

Boston College
William F. Connell School of Nursing
Undergraduate Student Policies

Admission

The undergraduate admission to the freshman Nursing class at Boston College is contingent upon successful completion of required high school courses at a level consistent with the University's and the Connell School of Nursing's (CSON) admissions standards. The primary criteria for admission are the high school transcript and SAT/ACT scores. Boston College uses a holistic admissions review. Factors like personal experiences, strengths, and compatibility with the University are also considered. Candidates must provide satisfactory evidence of secondary school graduation (official High School or GED/HiSET transcript), or its equivalent (e.g. Associate, Bachelor, Master, or Doctoral degree). Candidates must include translations and evaluations of non-English transcripts. Candidates must also comply with the immunization requirements specified by the [Massachusetts Department of Public Health](#). Applicants are notified about admissions decisions by the University's Undergraduate Admissions Office.

The faculty of CSON have developed technical standards competency domains that they believe to be necessary for participation and success in clinical education with or without reasonable accommodations. The Director of Undergraduate Admission, the Office of Admission Nursing liaison, and the Dean of the Connell School of Nursing are in frequent communication to ensure that the academic quality and preparation of incoming students meets the Faculty's expectations and standards. More information about the admissions process is available on the [Admissions website](#).

Progression

Students are advised to follow the recommended sequence of courses. The student carries the responsibility for ensuring that the prerequisites for coursework are met.

GOOD ACADEMIC STANDING/WARNING STATUS

In order to remain in good academic standing, all CSON undergraduates must maintain a cumulative grade point average (GPA) of 2.0 in core nursing courses and a 1.67 overall cumulative GPA. If either GPA falls below the relevant 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 or leave of absence must meet with their academic advisor. Students who do not progress satisfactorily through the nursing curriculum in its regular sequence, or who take a leave of absence, are not guaranteed that the curriculum and courses from which they departed will be in place upon their return. They will be expected to complete the curriculum of their new graduation cohort. Continuation in the program is based on space availability. 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 during clinical will be subject to review and 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 first 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). This requirement, based on lengthy experience with data regarding student progressions, is intended to minimize failures in sophomore and higher-level nursing courses where the minimum passing grade is C-. The records of students who have not met the 2.0 science GPA requirement (or who have withdrawn from any of the science or mathematics courses) will be reviewed at the December & May meetings of the Undergraduate Academic Standards Committee. Students will then be notified of progression decisions by the Associate Dean. Students must achieve a grade of C- or higher in all required nursing courses in the program (beginning with NURS 2070; see [plan of study](#)). If a student does not meet the minimum of a C- in any NURS course, (s)he will be required to retake it before advancing in the curriculum, will be placed on warning status and will be unable to progress until the deficit is remediated. A student may repeat a nursing course only once after withdrawing from it or not achieving a C- in it. Students will be dismissed from the School of Nursing after two course failures and/or withdrawals to prevent failures in core nursing courses. A total of 117 credits, including all university core, nursing core, and elective courses, is required for graduation.

Attendance

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. For any absence, students must still meet all course requirements and learning objectives. Attendance in nursing class, clinical, simulation, and lab is expected for all students. Excused absences include: •student illness, •bereavement for an immediate family member, •military obligations, or •religious observances. Students who anticipate military and religious absences should notify the faculty at the beginning of the semester so accommodations can be made to complete the learning objectives in a timely way. Students are required to communicate an unexpected absence in the method requested by the course or clinical faculty.

CLINICAL ATTENDANCE

Students are expected to attend their clinical placements each week. Students who have an unexcused absence in clinical courses will receive deductions on their clinical evaluation tool and/or documentation of a violation and will receive a reduction in the final course grade. All missed clinical hours must be made up. Each clinical course has different procedures in regards to makeup of missed clinical hours, which are outlined in the respective course syllabi. CSON's

contracts with clinical agencies prohibit students from being in settings outside of contracted days and times. Students may NOT negotiate with their clinical instructors to come in early, stay late, or shadow for a day in any setting outside of the assigned clinical dates/times. If a student expects to miss more than one clinical due to a health or personal/family emergency, it is imperative that they notify the Undergraduate Program Office immediately. Students should note that missing more than 2 clinical days in any particular course, even if the absences are excused, will lead to the student being considered to have not met learning objectives for that course and be required to repeat it.

Course Exemption

Students who apply for and are accepted for transfer to the Connell School of Nursing after completion of their freshman year will be exempt from NURS1010 Freshman Nursing Professional Seminar as this course is specifically geared to first semester freshman in their transition to college. A waiver form will be sent to student services and “waived” will appear on the student’s degree audit. The only other exemption possible in CSON is for the same transfer students specified above for MATH1180. The Math department has designated this course as “Freshmen only” thus students entering CSON after freshman year will need to enroll in a University approved math core (or meet the criteria for exemption based on Advanced Placement - see that criteria) and a Statistics course to satisfy both the university and CSON requirements. Upon completion of the above courses, the UG associate dean will complete a course substitution form to reflect completion of the Math core.

Advanced Placement

ADVANCED PLACEMENT

Following University policy, students who have achieved acceptable scores on specific College Board Advanced Placement and some other types of examinations are eligible to receive recognition that waives specific core requirements and allows students to use free electives to meet credit requirements normally filled by core courses. Details are available at:

<http://www.bc.edu/admission/undergrad/process/freshman/advanced-placement.html>

Please note that although AP Biology, Chemistry, Statistics and Calculus are useful preparation for the nursing-related science course sequence, because of differences in content covered in these courses/examinations relative to nursing requirements, high scores on these examinations do not waive any of the science and mathematics courses required of first-year CSON undergraduate students. Beyond required nursing major courses and the University core curriculum, the current School of Nursing curriculum requires students to complete at least three 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. (HB, P.12).

Transfer

TRANSFER OUT OF CSON TO MCAS/LSOE/CSOM

Students may decide or be required to transfer out of CSON to the Morrissey College of Arts and Sciences (MCAS), Lynch School of Education (LSOE), or the Carroll School of Management (CSOM). Each school has different criteria for transfer and different program requirements. Furthermore, internal transfer places may be severely restricted and no guarantees can be provided about acceptance, particularly to the other professional schools. Students should also note that there are often credit, GPA, and subject requirements for transfer as well. Students are only normally permitted one change of school or college through their undergraduate careers at Boston College. First-year students who decide not to enroll in the nursing-related science courses at Orientation will not be given a spot in the nursing clinical course sequence that begins in the sophomore year. They will be required to sign a form “waiving” (or giving up) their right to a place in the second year of the BS (nursing) program at orientation. They should note that until a transfer is official, their home school is CSON and their advisor of record will be the Undergraduate Program Office for the rest of the first year. That being said, these students are urged to seek academic advising in their intended school as soon as possible to make informed course choices. They will have the entire academic year to find a school (MCAS, LSOE or CSOM), make an internal transfer application and be accepted to another program. Any such students who have not completed the internal transfer process by July 1st immediately following their first year will be asked to leave Boston College. (HB, P. 18)

POLICY ON TRANSFER OF CREDITS FOR COURSES FROM OTHER ACADEMIC INSTITUTIONS Credits for coursework taken outside of Boston College by students transferring to the University from other colleges/universities are approved by: 1) the Admissions Office 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. All nursing-related science courses taken outside of Boston College after enrollment at CSON to meet program requirements (such as microbiology courses in the summer before the sophomore year) must be taken from an accredited four year university, will count towards the student’s overall GPA and are never taken for enrichment purposes. Approval from the UG Associate Dean must be granted before the student enrolls. Nursing courses taken abroad in Boston College-approved programs can potentially be used in place of specific required nursing courses. The Associate Dean works with the Office of International Programs when such a course substitution is proposed. 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. Boston College policy determines the maximum number of credits allowed for transfer and the university's policies on credit and grade translation apply. (HB, p.22)

GRADUATE COURSES AS AN UNDERGRADUATE: Undergraduate students who have a 3.0 cumulative GPA may take graduate courses from the list available on the Undergraduate Program website. Students may apply up to two courses taken as undergraduates towards graduate program requirements in the future if the course credits earned are beyond the 117 required for the B.S. degree. [Many graduate programs, including CSON's, allow students to transfer a maximum of two graduate-level courses taken before formally enrolling]. (HB, p. 42)

Educational Mobility

Boston College undergraduate program does not currently offer students with previous health experience alternate requirements toward a bachelor's of science (nursing). Please see regular admissions policy.

Withdrawal

ALTERNATIVE GRADUATION PLANS Nearly all CSON undergraduate students graduate in the May ceremonies following eight (8) 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 August or December of the originally forecasted graduation year or to a subsequent year. There are also special circumstances under which CSON undergraduates can finish the BS (nursing) degree within 7 semesters of attendance. (HB, P.15)

WITHDRAWAL FROM A COURSE If a student wishes to withdraw from a course after the drop/add period is over, s/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 and the Undergraduate Program Office. A withdrawal may create a credit or course deficiency and affect a student's academic progression, so a low passing grade may be preferable to a withdrawal under some circumstances.

LEAVES OF ABSENCE

Undergraduate nursing students in satisfactory academic standing (minimum 1.67 cumulative GPA and 2.0 GPA in nursing courses) may take a leave of absence. If a student takes a leave of absence after the end of the drop/add period 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. A number of University policies apply to the process. Students considering a leave of absence are urged to discuss options with their advisor and/or the Undergraduate Program Office as early as possible. The student must complete a leave of absence form available at <http://www.bc.edu/content/dam/files/offices/stserv/pdf/leaveofabsence.pdf>, discuss plans with his/her advisor or the UG Associate Dean, and obtain approval from the UG Associate Dean.

Although readmission is normally guaranteed, returns from leaves of absence for health as opposed to personal reasons have special conditions involving submission of documentation before and after the leave to University Health Services or Counseling and the UG Associate Dean. The student must apply for readmission from a leave 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 Undergraduate Program 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 (see the general template on page 11), students will be dismissed from the BS (nursing) program. (HB, p. 41)

Readmission

Connell School of Nursing students seeking readmission must initiate the process in the office of the UG Academic Dean. Completed applications for readmission must be made at least four weeks before the start of the semester in which the student seeks to resume study (four months before any semester that will include clinical course(s)). Readmission will be granted in accordance with University policy. Note: If a student was required to leave for academic reasons, a transcript of the student's work must be provided to the UG Associate Dean before a readmission decision will be made. If the student was on leave due to health reasons, a physician's statement certifying student's readiness to return is required. Students are not guaranteed that the curriculum and courses from which they departed will be in place upon their return. They will be expected to complete the curriculum of their new graduation cohort.

Graduation

Beyond required nursing major courses and the Core Curriculum, the current School of Nursing curriculum requires students to complete at least three 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. (HB, p. 13)

ALTERNATIVE (ACCELERATED/DEFERRED) GRADUATION Please Note: The information in the next section will be relevant to a very small number of students and is provided for reference only. Students and their advisors are encouraged to contact the Undergraduate Program Office for clarifications as needed. **ALTERNATIVE GRADUATION PLANS** Nearly all CSON undergraduate students graduate in the May ceremonies following eight (8) 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 August or December of the originally forecasted graduation year or to a subsequent year. There are also special circumstances under which CSON undergraduates can finish the BS (nursing) degree within 7 semesters of attendance. These circumstances are explained in the next two sections. a) **ACCELERATED GRADUATION** **DECEMBER GRADUATION** Because no AP examinations in sciences or mathematics meet CSON requirements and there are no AP equivalencies for the Theology and

Philosophy core, a maximum of 18 credits of core equivalence can be granted in the BS (nursing) degree through advanced placement. Therefore, CSON undergraduate nursing students admitted as freshmen do not qualify for Advanced Standing Graduation as described on the BC website. (<http://www.bc.edu/admission/undergrad/process/freshman/advanced-placement.html>). However, with sufficient planning of core courses, taking core and elective classes in summer sessions or as overloads, and with advance permission from the Undergraduate Office to move through the required clinical courses at an accelerated pace, students who can complete all program requirements by the end of their 7th semester will be allowed to graduate in December of their original graduation year. It is critical that students inform the Undergraduate Program Office of their interest in this plan no later than the pre-registration period for fall semester of their junior year (i.e. by second semester of sophomore year). This arrangement is subject to the availability of space in clinical courses and the Undergraduate Program Office reserves the right to limit the number of students allowed to take this path. **IMPORTANT:** Please note effective Spring 2018, there are financial penalties imposed on students who use overloads (greater than 15 credits in a semester) or summer classes at universities other than BC to meet credit requirements within 7 semesters. There will be financial aid considerations to be kept in mind as well. Students exploring this option are urged to consult the Undergraduate Office as early as possible. Students who complete graduation requirements in December can attend a Graduation Mass in December and may attend commencement ceremonies the following May. They may only participate in senior week activities in the May following graduation. Please contact the Offices of Student Involvement and Residential Life for more information. December graduates can apply for licensure immediately after their degrees are granted.

15 b) DEFERRED GRADUATION AUGUST GRADUATION Students who have up to six (6) credits of incomplete coursework or unfulfilled program requirements at the end of their final spring semester may walk and participate in the May commencement ceremonies. They complete degree requirements over the Summer session immediately after May graduation. However, such students receive their degrees and normally become licensure-eligible in August.

DECEMBER GRADUATION Students who, after the Spring semester of their senior year, have more than six (6) credits of program requirements outstanding or require courses that are not offered in the Summer semester will normally enroll in an additional semester of at least twelve (12) credits the following fall and graduate in December. Students who complete graduation requirements in December can attend a December Graduation Mass and may participate in commencement ceremonies the following May. They may only participate in Senior Week activities the following May. Please contact the Offices of Student Involvement and Residential Life for more information. December graduates can apply for licensure immediately after their degrees are granted. (HB, p. 15)

NURSING THEORY/CLINICAL COURSES

Students are guaranteed access to all required nursing and nursing-related science courses to permit graduation within 8 semesters. Access to specific clinical sequences or sections and to any specific courses outside of CSON not required for the nursing major is subject to availability of space and is not guaranteed. In the first and second year, students take a common sequence of nursing and nursing-related science classes and will choose cores and electives. In the junior and senior years, the Undergraduate Program Office determines the exact clinical sequence for

each student with specific consideration to the scheduling needs of student athletes, ROTC members, students who are studying abroad, and students with a special plan of study. Rising seniors who apply and are accepted for the population health trips (Chile, Dominican Republic, Haiti, and Nicaragua) will be randomly assigned a corresponding nursing course to take along population health (I.E. Pedi, Psych, Synthesis). A limited number of placements for each clinical course is available each semester. Therefore, not all students in the same class year will be in the same clinical sequence over the four semesters of junior and senior year. However, all students will be able to enroll in all the necessary nursing classes in order to graduate on time. Before the registration period for each semester, juniors and seniors will be told exactly which nursing theory and clinical courses to enroll in. While we make extensive efforts to accommodate student needs and interests and co-curricular commitments, no promises can be made regarding special requests. PLEASE NOTE: The Undergraduate Program Office has the right to change a student's clinical sequence at any time leading up to the start of each semester. The Undergraduate Program Office will work with students in scheduling new core or electives courses in the rare instance a change in the clinical sequence occurs. (HB, p. 37)

Student Rights and Grievances

ACADEMIC EVALUATION DISPUTES/ GRIEVANCES Instructors are expected to provide a syllabus specifying due 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 is responsible for grading 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 is posted on the CSON website under Current Student Resources for Current Students/Undergraduate. (HB, p. 21)