



SUNY Delhi School of Nursing
Prelicensure Nursing Student Handbook
2026-2027

Associate in Applied Science (AAS)
&
Dual Degree (AAS/BSN) Programs

Table of Contents

Table of Contents.....	2
SUNY Delhi School of Nursing Prelicensure Nursing Student Handbook Acknowledgment	7
SUNY Delhi Nursing Professional & Student Conduct Standards Acknowledgement	8
General Policy & Procedure Disclaimer Statement.....	9
Introduction.....	10
Handbook Purpose.....	10
Email Communication and General Tips for Success in the Program	10
Notice of Non-Discrimination	11
Professional Licensure Disclosures	12
Disclosure Disclaimer.....	12
Requirements for Professional Licensure	12
SUNY Delhi Prelicensure Nursing Programs General Information.....	13
State Regulatory and Accreditation Approval.....	13
New York State Office of Professions.....	13
Accreditation Commission for Education in Nursing (ACEN).....	13
Middle States Commission on Higher Education (MSCHE)	13
Nursing Program Mission and Philosophy	14
Mission	14
Philosophy	14
Values	14
Expected Program Outcomes	14
End of Program Student Learning Outcomes.....	14
Technical Standards for School of Nursing Programs	15
Guidelines	15
Observation.....	16
Communication	16
Motor and Tactile Abilities.....	16
Intellectual-Conceptual, Integrative and Quantitative Abilities	17
Behavioral, Emotional, and Interpersonal Abilities	17
Office of Access & Equity.....	18
Nursing Faculty & Staff.....	19
SUNY Delhi Prelicensure Nursing Programs and Pathways	20
Associate in Applied Science in Nursing (AAS).....	20
Dual Degree in Nursing (Associate in Applied Science/Bachelor of Science in Nursing) Program	20
Internal Transfer (ON) to Dual Degree in Nursing (Associate in Applied Science/Bachelor of Science in Nursing) Program	20
LPN Pathway Pilot	20
SUNY General Education Requirements	20
Transfer Credit & Math/Science Course Age Limit.....	21

Prelicensure Nursing Program Application, Admission Requirements, and Finances	22
Non-Matriculated Student Admission	22
Matriculated SUNY Delhi Nursing Internal Transfer Application	22
Conditional Acceptance Phase	23
Program Tuition and Fees.....	23
Additional Program Expenses	23
Financial Aid & Scholarships.....	23
Progression Requirements	24
Overall Requirements:.....	24
Dual Degree Specific Requirements:.....	24
General Education/Upper Division Liberal Arts and Sciences Courses:	26
Progression to the Online BSN Program (semester 7-8).....	26
Course and Program Withdrawal.....	27
Course Withdrawal procedure	27
Program Withdrawal.....	27
Change of Nursing Major	28
Academic Leave of Absence	28
Personal/Medical Leave of Absence	28
Military Orders	29
Program Attempt and Readmission Policy	30
Clinical Phase Student Program Attempt & Readmission Policy	30
Non-Clinical Phase Student Program Attempt & Readmission Policy	31
Suspended, Expelled, and Dismissed Students.....	31
Time Limitation for Program Return.....	32
Clinical Readiness for Readmission	32
Nursing Program Graduation Requirements, Pinning, and Commencement	33
Associate in Applied Science in Nursing	33
Dual Degree (AAS/BSN) in Nursing	33
Nurse Pinning Ceremony.....	33
Commencement	33
Nursing Program General Policies & Procedures	34
Student Warning Policy for Class, Clinical, and Simulation Laboratory	34
Nursing Program Dismissal Policy.....	34
Academic Infractions:.....	35
Professional Performance Infractions:.....	35
Permanent Program Dismissal:.....	35

Nursing Program Drug and Alcohol Use Policy	36
Tobacco & Vaping Policy	36
Artificial Intelligence Policy.....	36
Academic Integrity Policy	37
Self-Plagiarism Policy	37
Final Grade Grievance Policy.....	37
Discrimination Complaints	39
Redress of Student Complaints.....	39
Program Attendance and Punctuality Policies.....	40
Punctuality Policy	40
Lecture and Lab Attendance Policy.....	40
Simulation and Clinical Attendance	40
Grading and Testing Policy	41
Nursing Program Grading Policy	41
Grade Rounding Policy.....	41
Non-Nursing Required Courses.....	41
Missed Course Exam Policy	42
Make-Up Examination Policy	42
Arriving Late for an Examination.....	42
Examination Review.....	42
Exam Item Review Procedure	43
Examination Success and Remediation	43
Late Assignment Policy.....	43
Dosage Calculation Competency Policy	43
Use of Calculators on Nursing Examinations and Quizzes	44
Electronic Testing Security.....	44
Proctoring Examinations	44
ATI and NCLEX Readiness	45
ATI Requirements	45
ATI Standardized Assessments Attendance and Make-Up Policy.....	45
ATI Practice Assessment and Remediation.....	46
ATI Proficiency Levels.....	46
BoardVitals®	46
Comprehensive NCLEX-RN Preparation.....	46

Student Responsibility	46
Lab Policies	47
Uniform & Identification	47
Laboratory Safety & Equipment Care	47
Environment & Infection Control.....	48
Professional Conduct & Technology.....	48
Hand Hygiene Protocols	48
Needle and Sharps Safety	48
Environmental Sanitation & Linens	49
Professional Accountability.....	49
Visitor Guidelines	49
Restrictions Regarding Children.....	49
Infection Control.....	49
Clinical Policies	51
Clinical Attendance Expectations.....	51
First Absence: Excused without Documentation.....	51
Second Absence: Excused with Documentation Only	51
Required Documentation Standards	51
Notification Procedures	52
Consequences & Clinical Make-Up Policy	52
Severe Weather Policy.....	52
Prolonged Illness and Extenuating Circumstances.....	52
Clinical Dress Code	53
Incident Reports.....	53
Clinical Readiness Requirements	54
Clinical Readiness Day.....	54
Failure to Comply with Clinical Readiness Requirements.....	54
Criminal Background Checks.....	54
Medical and Religious Exemptions to Clinical Readiness Requirements.....	54
Clinical Transportation	54
Health Insurance	54
Practicum Evaluation & Simulation	55
Practicum Evaluation.....	55
Simulation Evaluation	55
Objectives & Clinical Evaluation Tool.....	56
Clinical Paperwork	56
Submission Deadlines and Grading.....	56

Faculty Feedback.....	56
Clinical Skills & Performance Referral.....	56
Mandatory Starfish Referral Process.....	56
Nursing Student Board	57
Student Support Services.....	58
Academic Advising	58
Academic Tutoring	58
Barnes & Noble Bookstore.....	58
Campus Dining	58
Career Center	58
Center for Student Life and Engagement	59
CIS Help Desk	59
EOP & C-PASS	59
Financial Aid & Scholarships.....	59
Health & Counseling Services.....	59
Intramural & Recreational Sports.....	59
Military & Veteran Students.....	59
Nursing Learning Open Lab	59
Office of Access & Equity.....	59
English Language Learner Academic Advisement	60
Public Safety	60
Resnick Library	60
Transportation around SUNY Delhi.....	60

SUNY Delhi School of Nursing Prelicensure Nursing Student Handbook Acknowledgment

I have been provided with the *SUNY Delhi School of Nursing Prelicensure Nursing Student Handbook* and [*SUNY Delhi Student Handbook*](#). I am responsible for acting in accordance with the SUNY Delhi and Prelicensure Nursing Program regulations and policies set forth in these publications. I have read and understand the regulations and policies. I understand that my failure to abide by these policies and procedures may delay, limit, or prevent my progression within the Nursing Program. As a SUNY Delhi Nursing Student, I understand that I must comply with these regulations and policies. I understand that where there are specific differences between policies outlined in the [*SUNY Delhi Student Handbook*](#) and the *SUNY Delhi School of Nursing Prelicensure Nursing Student Handbook*, I am obliged to adhere to the requirements outlined in the nursing handbook.

By signing below, I acknowledge I have read, understand and will abide by all Delhi and Nursing Program regulations, policies, and requirements.

Signature: _____ Date: _____

Print Name: _____

SUNY Delhi Nursing Professional & Student Conduct Standards Acknowledgement

I have read the following linked [*ANA Code of Ethics for Nurses*](#), [*SUNY Delhi Code of Student Conduct*](#), and nursing prelicensure program professional conduct standards outlined in this handbook. I understand that my behavior as a professional nursing student is expected to be consistent with these standards in *all* classrooms, lab, simulation, and clinical activities at *all* times. I understand that violations of the codes and standards may result in immediate removal from the learning area, the current activity, and/or the nursing program entirely.

By signing below, I acknowledge I have read and understand the ANA Code of Ethics, SUNY Delhi's performance expectations outlined in this handbook, and SUNY Delhi's Student Code of Conduct, policies, and requirements.

Signature: _____

Date: _____

Print Name: _____

General Policy & Procedure Disclaimer Statement

The SUNY Delhi Nursing Program reserves the right to revise, amend, or modify policies, procedures, curriculum requirements, clinical requirements, progression standards, fees, schedules, and other program requirements at any time to comply with institutional policies, accreditation standards, clinical agency requirements, New York State Education Department regulations, and/or changes in professional nursing standards. Students will be notified of significant policy changes through official SUNY Delhi communication channels.

This student handbook also provides information specific to the nursing programs, which will be helpful to you throughout your studies here and which may deviate from some college policies and procedures. Where there are specific differences, the student is obliged to adhere to the requirements outlined in this handbook. This handbook is reviewed and updated annually. Any changes in policies, procedures, or regulations will be distributed through formal SUNY Delhi communication channels to students who will assume responsibility for incorporating them into their handbook. If students have a break in enrollment from their nursing program, they will need to sign acknowledgement of the handbook in effect at the time they re-enter and will be accountable to the policies and procedures outlined in that handbook.

Signature: _____

Date: _____

Print Name: _____

Introduction

This handbook is designed to supplement the college catalog as well as the [*SUNY Delhi Student Code of Conduct*](#), [*Academic Regulations*](#), and [*SUNY Delhi Student Handbook*](#). Students are responsible for acting in accordance with the college and nursing program regulations and policies set forth in these publications.

Please take the time to familiarize yourself with the handbook. It provides an extremely useful orientation to the program, faculty, and standards of the prelicensure nursing programs. If you have a problem or concern that is not adequately answered by the handbook, please consult your advisor or the School of Nursing Program Director.

Handbook Purpose

This handbook is designed to provide guidance to nursing students in the SUNY Delhi prelicensure programs, to ensure policies are clearly and concisely written and accessible, and to ensure each student understands how policies are enforced.

Email Communication and General Tips for Success in the Program

- SUNY Delhi email is the communication tool the program will use to contact students. Students are expected to have an active SUNY Delhi email account and check it regularly while in their prelicensure program. *Neither the program nor its faculty are required or responsible for communicating with you via any other email account.*
- Students are responsible for their own learning, monitoring their grades, and progression in the program.
- Students are expected to avail themselves of all program and campus resources to support their success in the nursing program (please see [*Campus Student Support Services*](#)). Success in a prelicensure program begins with the student's own initiative and commitment to their learning and willingness to seek assistance when needed.

Notice of Non-Discrimination

SUNY Delhi does not discriminate. Pursuant to University policy, SUNY Delhi is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the college community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment of all Civil Rights.

Margie Heannings

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Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500, 646-428-3800, OCR.NewYork@ed.gov.

Professional Licensure Disclosures

Effective July 1, 2024, federal regulation requires institutions of higher education to make a determination whether a Title IV eligible academic program that leads to professional licensure or certification meets the educational requirements for licensure/certification in the U.S. State where the institution is located and the U.S. States where “distance education” students are located at the time of initial enrollment in the program, as well as U.S. States where the program is advertised as meeting such requirements, and if applicable, the U.S. State where students attest they intend to be licensed/certified. The following programs at SUNY Delhi are registered by the New York State Education Department (NYSED) and thus meet the educational requirements for licensure/certification for New York State.

Per U.S. Federal Regulations, §668.14 and §668.43, and in compliance with the State Authorization Reciprocity Agreements [SARA Policy Manual](#) | [NC-SARA](#) SUNY Delhi provides the following disclosure related to the educational requirements for professional licensure and certification.

Disclosure Disclaimer

This information is developed to inform students and other stakeholders about the SUNY Delhi programs that lead to professional licensure or certification. Programs and/or courses omitted from this list are not intended to lead to a professional licensure or certification. Since the professional licensure and certification requirements vary from state to state, disclosures posted here can be used to confirm if programs offered by SUNY Delhi meet the educational prerequisites for professional licensure or certification within and outside of New York State.

SUNY Delhi will review and update the licensure information semi-annually. Students who plan to pursue licensure for any programs should be aware that state licensure requirements are subject to changes. Students should always check with their state licensure board to confirm licensure requirements.

Requirements for Professional Licensure

Requirements for professional licensure in fields such as nursing and veterinary science technology vary from state to state. SUNY Delhi academic programs are designed to meet New York State licensure requirements and may not meet requirements from other states.

Before beginning any academic program that leads to licensure or certification, SUNY Delhi highly recommends that you contact the appropriate state licensing board where you wish to seek licensure or certification to determine whether the program you are considering will meet that state's licensing or certification requirements. At this time, SUNY Delhi has not determined, except as specifically identified below, whether our academic programs meet the licensure or certification requirements for all states.

Completion of a SUNY Delhi degree program does not guarantee employment in any profession. Prior to enrollment, students are responsible for confirming all education, testing, and licensing requirements in their chosen field.

SUNY Delhi Prelicensure Nursing Programs General Information

State Regulatory and Accreditation Approval

New York State Office of Professions

The Associate in Applied Science and Dual Degree (AAS/BSN) programs in Nursing are registered with the New York State Department of Education to offer its prelicensure programs.

Office of the Professions
Professional Education Program Review
Education Building, 2 West
Albany, NY 12234

Accreditation Commission for Education in Nursing (ACEN)

The Associate in Applied Science and Dual Degree (AAS/BSN) programs in Nursing are accredited by the Accreditation Commission for Education in Nursing. The most recent accreditation decisions made by the ACEN Board of Commissioners for the Associate of Applied Science in Nursing (ASN) Program is continuing accreditation. View the public information disclosed by the ACEN regarding this program on the [ACEN website](#). The most recent accreditation decisions made by the ACEN Board of Commissioners for the Dual Degree in Nursing (AAS/BSN) Program is continuing accreditation. View the public information disclosed by the ACEN regarding this program on the [ACEN website](#).

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: 404.975.5000

Middle States Commission on Higher Education (MSCHE)

SUNY Delhi is accredited by the Middle States Commission on Higher Education ([Home - Middle States Commission on Higher Education](#)).

Middle States Commission on Higher Education
1007 North Orange Street
4th Floor, MB #166
Wilmington, DE 19801

Nursing Program Mission and Philosophy

Mission

SUNY Delhi School of Nursing seeks to engage students in an innovative, caring, and collaborative learning environment. In preparation for interdisciplinary nursing practice and leadership roles, the School of Nursing provides opportunities to progress through undergraduate and graduate levels of education. The school prepares graduates to effectively respond to the needs of a dynamic, complex, and diverse healthcare community.

Philosophy

The foundation of our school's educational philosophy is the constructivist theory in which:

- The learner is an individual who makes decisions about his or her educational needs through active engagement in the learning process.
- The teaching methods support students' self-directedness in the educational process.
- Learning is a lifelong dynamic process involving interactions among the learner, teacher, and environment. The interactions are designed to provide the opportunity for each learner to advance toward professional goals.

Values

- **Activism:** Participate in health care policy decisions, nursing research, and professional nursing associations, advance profession, and recognize role of nursing associations in public policy.
- **Caring:** Protect privacy/confidentiality, moral/legal rights of patients and research participants, act as advocate, provide care without prejudice, practice using fidelity and respect.
- **Justice:** Engage in self-evaluation, request consultation/collaboration, seek education, accept responsibility/accountability, and maintain competence.
- **Professionalism:** Participate in peer review, establish, promote, and maintain standards, and initiate actions to improve environments of practice.
- **Trust:** Protect health/safety, promote equitable access/care, and assume responsibility for the needs of culturally diverse populations.

Expected Program Outcomes

- Graduates will meet or exceed the national and state pass rate on the NCLEX-RN licensing examination.
- 90% of graduates will express satisfaction with the nursing program.
- Graduation rate will meet or exceed 50%.
- 90% of graduates will be employed as a registered nurse within six months of graduation or will be enrolled in a graduate program.

End of Program Student Learning Outcomes

- **Patient-Centered Care:** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient preferences, values, and needs.

- *Teamwork and Collaboration*: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- *Evidence-Based Practice (EBP)*: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- *Quality Improvement (QI)*: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- *Safety*: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- *Informatics*: Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.

Technical Standards for School of Nursing Programs

The technical standards listed below are intended to inform students of the skills, abilities, and behavioral expectations required in this program. These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of this program at SUNY Delhi. These standards are not conditions of admission to the program, but persons interested in applying for admission to the program should review this list to develop a better understanding of the skills, abilities, and behavioral expectations necessary to successfully complete the program. The college complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990; therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Graduates are expected to have a broad competence in the basic skills underlying the general practice of nursing. All graduates must be able to conduct an assessment and synthesize the findings into a plan of care, including intervention and evaluation. This must be accomplished independently without aid of an intermediary.

Nursing students must possess the capabilities to accomplish these requirements in a reliable manner and become competent and safe practitioners. Thus, our students must have the capability to undertake all our curricular requirements to the satisfaction of our supervising faculty.

Guidelines

Nursing education requires the acquisition of skills, professional attitudes, and behavior, as well as the accumulation of scientific knowledge. The complete process involves an intense professional education leading to an AAS or BS degree in nursing. In order to graduate the best possible nurses, school standards must be rigorous and exacting, and admissions must be extended only to those who are best qualified to meet the performance standards of the profession. Graduates must have the knowledge and skills to function in a broad variety of clinical situations, and to render a wide spectrum of patient care.

Candidates must have abilities and skills in five areas: 1) observation; 2) communication; 3) motor; 4) intellectual-conceptual, integrative and quantitative; and 5) behavioral, emotional, and interpersonal abilities. Since the care of patients is an essential part of the educational program, schools must at all costs act to protect the health and safety of patients.

Observation

The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiologic and pharmacologic demonstrations in animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand; to communicate with accuracy, clarity, and efficiency with patients, their families, and other members of the healthcare team (including spoken and non-verbal communications such as interpretation of facial expressions, affect, and body language).

Examples of relevant activities:

- Draw up the correct quantity of medication in a syringe or detect changes in skin color or condition.
- Detect sounds related to bodily functions using a stethoscope, or detect audible alarms generated by mechanical systems used to monitor patient physiological status.

Communication

A candidate should be able to communicate with and observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. Communication also includes computer literacy to be able to document electronic medical records used in healthcare agencies. The candidate must be able to communicate effectively and efficiently with all members of the healthcare team.

Examples of relevant activities:

- Abilities sufficient to give directions to or follow directions from other members of the healthcare team, and to participate in healthcare team discussions of patient care.
- Ability sufficient to elicit and record information about health history, current health state, or responses to treatment from patients or family members.
- Ability sufficient to convey information to patients and others as necessary to teach, direct, and counsel individuals.

Motor and Tactile Abilities

The candidate must be able to provide general care and emergency interventions to patients in all healthcare settings. Required functions include carrying out nursing procedures, performing basic laboratory tests, and providing routine and emergency care and treatment to patients according to the standard of care.

Examples of relevant activities:

- Obtain assessment information by palpation, auscultation, percussion, and other diagnostic maneuvers.
- Complete assigned periods of clinical practice.
- Carry out patient care procedures, such as tracheostomy care, or performing emergency airway suctioning.
- Carry out patient care procedures, such as the turning and lifting of patients.
- Detect unsafe temperature levels in heat-producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules.

Intellectual-Conceptual, Integrative and Quantitative Abilities

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem-solving, a critical skill, requires all of these intellectual abilities. Candidates must have the ability to gather data, develop a plan of action, establish priorities and monitor treatment plans and modalities, and have the ability to comprehend three-dimensional and spatial relationships.

Examples of relevant activities:

- Calculate appropriate medication dosage given specific patient parameters.
- Analyze and synthesize data and develop an appropriate plan of care.
- Collect data, prioritize needs, and anticipate reactions.
- Properly administer IM injections or assess wounds of varying depths.

Behavioral, Emotional, and Interpersonal Abilities

A candidate must possess the emotional health required for full utilization of his/her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to the diagnosis and care of patients; and the development of mature, sensitive and effective relationships with patients. Candidates must possess the ability to relate to colleagues, staff, and patients with honesty, integrity, and non-discrimination; and demonstrate the capacity for the development of a mature, sensitive, and effective therapeutic relationship with patients.

A candidate must be able to tolerate taxing workloads, and to function effectively under stress. They must be able to: adapt to changing environments; display flexibility; learn to function in the face of uncertainties inherent in the clinical problems of many patients; modify behavior in response to constructive criticism; and have the capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that shall be assessed during the admissions and education processes.

Examples of relevant activities:

- Remain calm in an emergency situation.
- Communicate effectively with patients and families of diverse religious, cultural or social backgrounds.
- Demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.

Office of Access & Equity

Students who require academic adjustments or believe they may qualify for academic adjustments in order to meet any of the technical standards should contact the [Office of Access & Equity](#).

Nursing Faculty & Staff

LEADERSHIP TEAM	
Amy Brandt, Ph.D., MSW Dean School of Health, Liberal Arts, and Sciences brandtac@delhi.edu	Dr. Cheryle Levitt Nursing Program Associate Dean, Professor levittcg@delhi.edu
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SUNY Delhi Prelicensure Nursing Programs and Pathways

Associate in Applied Science in Nursing (AAS)

The AAS in Nursing permits accepted students to earn an Associate in Applied Science Degree in Nursing in four semesters. The curriculum for the program is outlined in the catalog ([Program: Nursing - AAS \(prelicensure program\) - SUNY Delhi](#)). It permits students to obtain the required general education requirements for the degree while completing prelicensure coursework.

Dual Degree in Nursing (Associate in Applied Science/Bachelor of Science in Nursing) Program

The nursing Dual Degree program permits students to earn an Associate in Applied Science and Bachelor of Science in Nursing degree in eight semesters. The students begin this program focusing on general education coursework during the first two semesters (i.e., pre-clinical phase of the degree program). In the third through sixth semesters (i.e., clinical phase of the degree program), students complete their prelicensure nursing coursework and can sit for the NCLEX exam at the close of semester six upon successful completion of the AAS requirements. In semesters 7-8, students are eligible to complete the BSN degree requirements online (i.e., BSN online phase of the degree). The degree plan is located on the college website ([Program: Nursing: Dual Degree - AAS/BSN - SUNY Delhi](#)).

Internal Transfer (ON) to Dual Degree in Nursing (Associate in Applied Science/Bachelor of Science in Nursing) Program

SUNY Delhi offers matriculated SUNY Delhi students who are not nursing majors an opportunity to internally transfer into the Dual Degree Program (see above). Students utilizing this pathway generally are enrolled as [Biology AS](#) or [General Studies AS](#) majors. They may be considered for internal transfer by applying through the [Nursing Internal Transfer Application](#). Students who admit through this pathway do so into the third semester of the Dual Degree program plan.

LPN Pathway Pilot

SUNY Delhi currently has a pilot program available for LPNs who wish to advance place into either the Associate in Applied Science in Nursing or Dual Degree program. LPNs who are interested in this pathway should consult the college catalog for the [AAS in Nursing](#) or [Dual Degree](#) program for more information. Please note this program is a pilot for the 2026-2027 academic year only. Students will need to consult the college catalog in subsequent years to determine if the pilot is continued.

SUNY General Education Requirements

The nursing prelicensure programs at SUNY Delhi meet all SUNY General Education requirements. For an outline of SUNY's requirements, students may refer to the college catalog ([SUNY General Education Requirement - SUNY Delhi](#)). Each of the Nursing prelicensure programs outline the general education requirements required in their degree pathway. Please consult the degree plan in the college catalog for more information.

Transfer Credit & Math/Science Course Age Limit

The Associate in Applied Science and Dual Degree (AAS/BSN) programs in Nursing permit students to transfer coursework from external institutions to fulfill general education requirements within the percentages allowable by the institution (see [Transfer Credit Information](#)).

The prelicensure programs *do not* permit transfer of any nursing courses (i.e., those courses with a NURS designator). All prelicensure nursing courses outlined in the prelicensure degree plans (i.e., NURS 100-399), must be completed at SUNY Delhi.

The prelicensure programs have a time limit for Math and Science courses. These courses may only be transferred in and counted towards the prelicensure degree requirements if they have been completed within the last five years at the time of matriculation into the prelicensure program. Any math or science course transferred in must be completed with a minimum of a “C” or 70 (for colleges using numerical grading) or better.

Social Sciences, Humanities, Arts, History, or Languages coursework may be transferred in in accordance with campus policies to meet prelicensure degree requirements if they were completed with a minimum grade of “C” or 70 (for colleges using numerical grading) or better.

Prelicensure Nursing Program Application, Admission Requirements, and Finances

Non-Matriculated Student Admission

Students not currently matriculated at SUNY Delhi and seeking admission to the Associate in Applied Science or Dual Degree in Nursing program must apply through [SUNY Delhi Admissions](#). Admissions reviews prospective applications to the prelicensure programs on a rolling basis. Admission to either of the prelicensure programs is contingent upon meeting the admissions criteria and availability of space.

Non-Matriculated Student Minimum Admission Requirements for the Associate in Applied Science (AAS) or Dual Degree in Nursing (AAS/BSN)

High School Students:

- 85+ High School GPA
- 3 years of Math (Algebra, Geometry, Algebra Trigonometry or Algebra II, or a college level Math)
- 2 years of sciences: Biology or Living Environment required, Chemistry suggested
- 4 years of English

Transfer Students:

- 3.0 Overall GPA
- Minimum of 24+ college-level course credits

Matriculated SUNY Delhi Nursing Internal Transfer Application

Any SUNY Delhi student can apply to transfer into a pre-licensure nursing program through a competitive internal process. Applications are due every December, with reviews taking place at the end of the Fall semester for entry the following Fall semester.

Meeting the minimum requirements only qualifies you for consideration; it does not guarantee admission. Eligible applicants are given a composite score based on their overall GPA and specific course grades. Students are then ranked, and conditional acceptance is offered to the highest-scoring applicants based on available space. If you are appealing a final grade for any required course, that appeal must be fully resolved by January 5th.

Feature	Details & Criteria
Eligibility	Open to any student in any major at SUNY Delhi.
Application Deadline	December (Check the college webpage for the exact date).
Minimum Credit Units	12+ General Education credits completed at the time of application.
Minimum GPA	3.0 overall GPA required for consideration.
Required Science Course	BIOL 130, BIOL 220, or BIOL 230 with a B or better.
Required English Course	ENGL 100 or ENGL 200 with a B or better.
Required Math Course	MATH 128 or MATH 120 with a B or better.
Grade Appeal Deadline	Must be finalized by January 5th for any required course.

Selection Method	Ranked by a Composite Score (GPA + individual required course grades).
Admission Offer	Conditional acceptance given to top-ranked students based on space.
Program Start	Entering students begin nursing courses the following Fall semester .

Conditional Acceptance Phase

If you receive a conditional acceptance, you must meet these criteria during the Spring semester to secure your entry for the Fall semester:

- Maintain a 3.0 overall GPA.
- Maintain full-time student status.
- Pass 12+ credits during the Spring semester.
- Complete 24+ total credits of required general education/upper-division liberal arts electives. (see: [Progression Requirements](#)).

Students are not advised to drop any courses without consulting their advisor. Students who fail to meet these criteria at the close of the spring semester will not be permitted to begin the Dual Degree in Nursing program. Their offer of conditional acceptance will be rescinded.

Program Tuition and Fees

Information about SUNY Delhi estimated tuition and fees is posted on the college website (see: [Tuition & Fees | SUNY Delhi | Affordable College in NY](#)).

Additional Program Expenses

In addition to tuition and college fees, nursing students should anticipate expenses associated with uniforms, textbooks, ATI learning resources, background checks, CPR certification, transportation to clinical experience, laboratory supplies, and license application.

Financial Aid & Scholarships

Students attending SUNY Delhi may be eligible for financial aid. Information about financial aid is available on the college website or through the One-Stop Delhi Student Services Office (see: [Financial Aid & Scholarships | SUNY Delhi | Affordable State College](#)). Students interested in scholarships should also review the financial aid website or consult with the One-Stop Delhi Student Services Office.

Progression Requirements

Overall Requirements:

The prelicensure nursing programs expect all required non-nursing coursework (e.g., general education courses, ALHT courses) in the degree plans to be earned with no less than a “C” letter grade or 70%. This standard applies to all non-nursing courses taken at SUNY Delhi or transferred in and counted towards non-nursing degree requirements.

All nursing courses (courses with a NURS designator) must be earned with a “C+” letter grade (75%) or higher in order for the student to progress in their nursing program. Once a student has entered the clinical phase of their nursing program, they are expected to complete all NURS designated courses when they are scheduled in the degree plan. If they are unable to do this, for whatever reason, they may not progress in their nursing program and will be subject to the [program attempt and readmission policies](#).

If a clinical student fails to complete the general education or upper division liberal arts and science courses when they are scheduled to occur as outlined in the degree plan or before, they will have until the start of the next academic year to complete the general education/upper division liberal arts and science courses. It is imperative for students to remain on track to complete all AAS requirements as scheduled in the degree plan so that the AAS in Nursing can be conferred, and the student is eligible to sit for the NCLEX-RN.

Maintaining satisfactory academic progress and completing your degree requirements on time is critical to progress in the nursing program and graduate on time. If a student drops coursework or wishes to change their nursing major, the student’s progression in the program and financial aid eligibility could be impacted. If students wish to withdraw from coursework or change their nursing major, they are encouraged to meet with Financial Aid to understand the full extent these changes may have on their award package. While Nursing Faculty Advisors may be able to answer general questions about financial aid, they cannot counsel students on the specifics of their award package. It is the student’s responsibility to meet with financial aid and educate themselves about how course withdrawals, change of major, etc. can impact their financial aid.

Dual Degree Specific Requirements:

Dual degree students are expected to comply with all overall requirements. In addition, dual degree students have specific requirements that must be met in semesters one and two. At the close of their first semester students must complete a minimum of 12 credits of the degree plan required general education and/or liberal arts upper division degree requirements with an overall GPA of no less than 3.0. At the close of the first semester, ten of the twelve credits (10/12) must include successful completion of the following courses:

- BIOL 220 – Human Anatomy & Physiology I (4 credits)
- ENGL 100 – Composition I (3 credits)
- PSYC 100 – Introductory Psychology (3 credits)

Students may transfer in the above courses and count them towards semester 1 requirements. The student will then need to work with the Academic Advisement & Student Success office on a revised general education schedule.

Students who meet the above criteria will be permitted to progress to semester 2 of the program unencumbered. Students who fail to meet the above criteria will be placed on nursing program probation in the dual degree program and must work with their academic advisor to remediate problematic coursework.

Dual degree students at the close of their second semester must have earned a minimum of 24 credits of the degree plan required general education and/or liberal arts upper division degree requirements with an overall GPA of no less than 3.0. At the close of the second semester, the minimum 24 credits must include successful completion of:

- BIOL 220 – Human Anatomy & Physiology I (4 credits)
- ENGL 100 – Composition I (3 credits)
- PSYC 100 – Introductory Psychology (3 credits)
- BIOL 225 – Human Anatomy & Physiology II (4 credits)
- MATH 115 – Statistics (3 credits)

Conditionally accepted internal transfer students must also meet the above criteria when final grades are posted at the close of the spring semester in order to progress into the third semester of the dual degree program and begin the clinical phase of the dual degree program.

Any final grade grievances must be resolved no later than June 1st after spring final grades are posted.

Students may transfer in the above courses and count them towards semester 2 requirements; however, they must be transferred in before the start of the spring semester (i.e., semester 2) of the degree plan. If the student transfers these courses in, they will need to work with the Academic Advisement & Student Success office on a revised education plan so that they are not repeating any transferred courses.

If by the close of the second semester of the program, the student has not met the minimum credit requirements or overall GPA requirements for progression, the student will not be permitted to progress to semester three (3) of the dual degree program (i.e., clinical phase of the program). The student will be transferred to General Studies AS or another major of their choosing and provided an opportunity to utilize the competitive internal transfer process to attempt readmission to the nursing program. The [program attempt and readmission policies](#) will pertain to them. If the student does not wish to continue in Nursing, they should consult with Academic Advising and Financial Aid.

For transfer students who enter the dual degree pathways with transfer credits, they must pass all general education or upper division liberal arts and elective courses assigned to them and meet the grading criteria requirements and minimum credits earned requirements to progress into the clinical phase of the program. If a transfer student fails to successfully complete the education

plan that would permit them to transition to the clinical phase of the program (i.e., semester 3) by the close of their first semester at SUNY Delhi, they will need to be fully compliant with their education plan by the close of their second semester of attendance at SUNY Delhi to attain clinical ready status. If they fail to be clinical ready after two semesters, they must transfer to General Studies AS or a major of their choosing. They may utilize the competitive internal transfer process to attempt readmission to the nursing program.

General Education/Upper Division Liberal Arts and Sciences Courses:

Once students are in the clinical phase of their nursing program (semester 1 for AAS students and semester 3 for dual degree students), they must complete the general education or upper division liberal arts and sciences coursework that is required when it is scheduled in the degree plan or before. If students transfer in courses, then they will need to complete the general education/upper division liberal arts and science courses when they are scheduled in their revised education plan or before.

If the student fails to successfully complete a required general education or liberal arts and sciences upper division course when it is scheduled in semesters 3-6 or before, they will have until the start of the next academic year to retake and successfully complete the course, assuming the course is not a pre-requisite requirement in a subsequent semester. If the course dropped or not passed is a pre-requisite for subsequent NURS designated courses, the student may be ineligible to progress in the nursing program.

Students who take a leave of absence will need to meet with the Nursing Program Director. If they intend to return to the program, they will need to work out a schedule to complete course(s) upon their return which does not violate any NURS course pre-requisites.

Progression to the Online BSN Program (semester 7-8)

Once students successfully complete semesters 1-6 of the dual degree program, they can progress to semesters 7-8 of the degree plan. Students should consult the college catalog and BSN Online Student Handbook for more details.

Course and Program Withdrawal

Course Withdrawal procedure

Dual degree students enrolled in semesters 1-2 should follow the college process for dropping a course (see: [Adding and Dropping Classes](#)).

Dual degree students enrolled in semesters 3-6 of their program or AAS nursing students must meet with their nursing faculty advisor prior to dropping a course as course withdrawals can impact nursing program progression and/or result in dismissal from the nursing program. Withdrawing from any prelicensure NURS course will result in non-progression in the nursing program. Students should review the [program attempt and readmission policies](#) section of this handbook if they intend to return after withdrawing from a NURS course.

If a student drops a general education course or upper division liberal arts and sciences course but remains enrolled in their NURS courses, the student must still meet the progression criteria outlined for general education/upper division liberal arts and sciences courses. Dropping these courses has the potential to impact a student's progression within the nursing program.

If a student intends to withdraw from a course, they must meet with their nursing faculty advisor. If the withdrawal impacts the student's ability to progress in the nursing program, they must also meet with the Nursing Program Director to complete a [program exit form](#) prior to dropping any course(s). If the student intends to return to the program, they should consult the [program attempt and readmission policies](#) section of this handbook.

Anytime a student drops a course, it is the student's responsibility to consult with Financial Aid to determine the impact on their financial aid package, if any.

Program Withdrawal

A student may, at any time, choose to withdraw from their nursing program. After discussing this decision with a member of the Advisement Office, the student *must* meet with the Nursing Program Director or Advisement Office member to complete a [program exit form](#). Students who wish to leave their nursing program and pursue another major at SUNY Delhi must complete a change of major form with the Nursing Program Director or Advisement Office member in addition to the program exit form. Unilaterally withdrawing yourself from your nursing program may impact your ability to return to the nursing program.

Students who wish to leave the nursing program and not remain matriculated at SUNY Delhi will need to complete a [program exit form](#) with the Nursing Program Director or Advisement Office member and follow the college's procedures for withdrawing from the college (see: [Withdrawal from College](#)).

Students who withdraw from the program and wish to return will be subject to the [program attempt and readmission policies](#).

Change of Nursing Major

On occasion, students may wish to change their major from one nursing degree program to another. Students seeking to do this should speak with their Nursing Advisor to ensure all general education coursework is correctly applied, ensure the student is clear about their degree plan moving forward, and ensure the student will be able to graduate on time after the completion of all prelicensure coursework. It is the student's responsibility to consult with Financial Aid about any implications to their aid package. In addition, the student, when transferring between nursing programs, must meet all non-nursing coursework requirements outlined in the degree plan at the time they transfer into the new nursing major.

Transferring majors within nursing does not reset the program attempt clock (see [program attempt and readmission policies](#)).

Academic Leave of Absence

SUNY Delhi permits students an opportunity to take an academic leave of absence. Students interested in an academic leave of absence should consult with their faculty advisor. If a student wishes to pursue an academic leave of absence, the student must complete a program exit form with the Nursing Program Director prior to initiating the leave process. Students who choose to utilize an academic leave of absence will be subject to the [program attempt and readmission policies](#) if their leave poses a potential violation of a nursing didactic or practicum course attendance policy. Students whose leave of absence results in a violation of a didactic or practicum course attendance policy will be permitted to return to the nursing program the following academic year and complete the nursing courses not completed. The leave will constitute one program attempt under the [program attempt and readmission policies](#).

If academic leaves are of very short duration and do not violate a didactic or practicum attendance policy, the student should meet with the Nursing Program Director who will assist the student with a make-up plan to cover all missed didactic, lab, and clinical work.

Personal/Medical Leave of Absence

If a student experiences personal or medical extenuating circumstances, they must contact the Director of Counseling Services immediately to discuss a personal/medical leave (see: [Leaving College](#)). Students whose medical leave renders them unable to meet didactic, lab, or practicum attendance policies will be permitted to return the nursing program under the [program attempt and readmission policies](#) the following academic year and complete the nursing courses not completed.

If a personal or medical leave of absence permits a student to complete only part of their NURS courses but requires them to withdraw from specific courses (e.g., clinical), the student may complete the NURS courses in which they are enrolled. They will be permitted to return the following academic year and finish the NURS coursework not completed (e.g., clinical) and any outstanding general education or upper division liberal arts and sciences coursework needed in order to meet progression requirements. Their re-entry the following year will be considered their second program attempt under the [program attempt and readmission policies](#).

Military Orders

If a student receives military orders while enrolled in the nursing program, please reach out to the Nursing Program Director as soon as possible. Military personnel on Department of Defense or National Guard Orders will need to discuss the impact their orders may have on meeting course and program requirements. If military orders render the student unable to meet course and program objectives, the military student will be permitted to return under the [program attempt and readmission policies](#).

Program Attempt and Readmission Policy

Clinical Phase Student Program Attempt & Readmission Policy

Maximum Program Attempts

- **Two-Attempt Limit:** All AAS and Dual Degree students enrolled in the clinical phase of their nursing program are provided with a maximum of **two (2) attempts** to complete their nursing degree.
- **Program Transfers & Major Changes:** If a student decides to transfer between nursing programs, they still will have only a total of two (2) attempts to complete a prelicensure degree (i.e., AAS or AAS/BSN) at SUNY Delhi. Changing nursing majors does **not** “restart” the attempts clock.

Return Procedures for Clinical Phase Students

If a student is unable to successfully complete a term or must step away, the required process depends on their matriculation status and circumstances.

Student Scenario	Required Action / Process	Deadline
Remaining Matriculated at SUNY Delhi (Unable to successfully complete an enrolled clinical term)	Complete and submit a Nursing Program Request to Return form. <i>(Assumes the maximum number of program attempts has not been exhausted).</i>	No later than one week after the posting of final grades for the uncompleted term.
Withdrawing / Not Remaining Matriculated (Unable to progress during the clinical phase and opting to leave SUNY Delhi)	1. Complete and submit a Nursing Program Request to Return form. 2. Follow all standard college procedures related to withdrawal (see: Withdrawal from College). 3. Prior to the semester of intended return, complete a readmission application Readmission with Admissions. 4. Re-enter the program if accepted back to the institution and approved by the nursing program. <i>(Assumes maximum attempts are not exhausted).</i>	No later than one week after the posting of final grades of the last term attended in the program.
Taking a Leave of Absence	1. Complete and submit a Nursing Program Request to Return form. 2. Reach out to the Nursing Program Director to determine all appropriate processes that must be followed to return to the program. <i>(Assumes the student is not in violation of the maximum number of program attempts).</i>	As soon as possible.

Non-Clinical Phase Student Program Attempt & Readmission Policy

Dual Degree students who are not yet eligible to progress to the clinical phase (i.e., semester 3) must follow distinct paths depending on whether they remain at the college or choose to leave.

Pathway A: Remaining at SUNY Delhi

- **Major Change & Remediation:** Students who are not eligible to progress to the clinical phase must change their major to an appropriate major and work with the [Office of Academic Advising](#) to remediate their academic performance.
- **Internal Transfer Application:** If the student successfully meets the minimum internal transfer application requirements, they may submit a [Nursing Internal Transfer Application](#).
 - *Please Note:* This process is highly competitive, and there is no guarantee of re-acceptance into nursing.
- **Clinical Phase Attempt Limit:** If re-accepted into the nursing program and permitted to begin the clinical phase of the dual degree, the student will be permitted **one (1) attempt** to complete the degree. The program attempt clock is **not** “restarted” when readmitted to the dual degree under this procedure.

Pathway B: Leaving SUNY Delhi

- **Status Change:** If a dual degree student opts to leave SUNY Delhi, they become a non-matriculated student.
- **Readmission & Transfer Process:** To seek re-entry, the non-matriculated student must:
 - Complete a **readmission application** ([Readmission](#)) with Admissions.
 - If accepted back to the institution, seek re-entry to nursing via the competitive [Nursing Internal Transfer Application](#) process.
 - *Please Note:* This process is competitive, and there is no guarantee of re-acceptance into nursing.
- **Clinical Phase Attempt Limit:** If a student is successfully re-accepted into nursing via this process, they will be permitted **one (1) attempt** to complete the degree.

Suspended, Expelled, and Dismissed Students

Academic eligibility and student conduct are strictly connected. The following rules govern students facing disciplinary actions or institutional dismissal:

- **Permanent Program Dismissal for Conduct Violations:** Students with upheld suspensions or expulsions from SUNY Delhi due to [Student Code of Conduct](#) violations may be subject to permanent dismissal from any of SUNY Delhi’s prelicensure nursing programs, even if they have not exhausted their program attempts.
- **Written Appeal Process to Return:** Students who have been suspended or expelled from SUNY Delhi due to *Student Code of Conduct* violations, but who are explicitly permitted to return to the college, cannot automatically re-enter nursing. They must complete the following written appeal process:
 - **Submit a Written Appeal:** The student must appeal to return to the nursing program in writing. Appeal letters should be directed to the **Associate Dean**.

- **Faculty Committee Review:** The Associate Dean will call a committee of faculty to review the appeal and make their professional recommendation to the Associate Dean of Nursing.
- **Final Written Decision:** The Associate Dean will review the committee's recommendation and render the final decision to the student in writing.
- **Permanent Program Dismissal vs. College Status:** Students who have been permanently dismissed from the nursing program but *not* the college itself may **not** return to the nursing program under any circumstances, even if they have not exhausted their program attempts.

Time Limitation for Program Return

Students in the clinical phase cannot be separated for more than one (1) academic year in order to return under the readmission policy. Students who are separated from any prelicensure program more than one (1) academic year, must reapply and restart the clinical program through Admissions if they are non-matriculated or the internal transfer process if they remained matriculated at SUNY Delhi.

Clinical Readiness for Readmission

Students must demonstrate the ability to perform the skill sets required to successfully re-enter the program and perform them in a manner that does not jeopardize patient safety. The program will provide the student with a list of skills they must be able to perform safely. A skill review day will be provided and check off date established. If a student cannot perform any skill safely and, in the professional judgment of faculty, is not demonstrating the aptitude to reach an acceptable level of performance prior to the start of clinical coursework, the student may not return.

Nursing Program Graduation Requirements, Pinning, and Commencement

Associate in Applied Science in Nursing

Students must complete all degree requirements. Students should check the college catalog to understand the coursework and credits that must be completed for the AAS in Nursing degree plan. If students are on track to complete these, then they are eligible to petition to graduate. Instructions on how to petition are located on the college's Graduation webpage (see: [Graduation](#)). When students have completed all graduation requirements and are cleared to graduate, the program will forward their name to the New York State Department of Education, Office of the Professions to take the NCLEX-RN exam.

Dual Degree (AAS/BSN) in Nursing

Dual degree students will have two degrees conferred upon them, an Associate in Applied Science (AAS) Degree in Nursing and a Bachelor of Science in Nursing (BSN) Degree. Students who are on track to complete their sixth semester in the dual degree nursing plan, are eligible to receive the AAS in Nursing degree if they successfully complete all NURS courses in the degree plan and a minimum of 64 credits. This permits the student to sit for NCLEX-RN prior to receiving the BSN degree. To petition to graduate with the AAS, students should follow the instructions on the Graduation webpage (see: [Graduation](#)). For conferral of the BSN degree, students should consult the BSN Online student handbook.

Nurse Pinning Ceremony

Nursing students who are graduating from the AAS in Nursing or Dual Degree programs are eligible to participate in a pinning ceremony. The pinning ceremony occurs each year before college commencement. The program will provide graduating nursing students information each year about the ceremony's time, date, and location. Pinning is separate from college commencement.

Commencement

SUNY Delhi hosts a commencement ceremony each year for all graduates. Nursing students are encouraged to participate. Information about walking in the ceremony can be obtained from the college graduation website (see: [Graduation](#)).

Nursing Program General Policies & Procedures

Student Warning Policy for Class, Clinical, and Simulation Laboratory

The following program procedure outlines the process and rationale for receiving a written warning in the nursing program:

1. In the professional judgment of faculty or the Nursing Program Director, actions or decisions demonstrating unethical, inappropriate or unsafe behavior, and/or actions or decisions that place self or patient in direct danger, as defined in any one of the following documents or by any of the following agencies: the SUNY Delhi student nursing handbook, course syllabi, the clinical evaluation tool, SUNY Delhi Code of Student Conduct, State of New York Office of Professions, Public Health Department, the American Nurses' Association (ANA) Code of Ethics for Nurses, and/or clinical practice sites' policies/procedures/requirements, is grounds for a class, clinical, or simulation lab warning.
2. A meeting will be held with the student, faculty member, and the Nursing Program Director to administer the written warning and discuss the student's plan of corrective action. The student will be expected to respond to the warning in writing with the plan for corrective action within one (1) week. A signed copy of the warning documentation along with the student's response will be given to the student, and a copy will be placed in the student's file as a permanent record that is located in the Department of Nursing office.
3. Students who violate the Academic Integrity Policy (see: [Academic Integrity Policy](#)) during the clinical phase of the nursing program will receive a written warning from the program and will be referred through the college's academic integrity process.
4. All warnings are a permanent part of the student's file and will remain for the duration of enrollment in the nursing programs.

If a student feels a warning has been issued for criteria other than what is outlined in #1 of this policy, the student may appeal the warning within seven (7) calendar days of the date it was issued via the Redress of Student Complaint policy and procedure. This means the student must meet with the faculty member and Nursing Program Director outlining their reason for the appeal and provide any documentation to dispute its issuance. *Disagreement with the professional determination of a faculty member or the Nursing Program Director in and of itself is **not** sufficient grounds for an appeal.* If the student does not feel the issue was resolved, they should then pursue B-D of the Redress of Student Complaint procedure. Appeals to written warnings initiated after seven (7) calendar days will not be considered.

Nursing Program Dismissal Policy

A student is subject to the maximum sanction of dismissal from their nursing program for any of the following substandard academic or professional performance infractions. This dismissal process is separate from the college's academic dismissal process (see: [Dismissal](#)). The Nursing Program Dismissal Policy pertains solely to prelicensure nursing students. While students may be subject to this program dismissal policy, they may also be subject to the college's dismissal policy. Below is an explanation of the reasons a student may be dismissed from a prelicensure nursing program.

Academic Infractions:

1. The student receives less than a C+ (75%) cumulative grade in any NURS required course or a C (70%) in any required general education or upper division elective course that poses a violation of the progression policy.
2. The student receives a final grade of less than 90% after three (3) attempts on the dosage calculation competency exam during their first clinical semester. The student receives a final grade of less than 90% after two (2) attempts on the dosage calculation competency examination during their second and subsequent clinical semesters in their program.

Professional Performance Infractions:

1. The student receives two (2) warnings in any one course, or three (3) total warnings in the Nursing program, regardless of program attempts. The exception to this is impairment. In instances of suspected impairment, a student will be permitted only two (2) warnings for suspected impairment before they are dismissed from their program, regardless of program attempts.
2. Impairment due to alcohol or drug use while in the jurisdiction of nursing student responsibilities on or off-campus will result in dismissal from the program.
3. Violations of the SUNY Delhi Student Code of Conduct that result in sanctioning and/or suspension or dismissal from the college will result in dismissal from the nursing program.
4. The student is asked to leave or is barred from a clinical facility used by the SUNY Delhi Nursing Programs for violations of that facility's policies and procedures or other misconduct will result in dismissal from the nursing program.
5. Violation of immunization and documentation requirements.
6. Violation of the simulation/clinical attendance policy.
7. Violations of the American Nurses' Association (ANA) Code of Ethics for Nurses.
8. Any conduct or action that jeopardizes the safety and welfare of a patient, patient visitor, college employee, faculty member, college visitor, or hospital partner staff member will result in dismissal from the nursing program.

Permanent Program Dismissal:

1. The student attempts their prelicensure nursing program a second time and fails to successfully complete their prelicensure nursing degree.
2. The student's professional performance is determined to be of an egregious nature that permanent dismissal from the program is merited, regardless of program attempts.

Students who are to be dismissed from the nursing program will be notified by the Associate Dean of Nursing. The student may remain registered in nursing courses until the close of the semester; however, they *may be* barred from actual participation in classroom, lab, and/or clinical activities. Students who have been dismissed may be eligible to return to the nursing program if they are *not* in violation of the [program attempt and readmission policies](#) and are not permanently dismissed from the program.

Students who are found to have committed egregious infractions may be subject to permanent dismissal based on the severity of their actions. The student may remain registered in nursing

courses until the close of the semester; however, they *may be* barred from participation in classroom, lab, and/or clinical activities.

A student may appeal their dismissal or permanent dismissal from their prelicensure nursing program via the redress of student complaint policy. The student should first appeal in writing to the Associate Dean of Nursing and then follow the procedure from that point if they do not feel their concern is resolved. Please note that a determination through this process may be delayed or impacted if the student's status at SUNY Delhi is being arbitrated by additional campus policies and procedures (e.g., code of conduct hearing, etc.).

Nursing Program Drug and Alcohol Use Policy

Students are responsible for knowing the cannabis and alcohol policies at SUNY Delhi. Students may not be impaired due to drug or alcohol use *at any time* while executing their nursing student responsibilities on or off campus. Nursing students cannot reasonably engage in safe learning practices and patient care when impaired.

Any student suspected of impairment will be dismissed at a minimum from class or the clinical setting up to dismissal from the nursing program. While on campus, the program will reserve the right to contact campus security if impairment is suspected. Students in the clinical setting will be subject to the clinical setting's policies and procedures concerning suspected impairment due to alcohol or drug use. All suspected cases of impairment will be referred through SUNY Delhi's Student Code of Conduct process. Students will also receive a written warning as outlined under the Student Warning Policy.

Students should be aware that, even if they are not impaired, smelling of alcohol or cannabis *at any time* while in their prelicensure program is unacceptable. Smelling of alcohol or cannabis will result in a dismissal from class or clinical for the day and a written warning, as well as referral through the SUNY Delhi Student Code of Conduct process. Students will be subject to any procedural requirements outlined by the clinical setting regarding suspected impairment due to drugs or alcohol.

Tobacco & Vaping Policy

SUNY Delhi does not permit smoking or vaping in any of its campus facilities or dorms (see: [Campus Community Information](#)). Students must adhere to a clinical facility's policies and procedures concerning tobacco use and vaping. Violations of the tobacco & vaping policy while in Sanford Hall attending a nursing class, lab, or simulation activity, or at a clinical facility will be referred through the Student Code of Conduct policy and the student will receive a written warning from the program.

Artificial Intelligence Policy

Artificial Intelligence (AI) tools are to be responsibly and ethically used. The nursing program has specific parameters established for their use. Violation of these parameters will be handled under the Academic Integrity Policy. ***Please see each course syllabus for specific Generative AI use parameters.***

Students may not initiate, develop, or complete Clinical Paperwork with AI assistance at any time. Doing so compromises the student's ability to learn how to *independently* analyze, assess, and develop appropriate responses to patient situations in a safe and effective manner. It is important for nursing students to learn how to critically analyze and evaluate appropriate modes of patient care independently.

Academic Integrity Policy

Students are responsible for understanding the Academic Integrity Policy (see [Academic Integrity Policy](#)). The process for addressing academic integrity violations reflects the organizational structure of the College of Health, Liberal Arts, and Sciences (as of 5/2026).

Any student suspected of an academic integrity violation will be informed by their faculty member. The student will have an opportunity to present their position to the faculty member. If the student is still deemed to have violated the academic integrity policy, the student will meet with the faculty member and the Nursing Program Director to discuss the violation and will be issued a written warning from the program. An academic warning will be submitted via Starfish and a copy of the warning with documentation of the violation will be submitted to the Director of Student Rights and Responsibilities. Students will be expected to complete the Nursing Plagiarism Remediation Module.

If a nursing student wishes to appeal an academic integrity violation in a NURS or ALHT course, the student should follow Steps B – D of the Redress of Student Complaint policy.

Self-Plagiarism Policy

When repeating a course, if a student uses materials previously submitted for grading in the first attempt of the course, this is considered self-plagiarism and is an Academic Integrity Violation.

Any student suspected of self-plagiarism will be informed by their faculty member. The student will have an opportunity to present their position to the faculty member. If the student is still deemed to have committed self-plagiarism, the student will meet with the faculty member and the Nursing Program Director to discuss the violation and will be issued a written warning from the program. An academic warning will be submitted via Starfish and a copy of the warning with documentation of the violation will be submitted to the Director of Student Rights and Responsibilities. Students will be expected to complete the Nursing Plagiarism Remediation Module.

If a nursing student wishes to appeal a self-plagiarism violation in a NURS or ALHT course, the student should follow Steps B – D of the Redress of Student Complaint policy.

Final Grade Grievance Policy

Students may appeal a final grade. The final grade grievance policy aligns with Section 1.378 of the Academic Programs and Services Policies Handbook (available here: [Academic Policies Committee](#)) detailing final grade grievances. The process below reflects the organizational structure of the College of Health, Liberal Arts and Sciences (as of 5/2026).

Final grade grievances must be submitted from the student's SUNY Delhi email account. All prelicensure nursing students are expected to adhere to the procedure below.

- A. The student will contact the instructor within ten (10) calendar days from when a final grade is posted by the Registrar. A grievance submitted after ten (10) calendar days will not be accepted.
 - 1. The student will provide a written statement identifying the rationale for the grade grievance, and documentation of evidence in support of the final grade grievance.
 - 2. The instructor may request/require a meeting with the student after receiving the student's written document. The instructor will respond to the student in writing with a decision within ten (10) calendar days of receiving the written grievance.
 - 3. If the complaint does not culminate in a resolution or the student does not accept the decision, the student may proceed to the next step.
- B. The student will provide a written statement within five (5) calendar days of receiving the instructor's decision to the Associate Dean of Nursing for all NURS or ALHT designated courses or the Dean of the school of which the course is offered for all non-nursing designated courses, identifying rationale and documentation of evidence in support of the final grade grievance.
 - 1. The Associate Dean may request/require a meeting with the student and will request a meeting/information from the instructor after receiving the student's written documentation.
 - 2. The Associate Dean will respond to the student in writing within ten (10) calendar days of receiving the written grievance with a decision.
- C. If the student or instructor does not accept the Associate Dean's decision, they may appeal in writing to the Dean of Health, Liberal Arts and Sciences within five (5) calendar days of the Associate Dean's decision.
 - 1. The student and/or instructor will provide a written statement to the Dean identifying rationale and documentation of evidence in support of the final grade grievance.
 - 2. The Dean may request/require a meeting with the student and/or instructor after receiving the written documentation from the student and/or instructor.
 - 3. The Dean will inform the student in writing of their decision within five (5) calendar days from receipt of the student's written appeal.
- D. If the student or instructor does not accept the Dean's decision, they may appeal in writing to the Provost within five (5) calendar days of the Dean's decision.
 - 1. The student and/or instructor will provide a written statement to the Provost identifying rationale and documentation of evidence in support of the final grade grievance.
 - 2. The Provost may request/require a meeting with the student and/or instructor after receiving the written documentation from the student and/or instructor.
- E. The Provost will render the final decision in writing to the student, instructor, and the Dean within ten (10) calendar days of receiving the appeal.

Please note that only final grades can be grieved under the final grade grievance procedure. Specific grades on course assignments or exams are not covered under this policy.

Discrimination Complaints

Students who believe they are being discriminated against due to their race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction should be aware of the college's Notice of Non-Discrimination. In addition, students should be aware of SUNY Delhi's civil rights discrimination complaint procedure (see: [Civil Rights Discrimination Complaint Procedure](#)).

Redress of Student Complaints

Under Section 1.367 of the [SUNY Delhi Academic Programs and Services Policy Handbook](#), students may pursue redress of a legitimate grievance. The process below reflects the organizational structure of the College of Health, Liberal Arts and Sciences (as of 5/2026).

If a student believes that they have a legitimate grievance against a faculty member or some part of the academic process (except the college's academic [Dismissal](#)), only they may seek redress at any time within the semester through the incomplete period (20 days from the end-of-term date for a given academic period) by way of the following steps:

- A. If the student can bring the complaint directly to the instructor, they should do so and together, they should resolve the problem. The student and/or faculty member may request the Nursing Program Director to attend and clarify points of nursing program policies and procedures that may assist in the resolution of the concern.
- B. If the student cannot bring the complaint to the instructor or if they do and the matter is not resolved satisfactorily, the student may request the Nursing Associate Dean to act as an intermediary between the student and the instructor to solve the problem. The Associate Dean will consult with the instructor, Nursing Program Director, and the student and, acting as impartial arbitrator, render a decision in writing to all.
- C. If the student does not accept the decision of the Associate Dean, they may appeal in writing to the Dean of Health, Liberal Arts and Sciences. The Dean will consult with the Associate Dean, instructor, Nursing Program Director, and the student and, acting as impartial arbitrator, render a decision in writing to all.
- D. If the student does not accept the decision of the Dean of Health, Liberal Arts and Sciences, they may appeal in writing to the Provost. The Provost, as impartial arbitrator, renders the final decision in writing to the student, the instructor, Associate Dean, and Dean.

Final grade grievances and violations of academic integrity are not addressed under this redress procedure but under their own respective procedures. For other policies that address student concerns, please consult the SUNY Delhi Student Handbook and/or the college catalog to ensure the student is utilizing the correct policy and procedure to address their concern.

Program Attendance and Punctuality Policies

Punctuality Policy

Students are expected to arrive to class, lab, simulation lab, and clinical on time. On time means the student is prepared to engage in learning at the start of the instructional period. Late arrival may disrupt the learning environment and is inconsistent with professional expectations. Students who are late may not only lose points on graded work but may also be subject to a warning.

Lecture and Lab Attendance Policy

Students are expected to adhere to the attendance policy outlined in the course syllabus. Students who repeatedly violate the syllabus attendance policy for a lecture or lab class and who do not have an approved medical or personal leave of absence will be notified by the instructor about their absences. If an instructor has to notify a student twice within a specific course about their absences, the instructor may meet with the student and Nursing Program Director, and a warning may be issued to the student. Faculty are not obligated to accommodate students' missed courses unless due to an approved medical or personal leave of absence.

Simulation and Clinical Attendance

Please refer to the [Clinical Policies](#) section of this handbook for details on simulation and clinical attendance requirements.

Grading and Testing Policy

The Prelicensure Nursing Student Handbook establishes student-facing examination policies and expectations. Detailed faculty procedures for examination development, administration, analysis, and security are maintained in the Faculty Examination & Assessment Policy Manual. Faculty procedures will be implemented consistently with the student rights, responsibilities, and requirements published in this handbook

Nursing Program Grading Policy

Grades in NURS courses will be awarded based on the following grading breakdown.

Passing

A 90.00% - 100.00%

B+ 85.00% - 89.99%

B 80.00% - 84.99%

C+ 75.00% - 79.99%

All NURS courses must be passed with a 75% or better. Any final course grade below 75% in a NURS course is not considered a passing grade.

Not Passing

C 70.00% - 74.99%

D+ 65.00% - 69.99%

D 60.00% - 64.99%

F < 60.00%

Grade Rounding Policy

Final grades in NURS courses are exact and may not be rounded up to the next highest grade.

Non-Nursing Required Courses

All non-nursing required courses in the degree must be earned with a minimum of a “C” grade or 70% in order to be considered as passing in the nursing program and accepted for progression towards the nursing degree.

Missed Course Exam Policy

Make-Up Examination Policy

Students are expected to complete all faculty-developed course examinations as scheduled. A student who misses a faculty-developed course examination must notify course faculty according to course and program communication expectations. All missed faculty-developed course examinations, regardless of reason, will be administered on the **designated Nursing Program make-up examination day published for that semester**. Students are responsible for arranging their schedules to attend the designated make-up examination day.

Failure to complete a missed examination on the designated make-up examination day will result in a grade of zero (0) for the missed examination. No additional make-up opportunity will be provided except when required through an approved institutional accommodation or other College policy.

This policy applies to faculty-developed course examinations.

ATI standardized assessments are governed by the separate ATI Standardized Assessment Attendance and Make-Up Policy.

Arriving Late for an Examination

Timely attendance for examinations is considered a professional responsibility. Students are expected to be seated, prepared, and ready to begin testing at the scheduled examination start time.

To protect examination integrity and ensure fairness, a student arriving more than ten (10) minutes after the scheduled examination start time may not be permitted to begin the examination. The student will be required to complete the examination on the designated Nursing Program make-up examination day.

Repeated examination tardiness may be addressed as a professionalism concern under Nursing Program policies and may result in a program warning.

Examination Review

Examination review is intended to support learning, clinical reasoning, and identification of areas requiring additional study. Students may request an examination review according to procedures established by course faculty. Examination reviews must occur before the next scheduled course examination unless otherwise approved by faculty.

During an examination review, students may not photograph, copy, transcribe, record, reproduce, or electronically capture examination questions, answers, rationales, or other secure testing content.

Examination review sessions are not used to verbally challenge examination items. A student who believes an examination item may be inaccurate or flawed must follow the formal Exam Item Review Procedure.

Exam Item Review Procedure

A student who believes an examination item contains a substantive error may request formal faculty review. The request must be submitted using the Nursing Program Student Request for Exam Item Review Form within **24 hours of the student's scheduled examination review session**. Only one examination item may be addressed per form.

The request must identify the specific concern and include supporting evidence from required course resources, such as the assigned textbook, course materials, or faculty-provided instructional resources.

Requests based solely on disagreement with the examination result, personal opinion, or a belief that an item was unfair will not constitute sufficient grounds for review. Faculty will evaluate the item using course content, clinical accuracy, examination statistics when appropriate, and relevant required course resources. The student will receive the faculty determination in writing, generally within two (2) business days. Faculty decisions may result in maintaining the original item and scoring, modifying the item, accepting an alternate response when academically justified, or removing/nullifying the item from scoring.

Examination Success and Remediation

A student who earns below 75% on a faculty-developed course examination will be identified as requiring academic follow-up. The student is expected to participate in a structured remediation or student success plan developed in collaboration with course faculty. The plan may include examination review, faculty conference, targeted content remediation, ATI Focused Review, NCLEX-style practice, tutoring, Nursing Learning Open Lab referral, study planning, and/or other appropriate academic support.

The purpose of remediation is to address identified learning needs early and support successful course progression. Completion of remediation does not change the original examination grade unless an examination item is formally adjusted through the established examination review and item-analysis process.

Late Assignment Policy

Late submission policies and penalties for late assignments are determined by the individual instructor and are outlined in the specific course syllabus.

Dosage Calculation Competency Policy

Dosage Calculation Competency Examination is categorized as a safety-critical assessment essential for ensuring safe patient care. Our commitment to best practices ensures this requirement is supported by frequent and multi-modal formative assessments that provide both learners and faculty with continuous feedback.

- Students must achieve a minimum score of 90%.
- Students are provided with three (3) attempts during the first clinical semester and two (2) attempts during each subsequent clinical semester.

A student who does not achieve 90% on the first attempt must complete faculty-directed remediation before the next attempt. Students are strongly encouraged to utilize available mathematics tutoring and Nursing Program academic support resources.

Failure to achieve the required 90% score by the final permitted attempt will result in the student's inability to meet course progression requirements. The student will be withdrawn from or unable to successfully complete the associated course and will be subject to Nursing Program progression, program-attempt, and readmission policies.

Use of Calculators on Nursing Examinations and Quizzes

When calculations are included on a Nursing Program examination or quiz, students may use only the **basic four-function calculator provided by Nursing Program faculty**, unless otherwise specifically authorized by course faculty.

Students may not use personal calculators, scientific calculators, graphing calculators, programmable calculators, calculator applications on phones, watches, tablets, or other electronic devices, or any device capable of storing or transmitting information. The same requirement applies to the Dosage Calculation Competency Examination.

Electronic Testing Security

All Nursing Program examinations administered through Brightspace require a secure examination password and Respondus LockDown Browser unless another approved secure-testing platform is used. Students are responsible for following all testing security directions provided by faculty.

Proctoring Examinations

All nursing department examinations—including unit exams, final exams, and proctored Assessment Technologies Institute (ATI) assessments—are strictly monitored by faculty to maintain academic integrity and simulate professional licensure testing conditions. Personal belongings, including cell phones, smartwatches, hoods, hats, and personal calculators, are strictly prohibited at the testing desk and must be stored in designated areas before the assessment begins. Students must open and begin the exam before writing on the department-provided scrap paper. Once the allotted time expires or a student finishes answering all questions, the exam will automatically submit for grading.

ATI and NCLEX Readiness

The pre-licensure programs integrate the Assessment Technologies Institute (ATI) Comprehensive Assessment and Review Program throughout the nursing curriculum to promote student learning, clinical judgment, and preparation for the NCLEX-RN. ATI resources are used in conjunction with classroom instruction, laboratory experiences, simulation, and clinical practice to support the development of safe, competent entry-level nurses.

NCLEX preparation begins in the first nursing course and continues throughout the curriculum. Students are expected to actively participate in all required ATI and NCLEX preparation activities as outlined in each course syllabus.

ATI Requirements

Students are required to:

- Maintain an active ATI account throughout the nursing program.
- Complete all assigned ATI tutorials, learning activities, and review modules by established deadlines.
- Complete ATI Practice Assessment A and remediation prior to each designated standardized assessment.
- Complete ATI Practice Assessment B and remediation as required by the course following Practice Assessment A.
- Participate in all scheduled ATI standardized assessments.
- Complete ATI-generated individualized remediation following each standardized assessment when required by the course.
- Utilize ATI BoardVitals® NCLEX-style question banks and other assigned review resources as directed by faculty.
- Participate in the ATI Comprehensive Review and Comprehensive Predictor during the final semester of the program.
- Complete all requirements associated with ATI's Green Light Program as assigned.

ATI Standardized Assessments Attendance and Make-Up Policy

ATI standardized assessments are scheduled course requirements, and students are expected to complete them on the assigned date. The Nursing Program's general faculty-developed course examination make-up policy does not automatically apply to ATI standardized assessments.

Make-up ATI standardized assessments are not routinely permitted. A student who is unable to attend a scheduled ATI standardized assessment due to a documented emergency or unavoidable extenuating circumstance must notify course faculty as soon as possible. Any exception must be approved by course faculty and the Nursing Program Director and is subject to ATI availability, proctoring requirements, course deadlines, and program requirements. Failure to complete a required ATI standardized assessment may result in a grade of zero (0), incomplete course requirements, or other consequences identified in the course syllabus.

ATI standardized assessments are administered at designated points throughout the curriculum to evaluate student achievement and readiness for progression toward professional nursing practice. Students are expected to complete all required Practice Assessments and remediations (Practice A and, when assigned, Practice B) prior to taking the corresponding standardized assessment.

These practice assessments are designed to identify learning needs and prepare students for success on the proctored examination.

Following each standardized assessment, ATI generates an individualized remediation plan based on student performance. Students are responsible for completing all assigned remediation activities within the timeframe established by course faculty.

ATI Practice Assessment and Remediation

Students must complete ATI Practice Assessment A and the associated required remediation before completing the corresponding ATI standardized assessment. ATI Practice Assessment B and associated remediation will be completed when assigned by course faculty.

Following ATI standardized assessments, students must complete ATI-generated individualized remediation when required by the course. Specific deadlines required remediation activities, and grading expectations will be identified in the course syllabus.

ATI Proficiency Levels

ATI proficiency levels are used to identify student strengths and areas requiring additional learning. Course-specific ATI benchmarks, remediation requirements, and grading consequences will be communicated in the course syllabus.

BoardVitals®

The School of Nursing utilizes ATI BoardVitals®, an adaptive NCLEX-style question bank, in the last semester to strengthen clinical judgment, reinforce nursing concepts, and prepare students for the NCLEX-RN. Faculty may assign BoardVitals® quizzes, question sets, or customized review activities as part of course requirements or remediation.

Comprehensive NCLEX-RN Preparation

During the final semester, students participate in ATI's Comprehensive Review Program, including the ATI Comprehensive Predictor and Green Light Program. These resources provide individualized feedback regarding NCLEX-RN readiness and identify areas requiring additional study and remediation.

Student Responsibility

Successful NCLEX-RN preparation requires consistent engagement throughout the nursing program. Students are expected to complete all assigned ATI activities, remediation plans, BoardVitals® assignments, and faculty-directed NCLEX-RN preparation activities. These requirements are designed to promote clinical competence, improve critical thinking, and enhance readiness for licensure as a registered nurse.

Lab Policies

All nursing students must maintain a professional appearance during clinical, laboratory, and clinical-replacement activities. This policy ensures patient safety, strict infection control, and professional respect for patients, faculty, and clinical partners.

Uniform & Identification

- SUNY Delhi name badge visible at all times in lab and clinical settings.
- Official SUNY Delhi School of Nursing scrubs for all clinical activities.
- Lab settings require any clean, professional scrubs that provide adequate coverage.
- Ensure scrubs are clean, wrinkle-free, and free of stains, tears, or damage.
- Sweaters, hoodies, zip-up jackets, and lab coats are prohibited in clinical or lab settings.
- Plain, solid-color undershirts (white, nude, black, or gray) may be worn under scrub tops.
- Non-skid, slip-resistant footwear, must have a closed toe and heel and be clean and in good condition.
- Hair must be kept clean, neat, pulled away from face, off the collar, and well-groomed. Facial hair must allow a proper fit for all personal protective equipment (PPE).
- Nails must be kept clean, short, and trimmed to the fingertip. Artificial nails, gel polish, acrylics, overlays, and tips are prohibited. Use clear nail polish only; colored polish is prohibited.
- Do not wear strong perfumes, colognes, body sprays, or scented lotions.
- Maintain a body and clothing free of offensive odors, including tobacco, marijuana, or alcohol.
 - Note: Students with offensive odors will be sent home immediately to change or eliminate the smell and/or may be subject to other policies and procedures outlined in this handbook.
- Limit visible facial piercings to a maximum of one (1) total. Permitted locations include the nose, lip, cheek, eyebrow, or tongue. Piercings must be small, flat, and secure so patients cannot grab them.
- Wear only small, flat stud or post earrings. Hoop earrings, dangling earrings, and gauges of any size are prohibited. There is no limit on the number of stud earrings per ear.
- Limit rings to one plain, unbroken band.
- Hats, caps, and beanies are strictly prohibited. Religious head coverings are fully permitted.
- Cover all visible tattoos completely while in uniform during clinical and lab hours.

Laboratory Safety & Equipment Care

- *Equipment Security:* Removal of any equipment, tools, or supplies from the laboratory is strictly prohibited.
- *Simulators:* Do not move manikins out of beds, remove equipment from manikins, or use SimPad devices without prior permission from an instructor or staff member.
- *Equipment Maintenance:* Leave all beds, manikins, and training stations clean, neat, and organized after use.

- *Storage*: Return all utilized equipment and supplies to their designated storage areas before leaving.
- *Reporting*: Report any technical malfunctions, damaged equipment, or safety incidents immediately to a lab instructor or the Instructional Support Technician (IST).
- *Health Notice*: Students with a latex allergy must notify the lab instructor or IST prior to participating in lab activities.

Environment & Infection Control

- *Food and Drink*: Consuming food or beverages inside the laboratories or classrooms is strictly prohibited per college policy. Students may bring a sealed water bottle into lab and leave it at their desk only.
- *Waste Disposal*: Dispose of all personal garbage in the appropriate trash receptacles within the lab or when taking breaks outside.
- *Spill Clean-Up*: Wipe up all accidental spills immediately and pick up any stray floor debris to maintain a clean workspace.

Professional Conduct & Technology

- *Professionalism*: Inappropriate language, disrespectful behavior, or unprofessional conduct will not be tolerated.
- *Dismissal*: Violators will be asked to leave the lab immediately and reported to faculty for disciplinary reprimand.
- *Mutual Respect*: Maintaining a respectful environment for peer students, student workers, and professional staff is mandatory at all times.
- *Cell Phone Usage*: Mobile device use is permitted only during open lab hours; cell phones are prohibited during structured class time unless expressly approved by the instructor.

Hand Hygiene Protocols

- *Pre/Post Contact*: Perform hand hygiene prior to and immediately following any human or manikin contact.
- *Material Handling*: Perform hand hygiene immediately after removing contaminated clinical gloves or touching biohazardous materials.

Needle and Sharps Safety

- *Disposal*: Do not recap used or contaminated needles. Drop them directly into a designated needle collection box.
- *Uncontaminated Needles*: Recap unused, clean training needles exclusively via the one-handed "scoop" technique.
- *Exposure Incident Protocol*: In the event of a needle stick injury, follow these critical steps immediately:
 - Wash the affected area thoroughly with soap and water.
 - Report the incident directly to the supervising faculty or staff member for formal reporting.
 - Report to SUNY Delhi Student Health Services for clinical evaluation and follow-up.

Environmental Sanitation & Linens

- *Spill Clean-up:* Clean spills immediately using approved solution or approved germicidal disposable wipes.
- *Personal Protection:* Wear appropriate Personal Protective Equipment (PPE) throughout the entire cleanup process.
- *Deep Cleaning:* Contact campus custodial services to execute final, professional decontamination of surfaces when required.
- *Laundering:* Place all dirty gowns and clinical linens directly into the designated dirty linen hamper.
- *Bed Maintenance:* Change simulator bed linens immediately whenever they become soiled.

Professional Accountability

- *Compliance:* Every student, faculty member, and staff partner is individually accountable for the correct implementation of these safety policies.

Visitor Guidelines

- *Prior Permission Required:* Adult visitors (excluding children) may attend lecture and lab classes only with prior approval from the course instructor.
- *Disruptive Behavior:* Visitors will be asked to leave the premises immediately if they become noisy or disrupt the educational environment.
- *Examination Restraint:* Under no circumstances are visitors permitted to attend or remain in classes during any form of examination.

Restrictions Regarding Children

- *Strict Prohibition:* Under no circumstances are children permitted to attend classes, laboratories, open lab sessions, or student study areas.
- *Open Learning Lab Restrictions:* Visitors and children are strictly prohibited from attending open lab sessions or waiting inside any laboratory or student study room.
- *Designated Waiting Areas:* Family members and guests are welcome to wait in the public areas of Sanford Hall (such as the lobby of the Centennial Center) or elsewhere on the general campus.

Infection Control

- Hand hygiene is a mandated practice for preventing transmission of diseases and will be used prior to and following human and manikin contact and after removing contaminated gloves or handling of contaminated materials.
- Contaminated needles should not be recapped but placed into a needle collection box.
- A needle that is not contaminated will be recapped using the one-handed "scoop" technique.
- In the event of a needle stick, the student must immediately wash hands with soap and water, as well as report to supervising faculty or staff for incident reporting. The student will be referred to SUNY Delhi Student Health Services for evaluation if needed.

- Spills should be cleaned with approved solutions or germicidal disposable wipes. Appropriate PPE will be worn during cleaning.
 - Custodial services will be contacted for final cleaning of the surface if needed.
- Dirty gowns and linens are to be placed in dirty linen hamper. Bed linens are to be changed when soiled.
- Occupational Safety and Health Administration (OSHA) guidelines should be used when handling chemicals or infected materials. Material Safety Data Sheets (MSDS) are located in the IST office.

All students are accountable for the correct implementation of the above policies. Failure to comply with the above outlined lab policies may be addressed under the program warning procedure and/or impact a student's grade in their lab course.

Clinical Policies

Clinical Attendance Expectations

Students are required to attend all scheduled clinical sessions to satisfy the regulatory standards of the New York State Education Department (NYSED) and programmatic accreditation requirements. Because clinical hours are directly tied to professional licensure compliance and course objectives, attendance is strictly monitored.

First Absence: Excused without Documentation

- **Policy:** Students are *permitted one (1) clinical absence per semester* without requiring formal documentation, provided proper notification protocols are followed.
- **Documentation:** None required.
- **Responsibility:** The student is fully responsible for notifying the instructor and completing all missed coursework.

Second Absence: Excused with Documentation Only

- **Policy:** A second absence is permitted only for unavoidable, documented, extenuating circumstances (e.g., medical emergencies, legal obligations).
- **Documentation:** Official documentation must be submitted to the Nursing Program Director or Clinical Coordinator within 48 hours of the missed shift.
- **Deadlines & Compliance:** Failure to submit official documentation by the 48-hour deadline may result in an official warning and places the student in violation of the attendance policy.
- **Consequences of Unexcused Second Absence:** Students who are absent a second time for reasons other than documented, unavoidable, extenuating circumstances will not be permitted a clinical make-up day. They will be in violation of the attendance policy, will be unable to progress in the nursing program, and will be subject to the program attempt and readmission policies.

If a student misses three (3) or more clinical days, **regardless of the reason**, they will be unable to progress in the nursing program. The remaining hours will be statistically insufficient to meet clinical and course objectives. The student will immediately be subject to the program's attempt and readmission policies.

Required Documentation Standards

To excuse a second absence, students must provide:

- **Medical:** A signed statement from a healthcare provider (i.e., MD, DO, PA, or NP only) on official professional letterhead. Please note that routine medical or dental appointments are not an acceptable reason for absence. Routine medical and dental appointments must be scheduled outside of class hours.
- **Accidents:** An official police or motor vehicle accident report.
- **Bereavement:** A published obituary or official death certificate for an immediate family member.
- **Legal:** A court summons for jury duty or mandatory legal obligations.

- *Military Orders*: Formal United States Department of Defense or National Guard orders.

Notification Procedures

Failure to follow proper notification protocols reflects on professional competency:

- Students must personally notify both their clinical instructor and the clinical site at least one (1) hour prior to the scheduled start time.
- A "No Call – No Show" constitutes unprofessional behavior. This violation will result in a program warning and an automatic deduction in scores for professional competencies in Section VII of the clinical evaluation tool.

Consequences & Clinical Make-Up Policy

- *Academic Penalty*: Any absence beyond the first results in an inability to meet course objectives and a maximum course grade of 70 (C). This means the student will not be able to progress and will be subject to the [program attempt and readmission policies](#).
- *Mandatory Make-Up*: If a student is absent a second time due to documented extenuating circumstances, they are required to make-up their second absence. Failure to make-up a second absence on the scheduled clinical make-up day will result in the maximum course grade of 70 (C), and the student will be unable to progress in the nursing program. The student will be subject to the [program attempt and readmission policies](#). Three or more absences for any reason will result in the maximum course grade of 70 (C), and the student will be unable to progress in the nursing program. The student will be subject to the [program attempt and readmission policies](#).
- *Schedule*: All mandatory clinical make-up experiences will take place on the Monday of finals week.

Severe Weather Policy

Students must use their best judgment during severe weather. Absences due to weather *are only excused* if the college is officially closed, roads are legally closed, or the clinical is cancelled or delayed by the clinical coordinator.

- *Delayed Starts*: Instructors may implement a delayed start schedule. The Clinical Coordinator or instructor will notify students of adjusted times.
- *Automated Notifications*: Clinical delays or cancellations will be communicated via the automated Phonevite system. Students must follow the specific instructions delivered in the message. Additionally, students may be emailed via Brightspace, so students should remain abreast of email during potential weather events.
- *Rescheduling*: Weather-related cancellations will be rescheduled for alternate days or hours at the discretion of the administration.

Prolonged Illness and Extenuating Circumstances

Students experiencing acute illness are encouraged to visit the Student Health Center or their primary care physician. If an illness is at risk of preventing the student from regular class, lab, or clinical attendance, the student is advised to contact the Nursing Program Director as soon as possible. Students should not wait for absences to place them at risk in the program before reaching out. Early communication with the Nursing Program Director will permit the student to

be advised of campus resources and program options. If a student believes they will have a prolonged illness, they should consult the medical leave of absence section of this handbook.

If an illness may constitute a potential disability, the student should also consult with the [Office of Access and Equity](#).

The program and faculty all wish to support students. It is imperative for students to communicate concerns or potential issues as soon as possible and *before* they adversely impact a student's standing in the program.

Clinical Dress Code

- SUNY Delhi name badge visible at all times in lab and clinical settings.
- Official SUNY Delhi School of Nursing scrubs for all clinical activities.
- Lab settings require any clean, professional scrubs that provide adequate coverage.
- Ensure scrubs are clean, wrinkle-free, and free of stains, tears, or damage.
- Sweaters, hoodies, zip-up jackets, and lab coats are prohibited in clinical or lab settings.
- Plain, solid-color undershirts (white, nude, black, or gray) may be worn under scrub tops.
- Non-skid, slip-resistant footwear, must have a closed toe and heel and be clean and in good condition.
- Hair must be kept clean, neat, pulled away from face, off the collar, and well-groomed. Facial hair must allow a proper fit for all personal protective equipment (PPE).
- Nails must be kept clean, short, and trimmed to the fingertip. Artificial nails, gel polish, acrylics, overlays, and tips are prohibited. Use clear nail polish only; colored polish is prohibited
- Do not wear strong perfumes, colognes, body sprays, or scented lotions.
- Maintain a body and clothing free of offensive odors, including tobacco, marijuana, or alcohol.
 - Note: Students with offensive odors will be sent home immediately to change or eliminate the smell and/or may be subject to other policies and procedures outlined in this handbook.
- Limit visible facial piercings to a maximum of one (1) total. Permitted locations include the nose, lip, cheek, eyebrow, or tongue. Piercings must be small, flat, and secure so patients cannot grab them.
- Wear only small, flat stud or post earrings. Hoop earrings, dangling earrings, and gauges of any size are prohibited. There is no limit on the number of stud earrings per ear.
- Limit rings to one plain, unbroken band.
- Hats, caps, and beanies are strictly prohibited. Religious head coverings are fully permitted.
- Cover all visible tattoos completely while in uniform during clinical and lab hours.

Incident Reports

SUNY Delhi prelicensure nursing students are required to complete an incident report if they injure themselves in lab or clinical. If a student injures themselves in lab or clinical, they must report the incident immediately to their instructor who will assist them in completing the appropriate incident form and in ensuring they are referred appropriately for treatment.

Clinical Readiness Requirements

SUNY Delhi prelicensure nursing students are required to comply with all clinical readiness requirements. A list of all requirements is available on the program's [Clinical Readiness](#) webpage.

Clinical Readiness Day

All students who are beginning the clinical phase of their prelicensure program are required to attend Clinical Readiness Day. The program will notify all accepted students when this day is scheduled. It is the student's responsibility to make arrangements to attend. Students who do not attend Clinical Readiness Day may have their offer of acceptance rescinded.

Failure to Comply with Clinical Readiness Requirements

New students who fail to meet clinical readiness requirements by the deadline stated on the clinical readiness website will not be permitted to begin their nursing program.

If a student fails to remain in compliance with program readiness requirements, they will not be permitted to attend clinical and are subject to program dismissal.

Criminal Background Checks

All students are required to complete criminal background checks. Criminal background checks will occur once per year or at the request of the clinical agency.

Medical and Religious Exemptions to Clinical Readiness Requirements

Students who require medical and religious exemptions to immunization requirements should consult with [Health Services](#). Please be advised that, while the college may accept medical and religious exemptions, clinical partners may opt not to recognize those exemptions provided by the college.

Clinical Transportation

All students in the clinical phase of their prelicensure nursing program are expected to have or arrange for reliable transportation to and from clinical that ensures they are able to comply with all clinical attendance requirements. SUNY Delhi Nursing and the College are not responsible for providing prelicensure nursing students with transportation to clinical.

Health Insurance

Please see SUNY Delhi's webpage on Health Insurance for insurance options.

<https://www.delhi.edu/campus-life/health-counseling/health-insurance/>

Practicum Evaluation & Simulation

Practicum Evaluation

Student performance in practicum courses is evaluated throughout the semester using the clinical evaluation tool associated with the course. Evaluation is based on the student's ability to demonstrate course student learning outcomes, professional nursing behaviors, safe patient care, clinical judgment, communication, preparation, and progression toward expected level-of-course competencies.

Faculty provide ongoing weekly formative feedback throughout the clinical experience. Formal evaluations are completed at designated points in the semester, including the midterm and final evaluations. Students are expected to review their evaluations with faculty and participate in the development of improvement or remediation plans when indicated.

Students must demonstrate satisfactory achievement of required practicum competencies and course outcomes to successfully complete the practicum course. A student who demonstrates unsafe practice, significant professional misconduct, or performance that places a patient or others at risk may be immediately removed from the clinical learning environment in accordance with Nursing Program policies.

When performance concerns are identified, faculty may initiate a Starfish flag, Clinical Skills Referral, or other corrective action consistent with Nursing Program policies. Failure to demonstrate satisfactory performance by the end of the course may result in an inability to meet the objectives of the practicum course and non-progression in the Nursing Program.

Simulation Evaluation

Simulation is an integral component of the prelicensure nursing curriculum and provides students with opportunities to develop and demonstrate clinical judgment, patient-centered care, communication, teamwork, safety, evidence-based nursing practice, and other course-specific learning outcomes in a structured learning environment.

Student performance during simulation may be evaluated through preparation activities, observation of performance, skills validation, clinical judgment activities, documentation, reflection, and participation in debriefing. Faculty will communicate whether a simulation activity is formative, graded, or used as a competency evaluation.

Students are expected to participate fully in assigned simulation activities, maintain confidentiality, demonstrate professional behavior, follow safety expectations, and participate in debriefing and reflection.

When a student does not demonstrate expected knowledge, skills, clinical judgment, safety, or professional behavior, faculty may require remediation and/or additional learning activities. When performance concerns are identified, faculty may initiate a Starfish flag, Clinical Skills Referral or other corrective action consistent with Nursing Program policies.

Objectives & Clinical Evaluation Tool

- *Core Objectives:* All items on the Clinical Evaluation Tool (CET) are critical objectives. Students must score a minimum of 3 on every individual objective on the final evaluation.
- *Failure to Meet Objectives:* Receiving a score below 3 on any objective on the final evaluation will result in an inability to meet course objectives, a maximum grade of 70 on the final Clinical Evaluation, and a maximum final course grade of "C".
- *Simulation:* A mandatory clinical rotation within the Simulation Center is integrated into the clinical portion of this course and contributes directly to the evaluation.

Clinical Paperwork

Submission Deadlines and Grading

- *Deadline:* All required clinical paperwork must be submitted within 72 hours (3 calendar days) of the completed clinical day.
- *Late Submissions:* Paperwork received after the 72-hour deadline (3 calendar days) will have 5 points deducted per day and will not be accepted after 7 calendar days.

Faculty Feedback

Students will receive comprehensive feedback on all submitted paperwork. This feedback is designed to bridge gaps in understanding, improve clinical judgment, and refine the application of nursing knowledge to clinical practice.

Clinical Skills & Performance Referral

The Clinical Referral process is a supportive, structured intervention designed to help students strengthen their clinical competence, critical thinking, and professional behaviors necessary for safe patient care. Referrals are initiated when a student requires focused guidance or additional practice.

Mandatory Starfish Referral Process

- *Triggers:* A referral to the skills laboratory will be issued via Starfish if a student does not meet expectations during weekly clinical evaluations, struggles with clinical skills, or submits substandard paperwork.
- *Student Responsibility:* Upon receiving a referral, the student must immediately use Starfish to schedule an appointment with the remediation faculty. The remediation assignment must be completed by the specified due date.
- *Re-Evaluation:* The remediation faculty will document the completion of the referral and return it to the clinical instructor. The student will then be re-evaluated in the clinical setting by their assigned instructor.
- *Suspension for Non-Compliance:* If a student fails to complete the clinical referral by the established due date, they will be barred from attending clinical sessions until the remediation is successfully finalized. Missed clinical days due to non-compliance will count as unexcused absences. The student may also be subject to a warning for failing to comply with program directives.

Nursing Student Board

The faculty is committed to the development of collaborative student-faculty partnerships and fostering a learning environment that allows for professional growth and development on the part of both student and faculty. Therefore, a student board has been established to foster an exchange of ideas, communicate programmatic changes, encourage student leadership, and allow students to express suggestions to the Dean and faculty representatives, with a goal of enhancing the nursing program and the nursing student experience. This forum is a regularly scheduled structured meeting between students and faculty that facilitates communication, problem-solving, and mutual respect among members of the board. Student members are comprised of 4 freshmen and 4 seniors. Faculty representation will include the Dean and freshman/senior faculty; faculty and student representation will rotate on a semester basis. Meetings are scheduled at least monthly, with more frequent meetings as needed.

Student Support Services

Academic Advising

Students who enter SUNY Delhi in the Associate in Applied Science in Nursing program will be assigned a nursing faculty advisor. The role of the nursing faculty advisor is to assist students with understanding their degree plan, tracking progress on their degree plan, and planning for course registration. Nursing faculty advisors are also able to assist students with resolving concerns or issues they may encounter while in the nursing program and understanding where to access appropriate campus services. The nursing faculty advisor is an invaluable resource to students in helping them understand the nursing profession and how to navigate the expectations of the nursing program and the profession.

Students who enter the Dual Degree Program in semesters 1-2 will be assigned an academic advisor from the [Office of Academic Advising](#) when they matriculate into SUNY Delhi. The academic advisor will assist the student in selecting courses appropriate for progression in the dual degree program and in understanding how to access campus resources the student may need. Once the student progresses into the clinical coursework phase of the degree (i.e., semester 3), the student will be assigned or reassigned to a nursing faculty advisor who will assist the student until they complete the pre-licensure phase of the program and transition into the online BSN completion phase of their degree pathway (i.e., semester 7-8 of the dual degree). Once the student enters the BSN completion phase (i.e., semester 7-8), they will be assigned to a professional advisor who works in the BSN completion program.

Academic Tutoring

Prelicensure nursing students have access to a wide variety of tutoring services that include a writing center, math center, and peer tutoring services for nursing specific content. For more information about available tutoring services, students should review the [Tutorial Services](#) webpage.

Barnes & Noble Bookstore

The [Bookstore](#) at SUNY Delhi is run by Barnes & Noble. The bookstore provides students access to purchase a wide variety of items including books, computer items, clothing, etc. To learn more about the bookstore, students can visit their website or visit the bookstore on campus.

Campus Dining

SUNY Delhi students have access to meal plans. Visitors to campus also may access food and beverage options on campus. For more information, students should consult the [Bronco Dining Webpage](#).

Career Center

SUNY Delhi has a career and transfer center that can assist you with resume building, career exploration, interviewing skills, and employer contacts. They also work with students who wish to transfer to other institutions. If you require assistance, please consult the [Career Center](#) webpage or visit them at 213 Resnick Academic Achievement Center.

Center for Student Life and Engagement

The Center for Student Life and Engagement oversees student activities at SUNY Delhi, student clubs, student mail, and student government. If a student wishes to learn more about student activities on campus, they should consult the [Center for Student Life and Engagement](#) webpage.

CIS Help Desk

Students are eligible to receive IT assistance with their computers. If you have an issue, please consult the [CIS Help Desk](#) webpage or visit them during their business hours in Bush Hall, Room 317.

EOP & C-PASS

Some prelicensure nursing students may be eligible to participate in [EOP or C-PASS](#). To learn more about these support programs, students are encouraged to visit their webpage.

Financial Aid & Scholarships

Students with questions about financial aid or scholarship opportunities should reach out to the [Financial Aid Office](#).

Health & Counseling Services

Health and counseling services are available to SUNY Delhi prelicensure nursing students. For information about the health and counseling supports available, students should consult the [Health & Counseling](#) website or visit health and counseling in Foreman Hall.

Intramural & Recreational Sports

SUNY Delhi provides students with access to a variety of intramural and recreational sports. The campus has a gym and pool that are available for student use. Students interested in these resources should consult the [Athletics](#) webpage.

Military & Veteran Students

SUNY Delhi enhances the experience of student military service members, veterans, and dependents at SUNY Delhi by providing them with the necessary guidance, mentoring, and student-centered services that will assist with their transition and ensure their academic and personal success within the college community. Students who wish to learn more about military and veteran supports should consult the campus' [Veterans Affairs](#) webpage.

Nursing Learning Open Lab

Learning Open Lab hours will be posted each semester. Learning Open Lab permits students access to the skills lab at SUNY Delhi to practice skills outside of scheduled class time and to seek assistance with any questions they may have related to nursing skills. Students are encouraged to utilize open lab hours.

Office of Access & Equity

Students who require academic adjustments or believe they may qualify for academic adjustments should contact the [Office of Access & Equity](#).

English Language Learner Academic Advisement

Students who are English learners should contact the [Academic Advisement](#) office for additional support and guidance

Public Safety

SUNY Delhi has a dedicated public safety staff who support fostering a safe learning environment for all. To learn more about [Public Safety](#), students should visit their webpage.

Resnick Library

The [Resnick Library](#) at SUNY Delhi offers a variety of support to students. Students can receive support learning how to properly cite resources in their work, access books and peer-review articles for research purposes or utilize the library for quiet study space.

Transportation around SUNY Delhi

Students at SUNY Delhi have access to the Bronco Bus shuttle service. The Bronco Bus provides students access to the dorms, off-campus living locations, Valley Campus site, and off-campus Carpentry Job site. To learn more about the Bronco Bus and its schedule, please consult the [Bronco Bus](#) webpage.