class of 2020 Curriculum Plan with "Spring Flex".

*(Please see next section for an explanation of Spring/Fall Flex. This refers to the “flexible” junior year semester in which the student can study abroad or slow down their progression in the clinical course sequence.)*

### Freshman Year

*(Common Year for all Students in terms of Nursing and Nursing Related Sciences)*

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS1010 Professional Development Seminar</td>
<td>NURS2070 Introduction to Professional Nursing</td>
</tr>
<tr>
<td>BIOL1300 Anatomy &amp; Physiology I</td>
<td>BIOL1320 Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BIOL1310 Anatomy &amp; Physiology I Lab</td>
<td>BIOL1330 Anatomy &amp; Physiology II Lab</td>
</tr>
<tr>
<td>CHEM1161 Life Science Chemistry</td>
<td>MATH1180 Statistics</td>
</tr>
<tr>
<td>CHEM1163 Life Science Chemistry Lab</td>
<td>2 CORES</td>
</tr>
<tr>
<td>2 CORES</td>
<td></td>
</tr>
</tbody>
</table>

### Sophomore Year

*(Common Year for all Students in terms of Nursing and Nursing Related Sciences)*

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL2200 Microbiology</td>
<td>NURS2230 Adult Health Nursing Theory I</td>
</tr>
<tr>
<td>BIOL2210 Microbiology Lab</td>
<td>NURS2231 Adult Health Nursing Clinical I</td>
</tr>
<tr>
<td>NURS2120 Health Assessment Theory</td>
<td>NURS2204 Pharmacology/Nutrition</td>
</tr>
<tr>
<td>NURS2121 Health Assessment Clinical</td>
<td>NURS3170 Principles of Evidence-based Nursing</td>
</tr>
<tr>
<td>NURS2080 Pathophysiology</td>
<td>1 CORE</td>
</tr>
<tr>
<td>1 CORE</td>
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</tbody>
</table>

### Junior Year

*(The Undergraduate Programs Office will determine the exact clinical sequence for each student in the junior year)*

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS3242 Adult Health Nursing Theory II</td>
<td>ABROAD or 5 courses (cores/electives)</td>
</tr>
<tr>
<td>NURS3243 Adult Health Nursing Clinical I</td>
<td></td>
</tr>
<tr>
<td>NURS3244 Childbearing Nursing Theory</td>
<td></td>
</tr>
<tr>
<td>NURS3245 Childbearing Nursing Clinical</td>
<td></td>
</tr>
<tr>
<td>1 CORE</td>
<td></td>
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</table>

### Senior Year

*(The Undergraduate Programs Office will determine the exact clinical sequence for each student in the senior year)*

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS4250 Child Health Theory</td>
<td>NURS4260 Population Health Theory</td>
</tr>
<tr>
<td>NURS4251 Child Health Clinical</td>
<td>NURS4261 Population Health Practice</td>
</tr>
<tr>
<td>NURS4252 Psych-Mental Health Theory</td>
<td>NURS4263 Nursing Synthesis Clinical</td>
</tr>
<tr>
<td>NURS4253 Psych-Mental Health Clinical</td>
<td>NURS4270 Transition to Professional Nursing</td>
</tr>
<tr>
<td>1 CORE or elective</td>
<td>1 CORE or elective</td>
</tr>
</tbody>
</table>
CURRICULUM PLANS FOR THE CLASSES OF 2019 & 2020

All CSON students will take the same courses at the same time during their freshman and sophomore year. Students will be assigned to have either the Fall or Spring of their Junior designated as their “flexible” semester. Prior to Spring registration in their first-year, the Undergraduate Program Office will communicate to students and their advisors which junior year semester will be the student’s flexible semester.

In their "flexible" semester students can:

1) Study abroad if they are academically eligible and can locate a program to which they are ultimately accepted. (Please note, the number of students abroad at any one time may need to be limited—and more slots will be available for Spring Flex than Fall Flex.)

2) Lighten their clinical load for one semester if a co-curricular activity—notably ROTC or varsity athletics—makes it preferable that one of the junior year semesters be lighter. (where they take 1 rather than 2 clinical courses).

3) Slow down and only take 1 clinical course to catch up on core requirements, meet requirements for a minor, or take electives that might not normally fit in a 2-day-a-week clinical schedule.

4) Subject to availability of placements, take 2 clinical courses in the same semester to accelerate completion of the required nursing courses. This option is ideal for those interested in the BS-MS program (see page 30).

CURRICULUM PLANS FOR THE CLASSES OF 2017 & 2018

Students will proceed with their curriculum plans—either Plan A or B—for their junior and senior years to which they were assigned during their freshman year.

CORE COURSES

Nursing students take the following University core courses: History (2), Social sciences (2), Philosophy (2), Theology (2), Writing, Literature, Fine arts, and Math (MATH 1180). The Natural Science core is fulfilled through the nursing-related science course sequence and the nursing major as a whole is considered to fulfil the Cultural Diversity requirement. To identify courses that satisfy the core in each department, refer to each semester’s schedule of courses, consult relevant webpages (http://www.bc.edu/sites/core) or contact the particular department. Students are encouraged to address their Writing, Literature, Theology and Philosophy core requirements early in their plan of study.
ELECTIVES

Beyond required nursing major courses and the Core Curriculum, the current School of Nursing curriculum requires students to complete at least two elective courses in any field(s) of interest to them. Students who have received Advanced Placement standing to address specific Core Curriculum requirements will complete additional electives to reach the 117 credits required for graduation from the Connell School of Nursing.

SPECIAL PROGRAMS FOR MEETING CORE CURRICULUM REQUIREMENTS

There are a number of special options for meeting certain Core Curriculum requirements. Programs of potential interest include the Pulse program and Perspectives, both of which address both Theology and Philosophy core requirements. Please see the BC website or catalog for more detailed information.

Beginning in 2015-2016, freshman students at BC (including CSON students) have been allowed to register in special “pilot” courses and course pairings to meet various core requirements. In many cases, they are on topics normally reserved for upperclassmen. Places in these classes are reserved for freshmen attending each orientation session and incoming students are encouraged to explore these options.

SEMESTER-LONG STUDY ABROAD AND OTHER INTERNATIONAL EXPERIENCES

Boston College nursing students are encouraged to take advantage of a range of opportunities for international study. One popular program is study abroad for an entire semester, which enriches awareness of other cultures and can assist in developing foreign language fluency. Nursing students may participate in full semester Fall or Spring programs.

For the Class of 2019 and later, students will be assigned to have either the Fall or Spring of their Junior Year designated as their "flexible" semester where they have the opportunity to study abroad. (See pages 9 and 10). For the Class of 2018 and earlier years, students interested in a semester of study abroad have normally been in what was known as Plan B.

Students require a **minimum 3.0 grade point average** at the time of application (effective April 2015), and apply in their **sophomore year** through the Office of International Programs in Hovey House. They should note that a 3.0 GPA is not a guarantee of acceptance to any particular program/site and that programs that are of interest to them may have a higher cut-off. Students should meet with their academic advisors and if necessary, the Associate Dean to
discuss curriculum planning to accommodate a semester abroad. Students who plan to study abroad for a Fall or Spring semester but decide not to go should notify the Associate Dean as early as possible and will be required to enroll in at least one clinical course in that semester. Students should note that limits may be placed on the number of CSON students allowed to study abroad in any one semester or academic year, even among those who meet academic requirements, in order to balance numbers of students in the required clinical courses. At the present time, with the exception of the Ecuador program, where it is possible to complete a clinical course (Population Health clinical) abroad, currently, CSON students take only courses meeting elective and core requirements while abroad. Plans are in the works to create further abroad clinical opportunities in the coming years.

Students who do not qualify for semester-long study abroad or do not wish to go abroad for a whole semester should note that there are also a variety of summer opportunities through programs administered by Boston College (including CSON programs in Ecuador and Switzerland) and other American colleges and universities, as well as service trips abroad during breaks in the regular academic year that count towards clinical hours in Population Health.

ALTERNATIVE GRADUATION PLANS

Nearly all CSON undergraduate students graduate in the May ceremonies following eight (8) course semesters of full-time enrollment. However, due to course failures/withdrawals and/or leaves of absence for personal or health reasons, graduation dates may move to the August or December of the originally forecasted graduation year or to a subsequent year.

AUGUST GRADUATION

Students who have a maximum of six (6) credits remaining in their programs at the end of their final spring semester may walk and participate in the May commencement ceremonies and complete degree requirements over the Summer session immediately afterwards. However, such students will receive their degrees and become licensure eligible in August.

DECEMBER GRADUATION

Students who complete graduation requirements in December may attend commencement ceremonies the following May—and can attend a Graduation Mass in December. They may elect to participate in senior week activities the May before or the May after their December graduation. They can apply for licensure immediately after their degrees are granted.
Academic Standards, Policies & Resources

The CSON Academic Standards Advisory Committee meets at the end of each semester to review the records of students with course failures, course deficiencies, low GPAs, or other academic concerns. This Committee makes recommendations about progression in the program in accordance with the policies described below and other relevant university policies. Final progressions decisions are made and implemented by the Associate Dean.

GOOD ACADEMIC STANDING/WARNING STATUS

In order to remain in good academic standing, students must maintain a cumulative grade point average (GPA) of 2.0 in nursing courses and a 1.67 overall cumulative GPA. If either GPA falls below the particular minimum standard, the student will be placed on warning status for one semester during which the GPA must be brought up to the minimum. A student on warning status for more than one semester may be dismissed from the School of Nursing. A student who does not follow the School of Nursing curriculum for two semesters will be dismissed from the School of Nursing. Furthermore, a student who fails to demonstrate performance consistent with the safe and ethical practice of professional nursing will be subject to review and possible dismissal from the School of Nursing.

Students must achieve a minimum GPA of 2.0 (C) in the 15 science and mathematics credits taken in the freshman year. This average, weighted by credits, is based on grades in BIOL1300, 1310, 1320, 1330 (Anatomy & Physiology lectures and labs), CHEM1161, 1163 (Life Science Chemistry with lab), and MATH1180 (Statistics). The records of students who have not met this requirement (or who have withdrawn from any of those courses) will be reviewed at the May meeting of the Academic Standards Advisory committee, and will be notified of progression decisions by the Associate Dean.

Students must achieve a grade of C- or higher in ALL nursing courses (i.e., courses with a NURS course number, beginning with NURS 2070). If a student does not meet the minimum of a C- in any of these courses, (s)he will be required to retake it before advancing in the curriculum, will be placed on warning status and will normally will be unable to progress until the deficit is remediated. At Boston College a grade of B or better is normally required of students reattemping a course after a failure or a withdrawal to avert a failure. A student may repeat a nursing course only once after withdrawing or not achieving a C-. Students who withdraw because they are failing or fail more than one nursing course may be dismissed from the School of Nursing.
SOCIAL MEDIA POLICY STATEMENT

The Health Insurance Portability and Accountability Act (HIPAA) provides for protection of personal health information. Therefore, Boston College forbids the disclosure of agency (hospital, clinic, nursing home), patient and/or family private health information on any type of social media. The Boston College William F. Connell School of Nursing does not allow posting of information or pictures related to any clinical experience. Students are also accountable for adhering to all other specific course or agency guidelines related to personal electronics. If a student violates any of these policies, Boston College has the right to take appropriate academic and/or legal action up to and including dismissal from the university.

DEFICIENCIES

CSON undergraduate students are expected to have successfully completed 30 credits by the beginning of the second year, 60 credits by the beginning of the third year, and 90 credits by the beginning of the fourth year. A total of 117 credits, including all core and nursing courses, is required for graduation. If a student withdraws from a course, fails a course, or underloads (i.e., takes fewer courses than in the curriculum plan), the student incurs a deficiency. Deficiencies should be made up as soon as possible. In some cases involving science or nursing courses, a deficiency will prevent a student from moving on in the curriculum. A deficiency may be remediated by taking courses in the summer at Boston College or another accredited 4 year college approved by the Associate Dean. Currently online courses are not accepted. Core courses taken outside of Boston College must be approved by the appropriate department.

STUDENT ATHLETES

CSON professors make every effort to accommodate the needs of student athletes. It is the student’s responsibility to discuss practice, game, and travel schedules with their professors before the beginning of the semester. In the case of conflicts, academic obligations must come first.
LEARNING, PHYSICAL, OR OTHER DISABILITIES

If you are a student with a documented disability seeking accommodations in a course, please contact Kathy Duggan at 617-552-8093, at the Connors Family Learning Center regarding learning disabilities, or Paulette Durrett at 617-552-3470, in the Disability Services Office regarding all other types of disabilities. Students seeking test or exam related accommodations must provide their professors a minimum of 2-week notice with appropriate documentation. Exams will be taken on the originally scheduled exam date unless the Professor/Teacher of Record gives explicit permission for a student to write on another day.

CLASS ATTENDANCE

Students are expected to attend classes regularly, take tests, and submit papers and other work at the times specified by the professors on the course syllabi. A student who is repeatedly absent from class or clinical placements will be evaluated by the Teacher of Record for the course to determine whether (s)he can achieve the course objectives and should continue in the course. Students are expected to notify faculty prior to a scheduled clinical laboratory session or scheduled examination if they will be absent or tardy. Students may not leave class or lab early to attend another course. (For example, if Adult Health I Clinical Lab ends at 2pm, students should not register for another course that starts at 2pm.) Professors may include, as part of the semester’s grades, award points for the quality and quantity of the student’s participation in class.

Professors will provide reasonable notice of tests and examinations based on content covered in class lectures and discussions, as well as other assigned material. A student who is absent from class on the day of a previously announced examination, including the final examination, does not have an automatic right to make up assessments. The professor involved is free to decide whether make-up tests or assignments will be allowed.

A student who is absent from class is responsible for obtaining class materials and information about announced tests, papers, or other assignments.

SHORT-TERM ABSENCES FROM CLASS

Students who will be absent from class several days because of illness or other circumstances should notify the Associate Dean’s office immediately. At Boston College, an undergraduate student’s Associate Dean normally serves as an intermediary between students and all faculty
regarding absences related to illness or personal issues. Students may choose to contact and/or disclose information to their professors as they see fit; however, students should note that some or all of their professors inside and outside CSON may insist on confirmation from the Associate Dean’s office. Upon receiving information from a student, the Associate Dean communicates with that student’s professors inside and outside the School as well as clinical faculty and requests that flexibility and accommodations be granted so the student can complete coursework in an appropriate timeframe. It is the student’s responsibility to arrange for accommodations with the individual professors. A prolonged absence may necessitate the student’s withdrawal from Boston College for the semester. Withdrawal requests are signed by the Associate Dean.

LATE PAPERS / PROJECTS

Students are responsible for submitting all written work for a course to the instructor by the published deadline in the syllabus. Professors are not obliged to grant extensions or accept any work submitted beyond announced deadlines. If a student has a legitimate reason for being unable to submit work on time, he or she may request a letter of explanation from the Associate Dean, but all arrangements for submission of the work must be negotiated directly between the student and professor.

COURSE EXTENSIONS

If any course work will be submitted after the final examination is taken, a formal extension is required from the professor. Instructors are under no obligation to grant such extensions. When work is not completed on time, the professor submits an Incomplete (I) as a grade. All such grades will automatically be changed to an F on March 1 for the fall, August 1 for the spring, and October 1 for the summer unless the professor has removed the Incomplete notation by entering a letter grade.

LOST WORK

It is the student’s responsibility to see that the instructor receives the work submitted. The student should always make a copy of a paper or project before it is submitted, especially if it is mailed or left at a department office.
ACADEMIC EVALUATION DISPUTES/ GRIEVANCES

Instructors are expected to provide a syllabus specifying dates for assignments and examinations and the weight given to each course component in determining the final grade. The instructor has the right to determine which course components will be graded and the weight that will be given to each, and has the responsibility to grade students consistently. Students who believe that they have been graded unfairly should first meet with the instructor, bring a copy of the paper or exam in question, and request an explanation for the grade. Students who have discussed the grade with the instructor and still feel that the grade was unfair may appeal to the Teacher of Record and/or the Chairperson. If this discussion does not produce a resolution the student finds satisfactory, a formal appeal may be filed with the Associate Dean. The detailed grievance procedure may be found on the CSON website.

POLICY ON TRANSFER OF CREDITS FOR NURSING COURSES FROM OTHER ACADEMIC INSTITUTIONS

Credits for coursework taken outside of Boston College are approved for transfer to the BC transcript by: 1) the Office of Transfer Admission for non-nursing courses completed before matriculating at Boston College; 2) the appropriate BC department as well as the Associate Dean for core courses; or 3) the Associate Dean for electives, and all nursing courses and nursing-specific science courses (e.g., anatomy & physiology, microbiology, statistics, and life science chemistry). For nursing courses, the Associate Dean reviews course syllabi and confers with course faculty as needed to determine equivalence to Boston College courses prior to acceptance of the credits. Boston College policy determines the maximum number of credits allowed for transfer.

Credits for nursing courses taken abroad at Boston College-approved programs may substitute for Boston College nursing courses for which they are deemed to be equivalent. The Associate Dean works with the Office of International Programs when such a course substitution is proposed. In the case of nursing courses, the Associate Dean and Boston College faculty teaching the equivalent CSON course review the syllabus and supporting materials to determine equivalence in content, contact hours, type and degree of supervision, assignments and grading criteria. Approval must be granted before the student enrolls in the course. The Office of International Programs' policies on credit and grade translation will apply.
MAIL ROOM

Each student has a mail folder located in the student lounge, Maloney Hall, 2nd Floor. Students are responsible for the materials in their folders. Information about job opportunities for students and other information that may be of interest are also posted in the bulletin boards in the student lounge.

EMAIL

Students are required to check their Boston College email account on a regular basis, because important announcements and opportunities are communicated from the Associate Dean’s office by email.

GRADE EQUIVALENCIES

The following conversion chart is used to compute grades for undergraduate nursing courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
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**Academic and Professional Integrity**

(SEE THE BOSTON COLLEGE CATALOG OR STUDENT SERVICES WEBSITE FOR THE COMPLETE TEXT OF THE UNIVERSITY ACADEMIC INTEGRITY POLICY)

Nursing students are expected to have high standards of integrity in both academic and clinical settings. All freshmen must complete the University online tutorial on academic integrity. Integrity is a reflection of the respect that one holds for oneself and others. It is conveyed through a student’s behavior in class and in the clinical laboratory. It is expected that students arrive for class on time and refrain from talking, using cell phones, viewing websites or email on electronic devices, or otherwise making a disturbance. Professors may prohibit the use of computers or other electronic devices in the classroom. If a student’s behavior is disruptive, she/he will be asked to leave the classroom. It is up to the professor whether latecomers will be allowed to enter the classroom.

The following are definitions of terms that deal with issues of integrity:

**Cheating** is any fraudulent or dishonest presentation of work. This includes unauthorized aids in exams or other academic exercise submitted for evaluation; the falsification or fabrication of data; copying from another student’s work; unauthorized cooperation in doing assignments or examinations; the use of purchased term papers; and dishonesty in requests for extensions of assignments or make-up examinations.

**Plagiarism** is the act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one’s own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.

**Collusion** is assisting another student in an act of dishonesty. However, students must learn to work cooperatively rather than competitively, and learn to use the works and ideas of others without violating intellectual honesty.

**ETHICAL BEHAVIOR**

Expectations for CSON undergraduate students regarding ethical behavior in clinical situations are based on the American Nurses’ Association Code for Nurses and federal regulations related to privacy of patient information (HIPAA). Students are expected to protect patients’
confidentiality and to be honest in any documentation regarding patients’ conditions and the students’ own assessments and actions/interventions. Students are expected to maintain high professional standards, including being physically, intellectually, emotionally, and academically prepared to provide care to patients/clients.

SANCTIONS AND PROCEDURES

Faculty and students have a responsibility to take appropriate action when they detect any form of academic or professional dishonesty by referring matters to the Academic Integrity Committee. Professors may or choose to handle minor infractions themselves. Students should bring concerns to the attention of the course professor involved or the Chairperson. Behavior that is deemed unethical or unprofessional may result in a student’s dismissal from the School or the University.

ELIGIBILITY FOR LICENSURE

In order to become licensed as a registered nurse in the United States, graduates of the School of Nursing must meet all requirements of the Board of Nursing in the jurisdiction where they wish to practice, which always include passing a national examination (NCLEX-RN). The Bachelor of Science (nursing) program is nationally accredited and approved by the Massachusetts Board of Registration in Nursing. Students planning on seeking licensure outside the Commonwealth of Massachusetts upon graduation or at a later date should be aware that licensure is state-specific and additional requirements beyond graduation from BC CSON may apply. They should contact the relevant Board and/or the Associate Dean’s office for details, keeping in mind that requirements may change without notice. In addition to successfully completing an approved educational program, students should be aware that licensure as a Registered Nurse generally requires demonstrating good moral character. At the time of application for licensure, prospective licensees are required to disclose all criminal charges and convictions in a manner specified by the relevant Board.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

As part of the its contracts with agencies for clinical courses, the School of Nursing conducts expanded national background checks. Health care agencies require that all personnel who care for patients undergo criminal offense record investigations (CORIs). Information about this procedure will be discussed with students prior to registering for clinical nursing courses. Students may also be subject to drug testing if it is required by clinical agencies.
Academic Advisement

It is the student’s responsibility to take advantage of the advisement system. Each student is assigned a faculty advisor from the School of Nursing. That assignment is permanent unless the student requests a new advisor or the faculty member leaves Boston College. Students should meet with their advisors on a regular basis but must meet with them prior to registration in the fall (for the following spring) and spring (for the upcoming fall) semesters. The faculty advisor provides the student with the access code number required for online registration each semester. Students are expected to keep their advisors informed about their academic progress and to seek assistance with problems in a timely manner. A detailed Advising Guide may be found on the CSON website undergraduate page.
Support Services

The Connors Family Learning Center located in the O’Neill Library provides services for students that enhance academic performance. Here students may request tutoring, help in test-taking, and learn about strategies for academic success. Free tutoring is available for most courses.

The Counseling Service assists students with concerns about personal adjustment and emotional well-being. Counseling services are confidential. Students may contact a counselor directly in Gasson 001 or call 617-552-3310 to make an appointment.

The Nursing Laboratories, which are comprised of the Simulation Center, Examination Rooms, and the Main Lab on the second floor of Maloney Hall, are state-of-the-art centers where students complete classwork and practice clinical skills.

The Student Lounge, also located on the second floor of Maloney Hall, and connected to the nursing labs, has collaborative areas that include study rooms equipped with audiovisual equipment, as well as quiet areas for studying. The lounge has a pantry which includes a microwave, lockers that can be used to store items, and loaner laptops and textbooks available to all students.
**Clinical Laboratory**

Off-campus clinical nursing experiences begin in the sophomore (or junior) year in Adult Health I Clinical and are an essential component of the curriculum. Here the student applies the knowledge gained in the classroom and through assignments in real-life situations under the direct guidance of a faculty member. Connell School of Nursing students benefit from our location in a city with an exceptional number of world-class health care institutions and organizations.

**UNDERGRADUATE PROFESSIONAL STANDARDS AND PATIENT SAFETY POLICIES**

Unsafe clinical practice and/or unprofessional conduct are grounds for failure in any clinical course and may result in immediate removal from the clinical site. Students who demonstrate unsafe or unprofessional conduct in a clinical laboratory or clinical practice site will undergo review by the Undergraduate Academic Standards Advisory Committee and may be dismissed from the program. Students may also be immediately removed from the clinical site, undergo review by the Undergraduate Academic Standards Advisory Committee and/or be dismissed from the program under any of the following circumstances:

1. Clinical performance endangering patient safety;
2. Use of drugs / alcohol rendering the student unfit for safe and competent clinical performance and endangering patient safety;
3. Physical health and/or mental health problems rendering the student unfit for safe and competent clinical performance and endangering patient safety;
4. Unprofessional behavior in the clinical setting; and /or
5. Behavior that violates the standards in the ANA Code of Ethics for Nurses

**HEALTH REQUIREMENTS**

CSON students must meet health requirements above and beyond those for all Boston College undergraduates. These requirements are mandated by the agencies used as clinical practice sites, and include an annual screening for tuberculosis (PPD), immunity to varicella (chicken pox), MMR vaccine (measles, mumps, and rubella), hepatitis B, a flu shot, and an updated tetanus shot as needed. Students who are out of compliance with these requirements will not be allowed to attend clinical practice sites and will have their online course registration blocked. Additional physical examinations and/or other health data may be required by the School of Nursing, and all requirements are subject to change.
CPR

Students are required to be certified in cardiopulmonary resuscitation (CPR) prior to enrolling in NURS2230 (Adult Health I) and maintain that certification. CPR certification must be at the health care provider level and provide hands-on training related to resuscitation of adults, infants, and children. Appropriate courses include the American Heart Association “Basic Life Support (BLS) for Health Care Providers” and/or the Red Cross “CPR for Professional Rescuers.” Courses offered at Boston College may be found at www.bc.edu/clubs/eagleEMS/cprfaclass.html

LIABILITY INSURANCE

All students are covered by the University liability insurance policy when they are enrolled in a course with a clinical component. This insurance applies only to activities directly related to School of Nursing courses and does not cover students working as aides, nursing assistants, or independent contractors or those who volunteer in emergencies/disasters.

Students who work in healthcare related jobs during the school year or summer are not practicing as nursing students. They are either independent contractors (if working directly for a patient/client), or are employees of an agency. As independent contractors, students must be careful not to practice nursing without a license or perform procedures restricted to licensed nurses.

STUDENTS ACCOMPANYING EMS OR OTHER PATIENT TRANSPORT

Please be advised that involvement in EMS or other patient transports are not standard components of BC CSON clinical placements. Students who choose to accompany patients on EMS or other transports do so at their own risk. They are not covered by any Boston College liability or other insurance policies and therefore assume full responsibility for this participation and do so at their own risk and peril.

COSTS

Nursing education has a practice component that involves additional costs students must anticipate in the sophomore year onward. These include uniforms, laboratory fees, criminal background checks, CPR classes, immunizations, transportation costs, and any other supplies as necessary.
TRANSPORTATION TO CLINICAL

Students are responsible for their own transportation to clinical sites. Students generally travel in groups and use public transportation. Travel options and safety concerns will be discussed in the first clinical nursing course. Student Services and the Undergraduate Programs Office are continuing to work with the Undergraduate Government of Boston College (UGBC) to simplify and lighten the burden related to transportation expenses.

Parking is very expensive at local health care agencies and cannot be paid for by the school. Clinical facilities are a normal part of health professions education—such as tuition, fees, and books are not provided by the School. Some nursing students are allowed to bring cars to campus, although space in the Boston College lot is limited and permits are costly. Juniors and seniors interested in parking can contact the Associate Director of Student Services the semester before they would like a permit.

UNIFORM POLICY

Certain standards are expected of students who represent the School of Nursing in its partnering agencies. Students are responsible for adhering to the following uniform policy:

The uniform is worn only when a student is functioning as a Boston College nursing student under the guidance of Boston College School of Nursing faculty. Boston College School of Nursing students obtain their uniforms and name pins from the Boston College Bookstore prior to entering Adult Health I clinical.

The uniform consists of:

- **Maroon scrub pants and top (abdomen must be fully covered).**
- **Lab coat**
- **Official name pin specifying the student’s first and last name and “Boston College Connell School of Nursing” is worn on the uniform shirt.**
- **Shoes appropriate to the particular clinical setting**
- **Nails must be trimmed; neutral polish may be worn; no artificial nails are allowed as they harbor microorganisms**
- **Hair is worn off the collar and appropriately styled**
- **Make-up should be kept to a minimum**
- **Jewelry such as watches, wedding bands, Sigma Theta Tau pins, and small studs in ear lobes may be worn. Jewelry in the nose, tongue, or other sites on the face is not acceptable.**
In courses where the uniform is not required (e.g., population health, psychiatric nursing), students are expected to dress appropriately and professionally. For clinical preparation days where lab coats are required instead of uniforms, professional dress usually includes a skirt or full length slacks and closed-toed shoes. Jeans or other casual attire are inappropriate. Note that some affiliating agencies have policies prohibiting visible tattoos and/or any facial jewelry.

PROCEDURE FOR PROTECTION FROM COMMUNICABLE DISEASES

The Health Assessment, Adult Health II, Child Health, and fall Population Health courses will include content on standard precautions. The information will be consistent with Occupational Safety and Health Administration (OSHA) and Centers for Disease Control and Prevention (CDC) guidelines. Students will sign a form in the above identified courses indicating that they have received information about reducing the risk of exposure to pathogens. This form will be updated every year and the signed form will be placed permanently in the student record. Current policies consistent with existing OSHA and CDC guidelines will be posted in the simulation laboratory.

If a student, while engaged in clinical practice activities, has an exposure to potentially infected body fluid from a client, the student should do the following:

1. Immediately remove soiled clothing and wash the exposed area with soap and water.
2. Notify faculty member.
3. Report to nearest emergency room on site at the agency or as directed by the University Health Service within 1-2 hours
4. Identify self as student with a possible HIV/HBV exposure
5. Give close attention to filling out the Incident Report for the agency, School of Nursing and University Health Services. A copy of the agency report form must be forwarded to the Associate Dean within 72 hours of the exposure.

Students who have been exposed to tuberculosis should go to the University Health Service or to their primary health care provider.

Boston College will assume the financial responsibility, if necessary, for emergency assessment and interventions through the first 72 hours after an exposure incident. No member of the Boston College community, either student or faculty member, shall be denied medical evaluation and counseling. The School of Nursing will keep a confidential record of medical treatment and evaluation according to OSHA standards.
Registration Policies

(DETAILED INFORMATION IS PUBLISHED IN THE SCHEDULE OF COURSES)

HOW TO REGISTER FOR COURSES

Prior to the registration period each semester, students must meet with their faculty advisors to have course selections approved and obtain their registration access codes. The registrar will assign the student a registration time; this is the earliest time a student will be able to register online. The student may register at this assigned time or anytime later, but the likelihood of a course being closed increases the longer the student waits. It is imperative that students register for clinical nursing courses, because clinical group assignments are made from the course rosters.

DROP/ADD/CHANGE COURSES

Students may drop or add a course any time after they have registered until the end of the drop/add period (see date published in the University catalog). Drop/adds after that time must be approved by the Associate Dean.

WITHDRAWAL FROM A COURSE

If a student wishes to withdraw from a course after the drop/add period is over, she/he must request approval from the Associate Dean. When a student withdraws from a course, a “W” will appear on the official transcript, but no grade is averaged into the GPA and no credit is given. The decision to withdraw should be considered carefully with the student’s academic advisor. A withdrawal may constitute a course deficiency and affect a student’s academic status, so a low passing grade may be preferable to a withdrawal under some conditions. Withdrawals must be completed before the posted deadline each semester. After the deadline, withdrawals will be approved only in the most exceptional circumstances.

TAKING A COURSE PASS/FAIL

After the first year of study, students may register on a pass/fail basis for electives only. This option is designed to allow students to explore fields of study without being unduly concerned about grades. In a pass/fail course, the student must do all of the work required to achieve a passing grade. If the student passes, the grade will not be averaged into the GPA. If the student fails, the F will be included in the GPA. Course registration may be changed from graded to
pass/fail during the drop/add period. Additional details about pass/fail deadline may be found in the Boston College Undergraduate Catalog. **PLEASE NOTE:** The right to register for any specific course on a pass/fail basis is at the discretion of the course professor—check the course syllabus and ask the professor if in doubt.

**FULL-TIME ENROLLMENT STATUS/OVERLOAD**

Students must be registered for at least 12 credits of coursework per semester to be considered full time and 15 credits is considered a “normal” load in many semesters of the nursing programs and in many areas of the university. (Please note—with very specific exceptions BC undergraduates must be enrolled full-time.) At least nine of the credits must be in courses of three credits or more. Students who have earned at least a 3.0 overall cumulative GPA or a 3.0 GPA in the semester immediately prior to the one for which the overload is sought may register online for an additional course or courses (up to a maximum of 24 credits) during the first week of class each semester. Students must notify the Associate Dean by October 1 in the first semester and February 15 in the second semester if they wish to drop overload course(s).

**SUMMER COURSES**

Students who wish to take courses over the summer to make up a deficiency or avoid time conflicts for completing program requirements during the regular school year (e.g., students studying abroad who need to fulfill core requirements) should complete an Undergraduate Course Approval Form (available on the Student Services webpage). The completed form (with a copy of the course description) should be submitted to the Associate Dean prior to registering for the course. The relevant Boston College department must also approve core courses. All courses must be taken at accredited four-year colleges. Online courses are not currently permitted.

**WOODS COLLEGE OF ADVANCING STUDIES COURSES**

Seniors may take one Woods College of Advancing Studies (WCASU) course per semester. They must receive approval from the Associate Dean prior to registering for the course. Following the procedures of the Office of Student Services, day school students may register in Lyons Hall for any open seats beginning at 8am on the first day of class each semester. CSON students will receive a Course Substitution form (if fulfilling core, major, or minor requirements) to bring with them for registration. WCASU will not give overrides for closed courses. Requests from CSON sophomores and juniors will be reviewed after all CSON seniors requesting these courses to complete graduation requirements have received seats in those classes.
LEAVES OF ABSENCE/WITHDRAWAL FROM THE SCHOOL OF NURSING

Students in satisfactory academic standing (minimum of 1.67 in non-nursing and 2.0 in nursing courses) may take a leave of absence from the School of Nursing. If a student takes a leave of absence after drop/add time but before the deadline for course withdrawals, a grade of “W” will be listed on the transcript for all courses they were enrolled in that semester. Although readmission is normally guaranteed, the Associate Dean may specify conditions for reentry. Students considering a leave of absence are urged to discuss options as early as possible. In the case of a leave of absence or voluntary withdrawal, the student must complete a withdrawal form available from the Undergraduate Program Assistant, discuss plans with his/her advisor, and secure permission from the Associate Dean. The student must apply for readmission from a leave or withdrawal at least four months before any semester when (s)he will be enrolled in any clinical courses (i.e. from the second semester of sophomore year onward) through the Associate Dean’s office.

Please note that the Bachelor of Science (nursing) program is designed for eight (8) semesters of continuous enrollment and Boston College does not allow part-time studies for undergraduates in day school programs. After two semesters of not following the nursing curriculum on page 9, students will be dismissed from the program. While some delays in and extensions to the plans of study can be allowed, repeated leaves will interfere with building skills and knowledge in the manner intended by the curriculum and also may be grounds for dismissal from the program.
Academic and Special Opportunities

DIRECTED INDEPENDENT STUDY

Junior and senior students have the option to develop a proposal for Directed Independent Study. This option allows an eligible student to study an area of nursing that is not part of the required nursing curriculum or that the student wishes to pursue in greater depth if a willing faculty member can be found and the Department Chair gives his or her permission. A cumulative GPA of 3.0 is a prerequisite. Guidelines for Directed Independent Study (NURS4911, 1-3 credits) are available on the Students » Undergraduate page of the nursing website. A student should initiate the approval of the proposed independent study prior to registration. Once the proposal has been approved, the Undergraduate Program Assistant will make sure the student is enrolled in the correct section of NURS4911.

B.S./M.S. PROGRAM (SUBMATRICULATION)

Highly qualified undergraduate nursing students may be admitted to a master’s program at CSON immediately following senior year, with provisions for “double counting” specific courses for both B.S. and M.S. requirements. In anticipation of this, junior and senior students can take graduate nursing courses as electives counting towards their Undergraduate degree. Following graduation from the B.S. program in May, admitted students in the full-time B.S./M.S. program then maintain continuous enrollment in CSON by taking two or three graduate courses during the summer, and then complete the master’s program during the following academic year (or 2 years). To be eligible for admission to the B.S./M.S. program, students must maintain a GPA of at least 3.4, earn a grade of B or above in all nursing courses, and submit a completed “MS Plan of Study” to the Graduate Office by the end of junior year. Complete information is available on the CSON website.

While a minimum undergraduate cumulative GPA of 3.4 is generally competitive for entrance to graduate programs (except for Nurse Anesthesia, in which prospective students must also have critical care nursing experience), students should recognize that acceptance to specific graduate programs can be very competitive and available places can be contingent on clinical spaces in the intended graduation year. Please contact the Graduate Programs & Admissions Specialist in the Graduate Programs Office.
It is important to note that even students who are not eligible for the BS-MS program and/or who do not plan on continuing to graduate study immediately upon completion of the BS (nursing) program may enroll in graduate nursing courses while undergraduates (see next section).

**GRADUATE COURSES AS AN UNDERGRADUATE**

Undergraduate students may take graduate courses from the list available on the Undergraduate Program website either as part of the B.S./M.S. program (see previous section) or without such a plan. In the second scenario, students may apply up to two courses taken as undergraduates towards graduate program requirements in the future. [Many graduate programs, including CSON’s, allow students to transfer of a maximum of two courses taken before formally enrolling in their programs.]

If a student is not immediately continuing to graduate studies at BC after B.S. graduation, up to 2 courses can count toward a master’s degree at BC CSON if the courses are additional to the 117 credits required for the B.S. degree. Graduate programs at other schools of nursing may or may not accept CSON courses and could similarly require that the graduate courses be taken above and beyond the requirements for the B.S. degree in order to count.

Students should also note that a number of graduate courses on the list have firm prerequisites and further that certain graduate courses (for instance advanced pharmacology) must normally be taken within a fixed time period before enrolling in graduate clinical courses. Permission of the course instructor as well as the academic advisor or Associate Dean is always required for registration (see the “Permission for Undergraduate Student to Enroll in Graduate Nursing Course” form on the undergraduate nursing website).

**UNDERGRADUATE RESEARCH FELLOW PROGRAM (UGRF)**

Boston College established the Undergraduate Research Fellows program to enhance the academic experience of undergraduates in all four schools by cultivating their research skills and fostering mentoring relationships between undergraduates and faculty. The program provides a stipend for a student’s assistance on a faculty member’s research project. Students interested in this opportunity should contact the Associate Dean or visit the UGRF page on the CSON research website.
MINORS

Nursing students may minor in a field in another BC school by completing the requirements outlined in the university catalog. In addition, nursing students may complete special CSON-specific Hispanic studies, psychology, or health and humanities* minors (see the factsheet on Connell School minors on the Students » Undergraduate page of the nursing website).

*available to the Class of 2019 onward

FELLOWSHIP AND SCHOLARSHIP OPPORTUNITIES

There are many grant, fellowship, and other award opportunities for undergraduate students. Some examples include advanced study grants for independent summer travel/projects and the Houston and Truman Fellowships. Complete details are available on the website at www.bc.edu/offices/ufel.

GLOBAL HEALTH INITIATIVES

The Connell School of Nursing has several global health initiatives. In addition to semester-long and summer programs (page 11) through the Office of International Programs, CSON students have earned credit for their population health course through organized service trips to Chile, Haiti, Nicaragua, and the Dominican Republic. Information about these and other opportunities is circulated as it becomes available and may be found on the About Us » International page of the nursing website.
Co-Curricular Activities & Student Participation in the Governance of the School

Students in the School of Nursing are part of the University community and are encouraged to participate in the wide variety of available co-curricular activities. Some of these activities are specific to the School of Nursing and others are for students throughout the University. Some School of Nursing activities are listed here; students are advised to look at the Boston College Student Guide for a fuller listing of University-wide activities.

HONOR SOCIETY

Alpha Chi is the Boston College School of Nursing’s chapter of Sigma Theta Tau International, the Honor Society of Nursing. It is a vibrant, active chapter composed of faculty, students, alumni, and nurses from the community. Students may apply for membership in their junior year.

SCHOOL OF NURSING SENATE

The Nursing Senate is the official representative of the undergraduate students in the School of Nursing. Among its purposes are: to aid in the development of the nursing student; to contribute to standards of nursing education; to serve on School of Nursing Committees; to promote recruitment activities; and to collaborate with Boston College Student Nurses’ Association as well as other nursing related health organizations. Membership consists of all undergraduate nursing students. The governing group of the Senate consists of the elected class officers from each class. The bylaws of the Senate may be obtained from the class officers or the Associate Dean.

STUDENT NURSES’ ASSOCIATION

Boston College Student Nurses’ Association is a local chapter of the National Student Nurses’ Association. This organization enables students to gain a broad perspective of various facets of nursing, including community health, legislation and education. In addition, the group provides an opportunity to travel to state and national meetings and develop leadership skills.
STUDENT INPUT INTO FACULTY PROMOTION AND CONTRACT RENEWAL DECISIONS

Students are sent the list of faculty who are being evaluated for promotion, contract renewal and/or tenure each year and they are asked to submit evaluations directly to the Dean’s office. The Dean shares this information as appropriate, generally at the tenured faculty meeting in October.

STUDENT PARTICIPATION ON FACULTY COMMITTEES

Students are invited to serve on faculty committees, either by appointment through the Senate or by personal invitation from a faculty member. Students are not voting members of faculty committees, but their input is highly valued.
How to Prevent Problems and Where & How to Get Help

FINANCIAL ISSUES AND OUTSIDE WORK

Given the ever-increasing costs of college, students often find that they must work on or off campus to help support themselves and/or help pay tuition. Student Services in Lyons Hall maintains a listing of work/study and other openings on campus as well as a job registry of off-campus employment opportunities to assist students in finding appropriate work.

Occasionally financial pressures cause students to work longer hours than are realistic or possible for a full-time college student. Nursing and nursing-related science courses are especially demanding of time and energy. Working too much during the academic year can jeopardize your grades and create additional expenses in the long run by delaying your progression through the program and/or generating additional tuition costs to remediate course deficits. If you find yourself in serious financial difficulty there are several steps you should take:

• Consult a financial aid advisor and get the facts on your eligibility for various grants and low interest loans. A wide variety of programs with differing requirements are available for both middle and lower income families. It is especially important to speak with a financial aid advisor if your family’s income or expenses change significantly. If you complete your financial aid forms promptly, your advisor can help you determine which programs may benefit you and may also be able to suggest other sources of support. Make sure to ask for current information.

• If you are having specific problems meeting the university’s tuition payment schedule, you should consult Student Services in Lyons Hall to determine whether there is some other payment schedule that can be arranged.

• In some cases it may make sense to take a leave of absence for a semester or more to try to save money for tuition. If it appears that this might be the case, you should discuss the pros and cons of taking a leave with the Associate Dean.
ADVICE FOR SUCCESS

• Read this handbook and other published information (undergraduate catalog, calendars, schedule of courses, web, etc.) carefully. These contain much of the information you need to know.
• Do not assume that deadlines and regulations will be waived because it seems logical to you. There can be exceptions to rules, but academic deadlines and regulations are not arbitrary and must be enforced consistently to be fair to everyone.
• Enquire early. Whether you feel that your circumstances warrant special treatment or you are just interested in exploring different opportunities, there are often many more options available earlier than later as situations unfold. This is true whether you are concerned about a late paper, international study, health problems, etc.
• Do not let problems become unmanageable because you are afraid or embarrassed to see your professor, advisor, or Associate Dean. Often students imagine problems or decisions to be more difficult than they really are. Also in many cases, you may not be aware of all possible solutions. We are here to help, but you need to come forward for us to work with you.
• Ask someone who knows. Roommates’ opinions, rumors, and even the experiences of others may reflect different circumstances than your own, so you must make the effort to find people who have the information you need. The Undergraduate Program Office is a critical resource for you and your advisor—we encourage you to use it.
• Enjoy your time at Boston College and make the most of it!