



SUNY Delhi School of Nursing, Arts & Sciences
Associate in Applied Science (AAS)
Nursing Student Handbook
2025-2026

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WELCOME

On behalf of the faculty and staff at the SUNY Delhi Nursing Program, we extend a warm welcome to all of you. Our institution is dedicated to providing a truly exceptional transcultural learning experience, fostering an innovative environment that embodies principles of openness, inclusivity, and unwavering support for personal and professional growth. We wholeheartedly believe in cultivating an atmosphere of mutual respect.

We understand that embarking on this nursing program will not be an easy journey. It will require dedication, perseverance, and a strong work ethic. However, we assure you that the rewards of completing this program will far outweigh the challenges you face along the way.

By successfully graduating from our nursing program, you will not only be equipped with the knowledge and skills necessary for your professional career, but you will also be fully prepared to take on the NCLEX-RN Licensing Examination. Our goal is to mold you into compassionate, knowledgeable, and proficient healthcare providers who make a positive impact on the lives of others.

To assist you throughout your academic journey, we have created this comprehensive handbook. It has been carefully designed to provide you with a thorough understanding of the nursing program's policies. Please note that updates to this document may occur, and we will ensure that you are promptly informed of any changes.

At SUNY Delhi Nursing Program, your success is our utmost priority. We are committed to nurturing a lifelong learning experience within the nursing profession. We eagerly await the day when you will join us as esteemed colleagues.

Warm regards,

Faculty and Staff of SUNY Delhi Nursing Program

DEPARTMENT OF NURSING FACULTY AND STAFF

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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.

ACCREDITATION



The Associate Degree nursing and the RN-BSN programs at SUNY Delhi located in Delhi, NY are accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, P: 404-975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing and the RN-BSN programs is continuing accreditation.

END OF 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%.
- Retention 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 baccalaureate program.

STUDENT LEARNING OUTCOMES

Graduates will demonstrate the following:

- **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:** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- **Quality Improvement:** 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.

*Adapted from the QSEN pre-licensure quality and safety competencies.

NEW YORK STATE GENERAL EDUCATION REQUIREMENTS

AAS Degree Programs: Students must earn a minimum of twenty (20) credits in General Education. If a student completes the five Required Knowledge and Skills areas with less than 20 credits, they may take any combination of General Education courses to complete the 20-credit requirement (Written or Oral Communication, Diversity, Mathematics, Natural Sciences, Social Sciences, US History and Civic Engagement, World History and Global Awareness, Humanities, The Arts, or World Languages).

<https://catalog.delhi.edu/content.php?catoid=11&navoid=187>

ACADEMIC POLICIES AND PROCEDURES

Admission Requirements

SUNY Delhi's School of Nursing is offering a new, flexible admissions pathway into our highly competitive Nursing program. If you don't meet all the qualifications for acceptance through the criteria below, you may be accepted into our biology program with an opportunity to transfer to the Nursing program after one year. Requirements and conditions apply.

Please note that SUNY Delhi's Nursing program has limited seats available and is on a rolling admissions basis. After your acceptance, secure your spot by paying your deposit.

Acceptance to Nursing

- 85+ High School GPA OR 65% on TEAS exam
- 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 Student Acceptance

- 3.0 GPA OR 65% TEAS
- With 24+ credits

Internal Transfer

- A 3.0 cumulative GPA in college level courses (100 level and above)
- A minimum of 12 collegiate credits (100 level or above), each course with a grade of B or better for Fall semester
- Math, science, and English requirements
 - Completion of college Biology (with lab), Math, English with a grade of B or better
- Students will be notified by email as to the decision (preliminary) of your change of major during the January winter break
- Students who are granted a change of major to Nursing for Fall are required to maintain a 3.0 cumulative GPA, complete a minimum of 12 collegiate credits (100 level or above), and earn a grade of B or better for each course in Spring semester to retain their enrollment in to nursing

- Please note that pursuing a Nursing degree through the biology pathway may add additional time for program completion

For most up to date information: <https://www.delhi.edu/admission/apply/nursing/index.php>

TECHNICAL STANDARDS

The list of technical standards is for you to use to become aware and informed of the skills required in the performance of duties of a registered nurse and to assess your ability to complete such duties. These technical standards reflect the physical, psychological, and emotional performance abilities and characteristics that are necessary to successfully complete the classroom and clinical (including attendance) requirements of the associate and the dual degree programs at SUNY Delhi. These standards are conditions of admission, progression, and graduation of the program. Persons interested in applying for admission to the program must 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.

<https://www.delhi.edu/academics/majors-programs/associates/nursing/technical-standards/index.php>

LEGAL CONCERNS

Nursing is a licensure program and has special requirements for entry and licensure. This information should be utilized when making career choices. Conviction of a felony or misdemeanor may affect an individual's right to be licensed. Applicants with concerns should contact the Office of the Professions at 518-474-3817.

STUDENT PROGRESSION POLICY AAS/DUAL DEGREE TRACK

Academic qualifications for program progression include a C+ in each nursing course, and a C in all other required courses. The New York State Education Department requires that minimum academic standards be achieved. The faculty believes the minimum standard is a C+ in nursing. A student who withdraws or receives a grade of less than a "C+" in any required nursing course will not progress to the next semester and will need to apply for permission to progress in the nursing program.

<https://www.delhi.edu/academics/majors-programs/bachelors/nursing-dual-degree/policies/index.php>

AAS TRACK (Change of Major)

Students who are enrolled in the traditional 2-year track have the option of changing their major to the dual degree track after the first semester of the first year of clinical coursework. Students enrolled in the dual degree track are able to change to the 2-year track if desired.

CLINICAL READY DAYS (Accepted Student Day)

Nursing orientation attendance is necessary in order to retain a seat in the nursing program. Accepted students will be deregistered for non-attendance. There will be no exceptions; the student's acceptance will be rolled forward to the following fall semester.

ADVISEMENT

Once nursing courses are started, students are assigned a nursing faculty advisor. The Department of Nursing strives to maintain continuity by keeping students paired with the same advisor throughout their program. However, students are advised to verify their assigned advisor each semester, as occasional changes may be necessary. To arrange a meeting with their faculty advisor, students are required to schedule an appointment during the designated office hours utilizing Starfish. It is important to note that during the enrollment period, faculty may require one-week advance notice for advisory appointments. Please be aware that faculty advisors are not available for advisory services during the winter break or summer months. All students are required to have an advisement session prior to the conclusion of each semester. Faculty advisors

will provide guidance and support throughout the nursing program. To maximize their academic experience, it is highly recommended that students schedule at least two meetings with their faculty advisor per semester. Additionally, students must consult their faculty advisor for course registration.

PROGRAM EQUIPMENT/SUPPLIES

Uniform - required through Barnes and Noble Campus Store: green pants, green scrub top, 2 name pins
Shoes/Sneakers – professional, student choice (see dress code)
Watch with second hand
Double sided stethoscope
Blood pressure cuff (optional)
Professional liability insurance (needs to be renewed each year)
Textbooks and software: nursing courses
Textbooks: liberal arts courses
Nurse Skills Kit
Background Check and Health requirements through Castle Branch

ACADEMIC CRITERIA FOR PROGRAM PROGRESSION

Students are required to meet the established nursing criteria listed below for progression.

Students are held accountable to meet current requirements regardless of date of admission to nursing program.

All nursing students must:

- Earn a grade of C+ or better in all required nursing courses identified as NURS
- Earn a grade of C or better in all other required courses

- Complete all required courses per the program of study

EVALUATION AND AWARDS

Students are given the opportunity to provide ongoing feedback on courses and faculty. At the end of each semester, students will take part in an anonymous online evaluation to provide feedback on various aspects of their educational experience. This process encourages open and honest communication, allowing for continuous improvement in the learning environment. Student reflection and self-evaluation are ongoing in lab and clinical.

Faculty Evaluation

Faculty complete evaluations of student clinical performance during each clinical session.

Didactic course work is evaluated according to the methods of assessment provided in individual course syllabi.

Student Awards

Students are acknowledged and given awards based on academic performance and other criteria established by the Department of Nursing. The criteria for these awards are based on qualities such as leadership, college involvement, academic performance, and/or service.

- Student of the month
- Achievement awards presented at graduation

ACADEMIC RECOGNITION

Dean's List

The State University of New York at Delhi Dean's List recognizes the outstanding academic achievement of members of our undergraduate student body. To qualify for this distinction, students must earn a grade point average of 3.50 or higher. Additionally, students must complete six or more credits in a semester.

DEPARTMENT OF NURSING COMMITTEES (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 exciting programmatic changes, and allow students to express suggestions to faculty representatives. 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 pre-clinical, 4 freshmen, and 4 seniors. Faculty representation will include the Dean and freshman/senior faculty representation, and faculty and student representation will rotate on a semester basis. Meetings are scheduled at least monthly, with more frequent meetings as needed. Meeting minutes can be found in the Dept-SON-ADN-Resources Share Point Hub.

STUDENT NURSING CLUB

The Nursing Club's mission is to encourage relationships between students, being transparent through diversity, equity, and inclusion of all students while focusing on strengthening the future of nursing and promoting community health.

NURSING LABORATORY AND COURSE POLICIES AND PROCEDURES

Policy: Use of Nursing Learning Laboratory

Rationale: To allow active learning and practice to take place within a supervised, structured, supportive environment, a faculty member, instructional support technician (IST) or student worker will be available to assist with equipment, supply needs, and video use. The IST does not assist students with performance or skills in any way. Extended evening hours are offered which are supervised by student workers for student convenience. All aspects of all policies are enforced under student worker supervision. For the safety of students and laboratory equipment, the following procedures must be adhered to.

Procedure:

Open lab hours revolve around hours when the labs are not in use for scheduled classes. Hours may change based on class needs for laboratory space.

1. Open lab hours are posted in the building and on Online Delhi

2. As per college policy, food and drink are not allowed in laboratories or classrooms.
3. When taking breaks outside the lab, please be sure that all garbage is disposed of properly.
4. All equipment, manikins, and beds will be left neat and orderly after use. All equipment will be returned to appropriate areas.
5. NO equipment or items are to be removed from the laboratory for any reason.
6. Manikins are not to be taken out of bed without permission. Sim Pad devices are not for student use without permission.
7. Please wipe up all spills or accidents. Pick up any waste materials observed on the floor and place in trash containers.
8. Report any incidents or malfunctions noted in the lab immediately to lab instructor or IST.
9. Please notify the lab instructor or IST if you have a latex allergy.
10. Cell phone use is allowed during open lab times, NOT during structured class time without instructor approval.
11. Inappropriate language and/or conduct will NOT be tolerated in open lab. Students will be asked to leave and reported to faculty for reprimand.

*Respect for other students and staff must be maintained at all times.

Policy: Children and Visitors

Rationale: To maintain optimal learning conditions, safety, confidentiality, and minimize distractions in the Nursing Learning Laboratories for all students.

Procedure:

1. Lecture and Lab classes - visitors (no children) allowed only with prior permission from the instructor.
2. Visitors will be asked to leave if they become noisy and disruptive to the class environment.
3. Under no circumstances are visitors allowed to attend classes during any form of examinations.
4. Under NO circumstances are children allowed to attend classes, laboratories, open lab sessions, or student study areas.

5. Visitors and children are NOT allowed to attend open lab sessions or wait in the labs or student study area. They are welcome to wait in the public areas of Sanford Hall (lobby of Centennial Center) or general campus.

Policy: Lab Infection Control

Rationale: Students, faculty, and staff should apply appropriate preventive techniques to avoid the risk of disease transmission.

Procedure:

1. Handwashing is a mandated practice for preventing transmission of diseases and will be used:
 - a. prior to and following human and manikin contact
 - b. after removing contaminated gloves or handling of contaminated materials
2. 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.
3. In the event of a needle stick, 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.
4. Spills of all body substances should be cleaned with a 1:10 bleach solution or germicidal disposable wipes from the surface. Appropriate PPE will be worn during cleaning. Custodial services will be contacted for final cleaning of the surface if needed.
5. Dirty gowns and linens are to be placed in dirty linen hamper. Bed linens are to be changed when soiled.
6. OSHA guidelines should be used when handling chemicals or infected materials. Material Safety Data Sheets (MSDS) are located in the IST office.
7. All students, faculty, and staff are accountable for the correct implementation of the above policy.

Policy: Locker Use

Rationale: Storage of personal items and Nurse Packs while enrolled in Nursing Practicum courses, requiring the use of the Nursing Laboratory.

Procedure:

1. All Freshmen will be issued a locker.
2. Lockers will be assigned at the start of Fall semester to all incoming/returning freshman. Senior students will be offered lockers on a first come first served basis.
3. Locks are the responsibility of the student.
4. Any locks or items found in lockers that have not been issued will be cut off and items disposed of.
5. SUNY Delhi is not responsible for lost, stolen, or damaged items stored in lockers
6. Any locker items or locks that are not removed by Friday of finals week will be cut off and items removed. SUNY Delhi will not be responsible for items removed. Items will not be stored for students.
7. If at any time during the school year a student is un-enrolled from nursing courses, they must relinquish their locker.
8. DO NOT:
 - Put items or locks on lockers that have not been formally issued to you- these items will be removed and discarded.
 - Write on or inside the lockers.
 - Use stickers or labels on or inside the lockers
 - Store weapons, explosives, or other materials that should not be on campus in the lockers.
 - Try to pry open a locker to put something into or remove something from the locker.
 - Leave food overnight as it may spoil.

Policy: Safety in the Laboratory

Rationale: To maintain the safety of students, faculty, staff, and the campus community.

Procedure:

1. Material Safety Data Sheets (MSDS) are available in the practicum coordinator's office and with the SUNY Delhi Environmental Health and Safety Officer. The MSDS is reviewed and updated annually and as needed.
2. Students, faculty and staff should report any safety hazard (i.e., wet floors, damaged rugs, exposed wires, etc.) observed in the building or lab environment to

instructor, IST, Environmental Health and Safety Officer, or maintenance work order line, as appropriate.

3. All laboratory equipment and supplies will be handled in a safe and professional manner at all times, including proper precautions with needles/syringes. Needles should not be recapped, but placed into a needle collection box. A needle that is not contaminated will be recapped using the “scoop” method.

*All students, faculty, and staff are accountable for the correct implementation of the above policy.

Video Camera Use and Procedure for Video Proficiency Testing Evaluations

Rationale: The use of video camera recordings of student proficiency will provide a valid evaluation of skill demonstrations and involve the student in the evaluation process.

Procedure: A grading rubric is provided for each proficiency evaluation

1. Students will attend open lab to practice for their proficiency and watch the video recording to self-reflect and remediate prior to testing.
2. Students will complete their proficiency during the time slot they signed up for, **without** using their rubric or peer assistance.
3. Practice in open lab will not be permitted during times when proficiencies are taking place.
4. **Students will receive a Not Pass if student:**
 - a. fails to fulfill any pre-test requirements to verify proficiency readiness prior to testing
 - b. fails to sign up for a testing slot prior to “test only” days
 - c. fails to show up for scheduled testing time
5. Students will self-evaluate and review their performance by watching the recording while in open lab, using their rubric. Then document time performance started, bed number, date, and student last name and turn it in to the lab instructor or IST.
6. The number of attempts allowed to pass each proficiency varies and will be clearly stated in the rubric.
7. **In the event of a Not Pass after the first attempt, where retesting is permitted, the student:**

- a. Will schedule an appointment with their instructor and identify deficient performance areas using the rubric and discuss corrective measures they will take on their second attempt to improve performance.
 - b. Will retest by the due date specified by faculty.
 - c. All Not Pass student videos will be saved until the student has successfully completed the proficiency. If unsuccessful after the 2nd attempt, both videos will be archived.
8. If the student is unable to successfully complete the skill proficiency evaluations within the allotted number of attempts, he/she will be unable to meet the course objectives and will receive a maximum grade of “C” in the course.
9. The nursing laboratories are an area where mutual respect, professional behavior, and appropriate language are expected AT ALL TIMES. It is expected that noise levels in the lab environment will be kept to a volume conducive to learning and recording of proficiency demonstrations. The video cameras are motion-activated and record audio as well.
10. Students are forbidden to record or download video demonstrations to personal electronic devices of any kind, including flash drives.

NCLEX TEST PLAN

Purpose of the Detailed Test Plans:

The NCLEX-RN test plan provides a concise summary of the content and scope of the exam. It serves as a guide for both exam development and candidate preparation.

1. Guide candidates preparing for the exam.
2. Inform the direction for item development.
3. Facilitate classification of exam items.

The Detailed Test Plan includes:

1. Definition of each client needs categories.
2. Nursing activity statements.
3. Detailed content examples.

4. Sample NCLEX items.
5. Item writing guide (educator version).

More information about the test plan can be found [here](#).

GRADING, TESTING, ATTENDANCE, AND PUNCTUALITY

Missed Course Exam Policy

It is the student's responsibility to notify the instructor of missed exams verbally or in writing prior to or within 24 hours of the scheduled exam or quiz. Lack of instructor notification will result in the inability to make-up the exam and will result in a grade of "zero" for the exam.

Make-up exams approved by the instructor will be given within a week of the original exam date and at the convenience of the instructor. Failure to take the make-up exam as scheduled will result in the inability to make-up the exam and will result in a grade of "zero" for the exam.

Arriving Late for an Exam

Any student more than 5 minutes late will lose 10 points on exam, unless otherwise had prior arrangement with the instructor. It should be noted that no additional time will be provided to compensate for the late arrival on the exam day.

Late Assignment Policy

All assignments must be completed by the due date. Refer to individual course syllabus for specific information on submission of late assignments.

Clinical Attendance Expectations

Students are expected to maintain 100% attendance in all scheduled clinical experiences as participation is essential to meet course objectives and ensure patient safety.

Absence Classification and Documentation Requirements:

Absences are classified as either unexcused or excused.

- **First Absence:** Students may have one clinical absence without the need for formal external documentation (e.g., a doctor's note). The student is still responsible for notifying the clinical instructor and making up all missed work.

- An absence beyond the first will be excused solely for unavoidable reasons including serious illness, a family emergency, or a required court appearance—provided that mandatory documentation is submitted.
 - **Appropriate documentation** includes, but is not limited to:
 - A written statement from a healthcare provider on professional stationery for health-related reasons.
 - An accident or police report for accidents.
 - An obituary or death certificate for a family death.
 - A court summons for jury duty or other court-related obligations.
- **Failure to Provide Documentation:** Failure to provide satisfactory documentation within a specified timeframe (e.g., within 48 hours) will result in the absence being classified as unexcused.

Consequences of Unexcused Absences/Excessive Absences:

- More than one unexcused absence may result in an inability to meet the course objectives, and receive a maximum grade of C.

Notification Procedure:

- Students must personally notify their clinical instructor and the clinical site as soon as possible, and generally at least one hour prior to the start of the scheduled clinical experience, if they will be absent or tardy.
- A specific procedure for notification (e.g., phone call, email, online form submission) will be provided by the clinical instructor at the beginning of the course.

Make-Up Work:

- The second **excused** absence must be made up to ensure accreditation and State Board requirements for total clinical hours are met.
- Make-up experiences are scheduled during finals week at the discretion of the program director and clinical coordinator.

MED MATH COMPETENCY POLICY

- Must achieve a score of 90 or above to pass. Number of attempts allowed varies by course.

- Maximum grade of C for course if not passed in the allotted number of attempts and student cannot progress in nursing program.
- Remediation is available.
- Appointment with math tutor suggested if struggling with any concepts.

USE OF CALCULATORS ON NURSING EXAMS AND QUIZZES

The use of calculators supplied by the nursing department will be the only permitted calculator allowed outside of Brightspace or other testing program platforms. Calculators that are integrated into the exams used by the nursing department are also permitted. However, it is crucial for nursing students to take personal responsibility for maintaining their math skills throughout the nursing curriculum. They should be able to calculate dosages and IV rates of administration without relying on electronic devices. Math-related questions may be included in any nursing course exam.

POLICY FOR PROCTORED EXAMINATIONS

All exams administered in the nursing program are conducted electronically via Bright Space, ATI, and Davis. It is the student's responsibility to ensure that their computer is compatible with the testing program for the duration of the exam. In special circumstances, with the direction and approval of the Assistant Dean, a faculty member may administer a paper and pencil exam.

Faculty Presence:

Throughout each examination period, there will be faculty representation. The faculty member administering the exam will be present during the entire test taking period. The faculty member may, at their discretion, designate a second faculty member to be present as well.

Examination:

The questions and answers on the exam may be presented in a scrambled order. Faculty have the right to utilize a SUNY Delhi sanctioned lockdown browser, such as Respondus.

Bathroom Privileges:

If a student needs to use the bathroom during the examination period, they must submit their exam and will not be allowed to return to the examination room. For students with documented medical conditions that require urgent or frequent use of bathroom facilities, accommodations

will be provided. Food and/or fluids are strictly prohibited in the examination room, including water bottles, coffee cups, and other containers.

Attire and Personal Belongings:

Coats and hats are not allowed in the seating areas of the examination room. All personal belongings must be placed in the front of the examination room, away from the test taking area. Sweatshirts, scarves, clothing with pockets or hoods, except for religious attire, are not permitted.

Cell Phones and Communication Devices:

Cell phones, pagers, and Bluetooth devices must be turned off during the exam. Talking is strictly prohibited in the examination room, including conversations outside the testing site upon completion of the exam.

ATI POLICY

- ATI's comprehensive assessment and review tools are incorporated to support student learning, promote academic success, and strengthen preparation for the National Council Licensure Examination (NCLEX-RN).
- SUNY Delhi's School of Nursing, Arts and Sciences utilizes ATI resources to provide standardized assessments, learning activities, and remediation tools that enhance curricular consistency and promote student readiness for professional nursing practice and licensure.
- Content Mastery Series Assessments are taken throughout the nursing program.
- Please see ATI policy tables here: <https://sunydelhi.sharepoint.com/sites/Dept-SON-ADN-Resources/SitePages/ATI.aspx>

INTERNET AND COMPUTER REQUIREMENTS

- You will be expected to utilize the virtual classroom that is maintained for distribution of course handouts and communication of changes in course schedule. To access this site, go to the SUNY Delhi homepage, and click Online Delhi at the top of the page.
- Microsoft Word will be utilized throughout the nursing program. Students are expected to have access to Microsoft Word in order to complete some assignments. It is

recommended that students have access to the most current version; however, it is acceptable to use Microsoft Word 2007 or later. If you do not currently have Microsoft word, please refer to SUNY Delhi's Computer Information Systems (CIS) @ <https://www.delhi.edu/mydelhi/cis/help-desk/> for instructions on how to download version.

- Chrome Books are not recommended and do not provide adequate access to the programs we utilize in the SON.
- **EMAIL:** You will be expected to access your college e-mail account. To find your email address: Log into Bronco Web, click 'Personal Information', then 'View E-Mail Addresses', look under 'SUNY Delhi Student E-mail System'. Your email address should be your initials followed by a number and then @live.delhi.edu (ex: gd23@live.delhi.edu)
 - To login to your email account: Go to www.delhi.edu, click 'My Delhi Students' and click 'Email'. Enter your username (ex: gd23) or full email address. Your password is your Bronco Web PIN.

CLINICAL POLICIES AND PROCEDURES

Health Requirements

Please be aware that there are more health requirements for nursing than the rest of the college community due to Federal, State, and clinical site mandates for healthcare providers. SUNY Delhi's School of Nursing uses Castle Branch to manage clinical requirements of the program (health, background check, CPR, immunizations, etc.). All students accepted into SUNY Delhi's RN program will be required to create a profile at the time of acceptance. All students participating in the clinical (hospital) portion of the nursing program must have all health records posted on the Certified Profile document repository by August 1 or students will be permanently deregistered from classes and the student's acceptance will be rolled forward to the following fall semester.

Basic Cardiac Life Support (BLS) w/ AED for Healthcare Providers

Proof of certification in CPR for the Healthcare Provider/Professional Rescuer is required. This must come from the American Red Cross or American Heart Association only. Online programs

will not be accepted. All students participating in the clinical (hospital) portion of the nursing program must have their current CPR card posted on the Certified Profile document repository by August 1, or it will prevent participation in clinical rotations. Contact your local Red Cross, American Heart Association, or hospital in your community to obtain information of certification programs

Certified Background Check

As part of the requirements for clinical rotations, students are required to have a background check performed by a Castle Branch. Applicants to the Nursing Program should be aware that certain legal issues and/or convictions may preclude student from being accepted by clinical sites, internships, and/or fieldwork and may impact the student's ability to complete the required program courses and qualify for graduation, certification, and/or licensure.

Liability Insurance

Students will be required to obtain and post documentation of professional liability insurance on their Certified Profile document repository prior to beginning clinical rotations. An application must be submitted to <https://www.proliability.com/>. Please note: the student must be able to provide a social security number to obtain this insurance.

Clinical Placement Sites

Students will register for clinical as they do for all course registrations. Clinical placements will be posted one week before classes start. There will be a predetermined number of spaces for each section. Changes to clinical sections will only be made by the clinical coordinator.

- The nursing program reserves the right to deny student attendance on any unit at the institution where they work.
- The clinical site reserves the right to deny student attendance based on violation of agency policy.
- It is the student's responsibility to notify the clinical coordinator if there is a conflict.
- There is a maximum number of students per clinical site/session based on agency requirements, staffing, and site regulations.
- Upon completion of the registration process, clinical assignments will be posted in Brightspace Practicum Page. If a change needs to occur, students must email the clinical

coordinator with their request. Please be advised that once rosters are sent to facilities, there will be no changes in clinical rosters.

- Students must also understand that changes to this policy may be necessary to provide the best clinical experiences for all students involved and that the Department of Nursing and the clinical coordinator reserve the right to make these changes as deemed necessary.

Clinical Transportation

SUNY Delhi does not provide transportation to clinical sites; it is the student's responsibility to arrange transportation per School of Nursing policies. It does not mean every student must have a vehicle; rather, many students arrange for carpooling.

FYI, the transportation fee included in your SUNY Delhi bill only supports transportation around the town of Delhi and the SUNY Delhi campus.

Clinical/Lab Dress Code

Official school uniforms are to be purchased from <https://delhi.bncollege.com/>

Official school uniform:

- Required uniforms include: hunter green scrub top, hunter green slacks, and 2 student name pins.
 - For lab classes, students may wear any colored scrub top/bottom, but must adhere to all other parts of the clinical dress code.
- Uniform with name pin must be worn for all Practicum sessions on or off campus.
- Uniforms must be clean, neat, and professional appearing.
- No lab coats or other garments are to be worn over the uniform.
- A solid-colored long-sleeved shirt may be worn UNDER the scrub top for additional warmth if needed.
- Clean, neat and professional appearing footwear is required. No open toes/heels, Ugg's or Crocs style shoes.
- Student name pin must be worn on left front of top.
- Hair controlled to maintain aseptic practice.
- Minimal jewelry is acceptable: post earrings only, wedding band sets or one smooth band.

- Tattoos on surfaces that are visible must not be offensive in nature; covering during work hours is appropriate and may be requested.
- Colored nail polish or artificial nails are not permitted; nails must be short and clean.

Community Clinical Dress Code

The dress code for community clinical varies depending on the facility. The instructor will advise if students should wear SUNY Delhi clinical uniform or professional clothes. Your SUNY Delhi nursing ID must be worn at all times. The same rules regarding hair, nails, and makeup as stated in the clinical dress code apply.

Mental Health Clinical Dress Code

The dress code for mental health clinical varies depending on the facility. The instructor will advise if students should wear SUNY Delhi clinical uniform or clothes similar to what is worn in community clinical. Your SUNY Delhi nursing ID must be worn at all times. The same rules regarding hair, nails, and makeup as stated in the clinical dress code apply.

Nursing Program Conduct

There is a safe baseline of performance and professional behavior which students must demonstrate at all times. The client must receive a safe standard of care. Any factors that compromise safe patient care or unprofessional behavior may result in the student being removed from the practice setting and may prevent the student from meeting course objectives.

Examples of unacceptable behaviors include, but not limited to:

- Displaying behaviors indicative of being sleep deprived, having used alcohol, drugs, or other altering substances.
- Wandering or going to areas of facility without permission or knowledge of clinical instructor.
- Failure to provide safe, competent care to patients at all times (e.g. neglect that led to patient fall).
- Not following standard precautions when caring for patients (not washing or hand sanitizing, not gowning up for contact isolation prior to entering room, incorrect donning/doffing of PPE).
- Failure to follow HIPAA Law – confidentiality of patient information.

- Failure to ask the clinical instructor for guidance or for her/him to observe medication administration, new skills, or skills student is unsure of performing.
- Failure to notify assigned staff nurse of patient's status, changes in status.
- Failure to notify clinical instructor of patient's status, changes in status.
- Not conducting oneself according to the ANA Code of Ethics.

Student Injury/Exposure to Communicable Diseases Policy

Rationale: To provide services to students who may become injured or may be exposed to a communicable disease during clinical.

Procedure:

- Student is to immediately report incident to clinical instructor and charge nurse at facility.
- Student will follow procedure/policy of facility in which incident occurred.
- Procedures may include, but are not limited to:
 - Visit to the Emergency Department for assessment
 - Visit with Infection Disease Control, if applicable
 - Follow up with SUNY Delhi Health Services and/or Primary Healthcare Provider.

Assumption of Risk and Release of Claims

In consideration of being permitted to attend off-campus programs as a participant in the SUNY Delhi School of Nursing program, I agree, on behalf of myself, my family, heirs, and personal representatives, to assume all the risks and responsibilities of my participation in the program. I am at least 18 years of age and fully competent (or, if not, my parent or guardian is also signing). I have been fully and completely apprised of the actual and potential risks inherent in this activity. These include the risk of property damage or loss, personal injury or death. By signing below, I am asserting that I am knowingly and voluntarily assuming such risks.

To the maximum extent permitted by law, I release indemnify the State of New York, the State University of New York, SUNY Delhi, and their officers, employees, agents and volunteers, from and against any present or future claim, loss or liability to myself or any other person, during or as a result of my ongoing off-campus participation in the SUNY Delhi nursing program.

Date

Student Name (print)

Signature

Date

Parent/Guardian (if under 18)

Parent/Guardian Signature

Nursing Student Practicum Incident Report

The following form must be completed for all incidents occurring in the clinical or lab setting, including but not limited to: any accidents, personal injury, e.g. needle sticks, misconduct.

Student _____

Practicum Course

Clinical Faculty

Date	Time	Unit	PT (initials)
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Description of the Incident:

Product:

Action Taken

Further Recommendation

Student signature of refusal:

Student Signature:

Faculty Signature:

NURSING CODE OF ETHICS

American Nurses Association Code of Ethics for Nurses:

- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
- Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
- The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
- Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
- Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
- Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
- Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
- Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Adapted from: <https://codeofethics.ana.org/provisions>

PROFESSIONALISM

Nursing is consistently considered one of the most trusted professions. To uphold high ethical and moral standards, meet the ANA Code of Ethics for Nurses, and maintain integrity in the nursing profession; nurses are expected to exemplify professionalism. As nursing students, you are held to this same standard of professionalism, from day one of the programs. This includes in the classroom, lab, and clinical, as well as at any school sanctioned events, and in online learning platforms. Professionalism includes:

- Demonstrating professional values such as caring, altruism, autonomy, integrity, human dignity, and social justice
- Maintaining professional behavior and appearance
- Following the ANA Code of Ethics, Standards of Practice, and policies/procedures of SUNY Delhi, the School of Nursing, and every agency you attend for clinical.
- Communicating respectfully with patients, patients' families, healthcare providers, faculty and staff, and peers, at all times
- Arriving to class, lab, clinical, and other scheduled events on time, ready to learn.
- Demonstrating accountability, preparedness, and professional demeanor
- Engaging in self-evaluation and reflection, looking to improve and build upon previous experiences
- Providing evidence of preparation for class, lab, and clinical
- Assuming responsibility for own learning opportunities

Failure to maintain professionalism will result in consequences, including but not limited to a verbal reminder of expected behaviors, dismissal from class/lab/clinical for the day, a written contract outlining improvements needed and consequences for future violations, and dismissal from the program, depending on the egregiousness of the violation. Please see the Nursing Student Handbook for the ANA Code of Ethics, lab and clinical specific policies and expectations.

Code of Conduct

The School of Nursing refers to SUNY Delhi's Student Code of Conduct. More information can be found here: <https://www.delhi.edu/mydelhi-students/student-handbook/code-of-conduct/index.php>

MEDICATION ADMINISTRATION POLICY

Students may not administer medications of any kind without the instructor present. Students may not administer medications or treatments requested by other healthcare providers or the unit nurse unless designated to do so by the SUNY Delhi clinical instructor. Any behavior in the clinical area which exposes a client to physical or emotional harm, including unsafe medication administration, may cause a student to be dismissed from the nursing program.

The student must be aware of the following:

1. The ability of students to administer medications in the clinical setting depends on successfully demonstrating competence in skill and drug calculations as required by the department and as per course requirements. Once competent, the student may, **UNDER SUPERVISION OF THE INSTRUCTOR**:
 - Administer oral, topical, subcutaneous, intra-dermal, intramuscular, and IV push medications, as allowed by individual facility protocols.
 - Administer pre-mixed continuous intravenous solution.
2. In order for the student to demonstrate safe medication administration the student must:
 - Have knowledge of the client's diagnosis, current condition, diagnostic and lab data, and care needs.
 - Have knowledge of the pertinent medications.
3. The student must be able to report the following to the instructor:
 - Classification
 - Pharmacological actions
 - Side effects
 - Usual dosage and client's dosage
 - Indications for use in this client
 - Implications for nursing care related to the medication being administered
 - Calculated required medication dosage or rate as needed
 - Verify current medication orders, P.O. status, and allergy status prior to medication administration. In situations where a medication order is questioned (i.e., automatic stop date, legibility, etc.) and cannot be verified with the prescribing healthcare provider or by agency policy, the student may not carry out the order.

4. Students may not accept verbal or phone orders.
5. Students are to identify patients for medication administration by following facility policy and cross-checking name and identification with name band.
6. During medication administration the student must demonstrate to the instructor the Rights of Medication Administration.
7. Medications may never be left unattended at the bedside. This is a violation of patient safety. Medication may never be left with a patient to take at a later time.
8. Students may not administer medication to a client in a psychiatric hospital (unless a protocol is established by the agency and faculty). This directive includes the psychiatric units that are located in acute care settings.
9. Students MAY NOT administer:
 - IV anti-neoplastic agents
 - Intrathecal medications
 - Porta-Cath meds into ports not previously accessed
10. Students ARE NOT to administer blood components that must be typed and/or cross-matched (i.e., RBCs, whole blood, platelets, fresh frozen plasma, cryoprecipitate, and plasma products used for coagulation factor deficiencies). Students may assist in monitoring client responses to such therapies.

NURSING CLINICAL PAPERWORK SUBMISSION POLICY

To be successful in the program, students must maintain an average score of 75 or above on all paperwork related to nursing clinical. If a student does not achieve a passing score on any paperwork related to nursing care plans, the following steps will be taken:

1. Feedback and Review: The student will receive detailed feedback on their submitted paperwork, highlighting areas of improvement, and providing specific recommendations for enhancement. The faculty will review the submission to identify any gaps in understanding or application of nursing care plans.
2. If a student does not achieve a passing score on any paperwork, they may be referred to the lab for additional support and guidance to improve their skills. The lab referral will provide the student with the opportunity to receive extra assistance and practice to

enhance their understanding and application of nursing care plans. The lab instructor will work closely with the student to identify areas of improvement and provide extra assistance.

3. Resubmission: After receiving the lab referral and working on areas of improvement, the student **may be asked to resubmit the paper to the clinical coordinator** with the necessary corrections based on the feedback and guidance provided in the lab. This allows the student to demonstrate their understanding and application of nursing care plans after receiving additional support. **The resubmission is for showing understanding and will receive no grade.**
4. Tutoring or Study Groups: The student may be encouraged to seek additional support through tutoring or study groups. These resources can help the student better understand the concepts and improve their skills in nursing care plans.
5. Extra Support and Guidance: The student will be provided with extra support and guidance from faculty members or academic advisors. This may involve scheduled meetings to discuss the student's progress, address any questions or concerns, and provide further clarification on nursing clinical paperwork requirements.
6. Continued Monitoring: The lab instructor and clinical faculty will continue to monitor the student's progress closely to ensure that they are making improvements and meeting the required standards. Regular communication and feedback will be provided to guide the student's learning journey.
7. **After all the steps are completed, if the student is still unable to achieve a 75% average on the practicum paperwork care plan assignments will result in a maximum grade of a "C" for the Practicum Course.**

It is important for students to actively engage in the lab referral process, seek help when needed, and take advantage of the resources available to them in order to improve their performance in nursing care plan submissions. The goal is to support the student's growth and ensure their success in the program.

Lab Skills Support Referral

Lab referrals are a supportive resource designed to help nursing students strengthen foundational and developing psychomotor skills essential for safe clinical practice. A referral may be initiated

when a student would benefit from **additional practice, feedback, or skill reinforcement** beyond scheduled lab time.

1. **Mandatory Nursing Lab Performance Referral via Starfish:** Students who do not achieve competency expectations in the lab are referred to the lab for structured support.
2. The student will schedule an appointment with the remediation faculty to initiate and complete the Lab Referral by the identified due date using Starfish.
3. The remediation faculty will complete the referral and submit it to the referring instructor.
4. Non-compliance with the lab referral will result in the matter being taken up the ladder to the Associate Dean for further action

Examples of identified needs that would require a lab referral (include but are not limited to):

- Lack of utilization of the rights of medication administration
- Failure to document care or medications given
- inadequate monitoring/administration of IV fluids
- Lack of awareness of purpose or potential adverse reactions of medications, IV therapy, care procedures
- Failure to or incorrect use of medical/surgical asepsis, isolation procedures, or standard precautions
- Inappropriate communication techniques or lack of appropriate communication of client assessment or other information in a timely manner
- Inadequate preparation of client care
- Lack of time management

STARFISH

A Starfish Flag is a serious indication that a student is in jeopardy of not meeting the requirements and/or objectives of the course. Examples include but are not limited to:

- HIPAA violations
- Impaired practice/signs of cognitive impairment

- Ethical/ professional misconduct
- Lack of critical thinking
- Absences
- Poor performance on paperwork, assignments, quizzes, exams
- Continued poor clinical performance despite lab referral process

USE OF ELECTRONIC DEVICES IN THE CLINICAL SETTING

This policy includes abstaining from using your personal cell phones in the clinical area, as well as in the building. Anyone noted using a cell phone in any area of the healthcare facility will be sent home with an absent for the day.

Every student must abide by facility code of conduct, cell phone policy, and social media policy governed by all healthcare facilities.

Students are guests at the clinical facilities and have made a commitment when signing their contract, and therefore need to adhere to their policies. Anyone deviating from any of the healthcare facilities' policies will be removed from attending clinical. This will lead to not progressing in the program.

WEATHER RELATED CANCELTION

- Faculty will post a message on their campus voicemail that class is canceled.
- Students are requested to check the relayed message prior to leaving for campus.
- Students will receive a telephone call from our automated system (PhoneVite) with details regarding clinical delay or cancellation. Message will clearly instruct students on a plan for the clinical day.
- Faculty may assign alternate assignments to make up for the missed day.
- In some cases, the clinical day may be made up during alternate days/hours.

Select SUNY Delhi Policies

These policies are set forth by the University and are not specific to the nursing program. Please see the SUNY Delhi Student Handbook for a complete list of campus policies and regulations.

CHAIN OF COMMAND

Students are to follow the proper chain of command when addressing concerns related to the program.

- Professor/Instructor, Academic Advisor, Assistant Dean, Dean, Provost

ACADEMIC DISMISSAL

Type of Dismissal

Version #1: Academically dismissed students who did not meet GPA requirements for the current semester.

Version #2: Academically dismissed students who were accepted back on appeal for the current semester, but did not achieve a semester GPA of 2.0.

Version #3: Academically dismissed students who were accepted back as readmits for the current semester but did not achieve a semester GPA of 2.0.

<https://www.delhi.edu/academics/provost/dismissal/index.php>

WITHDRAWAL

What is the difference between a drop and a withdrawal?

If a student wishes to **drop** a course (or courses), this means that he/she will drop one or more classes from a specific semester or term while still staying enrolled in at least one course. Learn more information about how to drop a class.

A **withdrawal** occurs when a student removes all courses and is no longer enrolled in any classes for the semester.

How to withdraw if you are taking classes at SUNY Delhi

Follow these instructions.

Withdrawal Deadlines

Please refer to the Academic Calendar for withdrawal deadlines.

ACADEMIC LEAVE OF ABSENCE

A student in good academic standing (a G.P.A. of 2.00 or better) may be granted an academic leave of absence. Such leaves will be granted to students who are interested in academic pursuits other than at SUNY Delhi. A student must petition his/her department chair or division dean for an academic leave of absence. The department chair or division dean will initiate the leave process

This means that only students who are registered at another college/university are eligible for an Academic Leave of Absence. Students who take a semester off without registering at another college/university are not eligible for an Academic Leave of Absence. Students in this situation are considered not registered and must follow the readmission process to return to SUNY Delhi in a future semester.

(If you are planning to attend another college as a Visiting Student, you should contact the Registrar's Office (607-746-4560) to complete the Visiting Student Form. If you plan to apply for financial aid while a Visiting Student, you must meet with a financial aid officer.)

<https://www.delhi.edu/mydelhi-students/academic-leave/index.php>

GRIEVANCE OR APPEAL PROCEDURE

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three years of the alleged incident.

<https://www.delhi.edu/mydelhi-students/complaint-procedure/index.php>

GRADUATION REQUIREMENTS

1. Review your Degree Evaluation from Degree Works to confirm that all degree requirements will be met by the end of the Fall/Spring/Summer semester. To do this, view the "Graduation Checklist" view to identify any missing requirements.
 - If you are on track to complete your degree at the end of the term, the "Degree Progress" circles will show "98%" of Requirements and "100%" of Credits. The "Requirements" circle will not show 100% complete until your final grades are submitted for your final term, and you meet minimum GPA and credit requirements.
2. Complete the online Petition to Graduate form. If you do not submit a petition, you will not graduate, even if all requirements are met. If you applied to graduate for a previous term, that petition does not carry forward. You must submit a new petition.
3. The Registrar's Office will review Degree Works and will work with your advisor to discuss any discrepancies. Your advisor will let us know if they agree with our assessment and/or if they approve any needed substitutions or waivers, or if they know that transfer credit is pending.

Note

- If your Degree Evaluation indicates that all requirements are not met, please review the outstanding issue(s) with your advisor. Discuss with your advisor if a waiver or substitution is appropriate or if additional coursework is necessary. Take appropriate action.
- If you are transferring courses or need substitutions/waivers to complete your degree requirements, they must be received by:
 - June 30 for May graduates,
 - September 30 for August graduates, and
 - January 30 for December graduates.
- If all your documents (final grades, transcripts, substitutions, waivers, etc.) are not received by the listed deadline, your degree will not be awarded, and you will have to apply for a future degree term (once requirements are completed).

Common Issues

- Missing the Orientation/Freshman Seminar course: If you changed majors and the requirement was completed under a different subject heading or you are a transfer student and it is not necessary for you to complete this requirement, you will need to discuss the possibility of a substitution or waiver with your advisor.
- Every Group appears to be complete, but you do not have the required minimum GPA. Undergraduate students must have a cumulative GPA of 2.0, and Graduate students must have a cumulative GPA of 3.0 to graduate.

ACADEMIC PROBATION

<https://www.delhi.edu/academics/provost/probation/index.php>

STUDENT RIGHTS AND RESPONSIBILITIES

The Office of Student Rights & Responsibilities (formerly Judicial Affairs) seeks to educate students about the consequences of their behavior by holding them accountable for the choices they make. The Office also seeks to encourage community development by implementing preventive programming and addressing violations of community standards and college policies. The judicial system at SUNY Delhi is educational and progressive. We use education to provide students with an understanding of the consequences of their choices and behaviors. Often, educational sanctions are implemented to help students learn from their behavior in order to make better decisions in the future. The educational sanctions include workshops, community service, judicial educator modules, and counseling, among others.

<https://www.delhi.edu/campus-life/judicial-affairs/index.php>

ACCESS AND EQUITY SERVICES

It is the college's policy to provide, on an individual basis, academic adjustments to its requirements for students who have disabilities that may affect their ability to fully participate in program or course activities or to meet course requirements, as well as nonacademic program or activity requirements, including, but not limited to clubs, residence life and meal plans, and athletics. The office of Access and Equity Services is available to work with students with

physical, learning, psychological, medical, or other disabilities to help them better understand the nature of their disability and develop self-advocacy skills, and to determine appropriate access plans. To receive academic adjustments, students must identify a disability that impacts their ability to access the academic environment, provide documentation of the disability (prepared by a qualified professional), and work with the coordinator and classroom faculty to develop and implement an appropriate plan for access. All information provided concerning a disability is confidential and is released only with the student's consent.

<https://www.delhi.edu/academics/academic-achievement-center/access-equity/index.php>

RECORDING LECTURES

Recording any class or lecture is considered a significant event that requires prior written permission from the professor. To obtain permission, students must contact the professor well in advance and provide a valid reason along with supporting documentation. It is important to note that recording and transmitting classroom lectures and discussions is strictly prohibited unless explicit written permission is obtained from the class instructor. Additionally, all students in the class and guest speakers must be informed about the possibility of audio recording.

It is essential to understand that permission to record does not transfer any copyrights associated with the recording. It is strictly prohibited to reproduce or upload the recording to publicly accessible web environments. Furthermore, sharing recordings, course materials, and lecture notes for commercial purposes or compensation is strictly prohibited. These materials should only be used for study purposes by students enrolled in the class. Distributing such materials publicly may result in copyright infringement, which is a violation of federal and state laws. Violating these laws can lead to disciplinary action according to the university's standards of conduct. Exceptions to this policy apply to students who are entitled to educational accommodations, as determined by the office of accessibility services. These students have the right to exercise their rights protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This includes the need for recording or adaptations of classroom lectures or materials for personal research and study. If you have a condition or disability that requires recording of a class, please contact the [Access and Equity Services](#) for further assistance. There must be documentation within the accommodation program in order for students to record lectures.

RECORDING

Any unauthorized use of electronic or other devices to make a recording or to take photos of any person while on or off college premises without their prior knowledge, or without their effective consent when such recording or photograph is likely to cause injury or distress is prohibited. This includes, but is not limited to, taking pictures of another person in a gym, locker room, restroom, or residence hall. Additionally, the unauthorized distribution of a recording or photograph(s) that was taken without consent and may cause injury or distress is prohibited. It is against NYS law to distribute a still or video image of another identifiable person, with intent to cause harm, which depicts unclothed or exposed intimate parts or the person engaging in sexual conduct and was taken with intent to remain private.

ACADEMIC INTEGRITY

Academic Integrity is another way of describing honesty. Students must understand that cheating in any form is unacceptable, whether copying another student's work, copying information from the Internet or another source, bringing answers into a test, or giving answers to another student. Students who cheat will be subject to the Academic Integrity Policy.

<https://www.delhi.edu/academics/provost/academic-integrity/index.php>

SUNY DELHI NURSING STUDENT HANDBOOK AGREEMENT FORM

By signing this document, I am verifying that I have read the Nursing Student Handbook and understand and agree to abide by the policies and procedures contained within. If I have any questions regarding any part of the handbook, I will speak to a faculty member prior to signing.

Date

Student Signature

Printed Name