



**School of Nursing**  
**College of Health, Liberal Arts & Sciences**  
**RN-to-BSN and MS Nursing Student Handbook**  
**2026-2027**

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## **SUNY Delhi School of Nursing RN-to-BSN & MS Student Handbook – Acknowledgment**

I have been provided with the SUNY Delhi School of Nursing RN- to-BSN & MS Student Handbook. I am responsible for acting in accordance with the College and RN-to-BSN and MS School of Nursing Program regulations and policies set forth in this publication. I have read and understand the regulations and policies. I understand that my failure to abide by these policies and procedures will necessitate slowing or limiting my academic progress within the RN- to-BSN & MS Nursing Programs. As a SUNY Delhi RN- to BSN or MS 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 RN-to-BSN & MS 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 SUNY Delhi and RN-to- BSN or MS Nursing program regulations and policies requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **SUNY Delhi Nursing Professional & Student Conduct Standards – Acknowledgement**

I have read the following [ANA Code of Ethics](#) and SUNY Delhi [Code of Student Conduct](#). I understand that my behavior as a professional nursing student is expected to be consistent with these standards in all courses, simulation, and practicum activities. Violations of these Standards of Practice may result in immediate removal from the learning area and/or program. I understand that violations of the Student Code of Conduct may also result in my removal from the nursing course and/or nursing program.

By signing below, I acknowledge that I have read and understand the ANA Code of Ethics, and SUNY Delhi's Student Code of Conduct, policies, and requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Introduction

The SUNY RN-to-BSN & MS Nursing 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. It also provides guidance to students to ensure policies are clearly and concisely written and accessible, and to ensure each student understands how policies are enforced. Students are responsible for acting in accordance with the College and RN-to-BSN & MS Nursing Program regulations and policies set forth in these publications. The RN-to-BSN & MS Nursing Student Handbook also provides information specific to the nursing programs, which will be helpful throughout your studies here, and which may also 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. The RN-to-BSN & MS Nursing Student Handbook is reviewed and updated annually. Any changes in policies, procedures, or regulations will be distributed electronically to students who will assume responsibility for incorporating them into their handbook. If a student has a break in enrollment from the nursing program, the student will need to sign an acknowledgement of the handbook in effect at the time of re-entry into the program and will be held accountable to that handbook's current policies and procedures.

Please take the time to familiarize yourself with the handbook. If you have a problem or concern that is not adequately answered by the handbook, please consult your advisor or the Associate Dean.

## Email Communication and General Tips for Success

SUNY Delhi email is the communication tool the programs will use to contact students. Students are expected to have an active SUNY Delhi email account and check it with consistent frequency while in their program. *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, grade monitoring, 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. Success in the program begins with the student's own initiative and commitment to their learning and willingness to seek assistance when needed.

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

## Notice of Non-Discrimination

SUNY Delhi does not discriminate. 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.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Senior Human Resources Associate & Title IX Coordinator  
105 Bush Hall  
607-746-4499  
[humanresources@delhi.edu](mailto:humanresources@delhi.edu)

Deputy Title IX Coordinator  
Student Rights & Responsibilities  
Russell Hall F209  
607-746-4865  
[titleIX@delhi.edu](mailto:titleIX@delhi.edu)

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](mailto:OCR.NewYork@ed.gov).

[Know your rights - discrimination is illegal.](#)

## 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. Students should also be aware of SUNY Delhi's [Civil Rights Discrimination Complaint Procedure](#).

## Registered Nursing Licensure & Legal Concerns

**Licensure** - as a nurse in New York and in other states have education requirements, examination requirements, and moral character requirements. Any student with concerns should contact the Office of Professions to discuss their unique circumstances ([NYS Nursing: RN License Requirements](#)). SUNY Delhi's nursing programs and staff cannot offer any legal advice or legal opinions about licensure. All students are encouraged to review the [NCSBN website](#) for licensure guidance and contact the individual state's licensing board to review licensing requirements or restrictions.

**Background Checks** - Students entering the practicum setting as part of the nursing programs will be expected to undergo a criminal background check. Background checks are required and must be completed before entering practicum by deadlines established by Practicum Coordinators. This is to be started at least a full semester before the practicum courses begin. Any student whose criminal background renders them ineligible to participate will be unable to successfully complete the program.

## RN-to-BSN & MS Nursing Programs General Information

### RN-to-BSN: Program Options

- Direct entry to RN-to-BSN program after completion of an Associate's Degree program, out of SUNY Delhi. (122 credits)
- Dual-Degree Program: entry into BSN program after completion of the AAS program at SUNY Delhi. Students begin completion of selected BSN courses while still in their AAS program. (122 credits)

### MS Nursing: Program Options

- MS in Nursing Education (36 credits)
- MS in Nursing Administration (33 credits)
- Post-graduate Certificate in Nursing Education (12 credits)
- Post-graduate Certificate in Nursing Administration (12 credits)

## State Regulatory and Accreditation Approval

### New York State Office of Professions

The RN-to-BSN & MS program options in Nursing are registered with the New York State Department of Education to offer its programs.

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

### Accreditation Commission for Education in Nursing (ACEN)

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

The RN-to-BSN program is accredited by the Accreditation Commission for Education in Nursing. The most recent accreditation decision made by the ACEN Board of Commissioners for the RN-to-BSN program is continuing accreditation. View the public information disclosed by ACEN regarding this program on the [ACEN website](#). View the public information disclosed by 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

### **Commission on Collegiate Nursing Education (CCNE)**

SUNY Delhi's MS Nursing Education and Administration program options are accredited by the Commission on Collegiate Nursing Education (CCNE).

Commission on Collegiate Nursing Education  
655 K Street NW,  
Washington, DC 20001  
Phone: 202-887-6791

Effective February 12, 2025, the MS Nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on February 12, 2027.

Accreditation Commission for Education in Nursing  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
Phone: 404-975.5000  
<http://www.acenursing.com/candidates/candidacy.asp>

### **Middle States Commission on Higher Education (MSCHE)**

SUNY Delhi is accredited by the [Middle States Commission on Higher Education](#)  
1007 North Orange Street  
4<sup>th</sup> Floor, MB #166  
Wilmington, DE 19801

## **Nursing Program Mission and Philosophy**

Click to view the [mission and philosophy statements](#) of the RN-to-BSN and MS Nursing programs

## **End-of-Program Student Learning Outcomes**

### **RN-to-BSN Program**

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

1. Synthesize knowledge from the liberal arts and sciences as a foundation for professional nursing practice.
2. Use theory, research findings, and evidence to support nursing practice related to disease prevention, health promotion, illness, and restoration of health.
3. Communicate and collaborate with interprofessional team members to provide high quality, culturally congruent client-centered care.
4. Develop interventions to meet the healthcare, safety, education, and counseling needs of diverse client groups.
5. Analyze diverse leadership roles across the continuum of care that integrate healthcare policy and manage human, fiscal, and material resources.
6. Integrate values, ethics, morals, and legal aspects of professional nursing in clinical decisions in a variety of practice settings.
7. Apply knowledge and skills of health literacy, information management, and technology in the care of clients across the lifespan.

## **End-of -Program Student Learning Outcomes**

### **MS Nursing Program**

**A graduate of the MS Nursing program options should be able to:**

1. Integrate advanced knowledge from nursing, related sciences, and humanities to influence and improve healthcare in diverse settings and environments.
2. Demonstrate competencies to develop, implement, and evaluate evidence-based interventions and conduct scholarly inquiry.
3. Incorporate advanced nursing practice standards to advocate for health policy and effect systems-level change within populations, healthcare environments, and organizational systems.
4. Apply skills of communication, consultation, and collaboration on intra/interprofessional healthcare teams to promote improved health outcomes in a global population.
5. Deliver client-centered and culturally appropriate care to improve health outcomes for all populations, guided by evidence-based strategies and the nursing process.
6. Apply professional nursing values, advanced practice principles, and integrate healthcare technologies to coordinate, enhance, and evaluate care in multiple settings.

## **Role-Specific Nursing Competencies**

### **National League for Nursing (NLN) Novice Nurse Educator Competencies**

The National League for Nursing (NLN) Core Competencies for Academic Nurse Educators provide the professional framework for preparation and practice in the nurse educator role. The MS in Nursing Education program incorporates the NLN Core Competencies throughout the curriculum to ensure that students develop the knowledge and abilities expected of professional

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

nurse educators. Course student learning outcomes, learning activities, assessments, and practicum experiences provide opportunities for students to progressively develop and demonstrate these competencies.

Competency I: Facilitate Learning

Competency II: Facilitate Learner Development and Socialization

Competency III: Use Assessment and Evaluation Strategies

Competency IV: Participate in Curriculum Design and Evaluation of Program Outcomes

Competency V: Function as a Change Agent and Leader

Competency VI: Pursue Continuous Quality Improvement in the Role of the Nurse Educator

Competency VII: Engage in Scholarship

Competency VIII: Function within the Educational Environment

### **AONL Nurse Leader Core Competencies**

The American Organization for Nursing Leadership (AONL) Nurse Leader Core Competencies provide a professional framework describing the knowledge, skills, and behaviors needed for effective nursing leadership. These competencies guide students' progressive development as nurse leaders and administrators. Course student learning outcomes, learning activities, assessments, and practicum experiences provide opportunities to apply leadership competencies in a variety of levels and settings.

Leader Within

Leadership

Professionalism

Communication & Relational Leadership

Knowledge of the Healthcare Environment

Business Skills and Principles

### **Program Technical Standards**

The college complies with the requirements 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 anyone with disabilities who are otherwise qualified.

Nursing education requires the acquisition of skills, professional attitudes, and behavior, as well as the accumulation of scientific knowledge. 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 care.

### **Communication**

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

A student should be able to communicate to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A student must be able to communicate effectively and sensitively. Communication includes not only speech but also reading and writing. Communication also includes computer literacy. The student must be able to communicate effectively and efficiently with all members of the healthcare team and faculty.

Examples of relevant activities:

- Abilities sufficient to give directions 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 to teach, direct, and counsel.

### **Intellectual-Conceptual, Integrative and Quantitative Abilities**

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

Examples of relevant activities:

- Analyze and synthesize data and develop an appropriate plan of care.
- Collect data, prioritize needs, and anticipate reactions.

### **Behavioral, Emotional, and Interpersonal Abilities**

A student must possess the emotional health required for full utilization of his/her intellectual abilities; the ability to exercise good judgment; the prompt completion of all responsibilities; and the development of mature, sensitive and effective relationships. Students 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 mature, sensitive, and effective therapeutic relationships.

A student must be able to tolerate taxing workloads, and to function effectively under stress, adapt to changing environments, 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 education processes.

Examples of relevant activities:

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

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

## **Advising & Faculty**

### **Advisors**

Students who enter SUNY Delhi in the RN-to-BSN & MS Nursing programs will be assigned to a nursing advisor. The role of the nursing advisor is to assist students with understanding their degree plan, tracking progress on their degree plan, and planning for course registration. Nursing advisors are also able to assist students with resolving concerns or issues that may be encountered while in the nursing program and understanding where to access appropriate campus services. The nursing advisor is an invaluable resource to students in helping navigate the expectations of the nursing program.

### **Faculty & Staff**

Visit the [Nursing Staff & Faculty webpage](#) for a current list of the faculty and staff for the nursing programs.

## **SUNY General Education Requirements**

The RN-to-BSN and Dual Degree nursing programs at SUNY Delhi adhere to all SUNY General Education requirements. For an outline of SUNY's requirements, students may refer to the [college catalogue SUNY General Education Requirement](#).

## **Program Tuition and Fees**

Information about SUNY Delhi's estimated tuition fees is posted on the [Tuition & Fees site](#). SUNY Delhi's programs also require specific fees related to specialty textbooks and software. Textbooks for each course in the RN-to-BSN and MS programs are listed in each course's syllabus and in the campus bookstore.

## **Financial Aid & Scholarships**

Students attending SUNY Delhi may be eligible for financial aid and/or interested in scholarships. Information about financial aid and scholarships is available on the [Financial Aid & Scholarships website](#) or students should consult with the One-Stop Delhi Students Services Office.

## **Learning Online and Use of Technology**

The MS in Nursing program is delivered fully online and requires students to have regular access to appropriate technology and reliable internet connectivity. Students are expected to possess the basic technology skills necessary for successful participation in online graduate education and to

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

become familiar with the College's online learning environment. Students are responsible for regularly accessing their courses, reading course announcements, following the Calendar of Assignments, and completing required online learning activities to fulfill course requirements and meet student learning outcomes. You are encouraged to seek assistance when technology issues arise. These directions will be in your classes.

All students are expected to adhere to SUNY Delhi policies related to acceptable and responsible use of technology and electronic communication and to protect the privacy and confidentiality of information encountered in academic and practicum settings. SUNY Delhi provides detailed information for online students regarding the online learning environment, computer and internet requirements, technology skills, course participation, communication with faculty, and access to technical support. Students are expected to review and follow these requirements and recommendations throughout their program of study.

This SUNY Delhi [Frequently Asked Questions \(FAQ\) site](#) provides tips on registering, accessing, learning online, and how to seek technical help.

## Syllabi

The course syllabus is a contract between the student and the instructor for each course. It is important that you review each class syllabus when the course is made available in the online learning management system.

## No Show and Non-Participation Policy

**No Show:** If a registered student fails to attend or actively engage in a course no later than the first Friday of the course, the College may administratively drop the student. See the *No-Show and Administrative Drops* section of the [Academic Programs and Services Policies Handbook](#) for more information.

**Non-Participation:** Students are responsible for notifying their advisor if unable to participate in their courses for any reason by the drop deadlines posted on the program's advisement site.

## Participation/Attendance

Review each course's syllabus for specific participation and attendance requirements as well as the due dates of coursework. See the course resources for information on the current edition.

## Prerequisites for Courses

The list of prerequisite courses is provided in the following locations:

- (a) Course syllabus
- (b) BSN/MS Advisement site
- (c) [Course Catalog](#)

## Grading Criteria

A letter grade is assigned in courses based upon numerical scoring.

- **Minimum Passing Grades:**
  - BSN students must obtain a **minimum grade of 75 (C+)** in all nursing (NURS) courses, and a **minimum grade of 72 (C)** in allied health (ALHT), and liberal arts and science (LAS) courses to pass the course.
  - MS Nursing students must earn a **minimum grade of 80 (B)** to pass the course.
- **Cumulative GPA:** Required by the College to confer a degree or certificate:
  - BSN - 2.0
  - MS Nursing– 3.0
- **Grading Scales:**

| BSN Grading Scale |                 |              |                 |
|-------------------|-----------------|--------------|-----------------|
| Letter Grade      | Numerical Score | Letter Grade | Numerical Score |
| A                 | 95-100          | C            | 72-74           |
| A-                | 90-94           | C-           | 69-71           |
| B+                | 87-89           | D+           | 65-68           |
| B                 | 84-86           | D            | 62-64           |
| B-                | 80-83           | D-           | 59-61           |
| C+                | 75-79           | F            | 58 or less      |

| Letter Grade | Numerical Score | Letter Grade | Numerical Score |
|--------------|-----------------|--------------|-----------------|
| A            | 95-100          | C+           | 75-79           |
| A-           | 90-94           | C            | 69-74           |
| B+           | 86-89           | D            | 61-68           |
| B            | 80-85           | F            | 60 or less      |

## APA

All students are expected to utilize the current edition of the APA Manual for their writing style. See the course resources for information on the current edition.

## Course Discussions

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

Students are encouraged to develop Discussion Question (DQ) posts and responses in a word document first, then paste the content into the DQ forum to avoid time-out errors in the learning management system which could cause a loss of work.

- Typically, the initial post must be made by Wednesday each week no later than 2359 EST.
  - Some courses may have different requirements, so please check the individual syllabi for each course and see course details for posting due dates.
- Discussion postings may not be submitted before the week in which they are due, except for Week 7 when some classes do allow for early posting.
  - Check the course *Calendar of Assignments in the course syllabus*.
- The initial discussion post for the assigned discussion questions posted in the discussion forum will earn a **5% deduction for each day the post is late** (5 of 100 points per day). This is not prorated as late is anything past the due date and time posted in the class.
- An initial discussion post over 3 days late will earn a 0 grade.
- Discussion question postings will not be included in grading if submitted **past the end of the online week** (Sunday, 2359 or Friday, 2359 in week 7).
- Content of discussion postings will be evaluated according to the **Discussion Grading Rubric** posted in each course.
- Students must make response posts to other class members according to the coursework requirements, which may vary.

## Assignment Submissions

- Assignments may **not** be submitted before the week in which they are due unless flexible turn-in applies (this will be noted in the course).
- All submissions of coursework earn a **5% deduction for each day** the assignment is submitted late (5 of 100 points per day). This is not prorated as late is anything past the due date and time posted in the class.
- Assignments will earn a grade of **zero (0)** if submitted **more than 5 days after** the due date.
- All assignments must adhere to the posted grading rubric to be counted as an assignment submission.
- Quizzes have due dates. The 5-day late policy does **not** apply to quizzes.
- No coursework of any kind will be accepted after the final Friday of class after 2359 EST.
- All assignments must be submitted in the designated drop box by the due date to be eligible for grading. If you are experiencing any technical difficulty, take the following steps:
  1. Call the Help Desk. If after hours, leave a message.
  2. Contact your instructor (email or phone) about the problem and attach the assignment if communicating by email.
  3. When the designated drop box becomes available, submit the assignment for grading.

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

## Academic Integrity Policy

Students are responsible for understanding and adhering to the [Academic Integrity Policy](#). The process for addressing academic integrity violations reflects the organizational structure of the College of Health, Liberal Arts, and Sciences. Academic Integrity is a responsibility and commitment to uphold just and ethical behavior, including complete truthfulness, fairness, and respect in all areas of teaching, learning, and the pursuit of scholarship.

Any student suspected of academic integrity violations will be informed by their faculty member. The student will have an opportunity to present their position to the faculty member. An academic warning will be submitted via the Starfish platform.

Depending on the severity of the **Academic Integrity Violation** (e.g., lack of citations, self-plagiarism, use of generative artificial intelligence (AI) or egregious offenses such as purchasing a paper or submitting another student's work), students may receive a warning, **or** a course failure, **or** an academic dismissal. The [Academic Integrity Policy](#) covers these punitive actions in more specific detail.

- **Self-Plagiarism** - When repeating a course, if a student uses the same materials previously submitted for grading in the first attempt of the course or materials with the changing of a few words or phrases, this is considered **self-plagiarism** and is an **Academic Integrity Violation** and may result in immediate **course failure**.
  - The nursing policy states no previous work may be submitted for repeating a course or in a different course (policy is found in this manual and on the college website).
  - All submissions, in course reattempts, must be new and original.
  - Self-plagiarism is also covered in the program's orientation module.
- **Generative AI** – Please refer to each individual course syllabus for the course guidelines regarding generative AI (Chat GPT, etc.).

## Appeal

If a nursing student wishes to appeal against a first or second academic integrity violation, they may appeal the decision to the Nursing Associate Dean. If the concern is not resolved, the student may then appeal the decision to the Dean of Health, Liberal Arts, and Sciences. If this does not resolve the concern, the student may then appeal to the provost who will render the final decision.

If Academic Integrity Violations rise to the level of a Student Conduct Council Hearing and the student does not agree with the committee's determinations, the student may then appeal the council hearing findings to the provost who will render the final decision.

For more information, review the Academic Grade Grievances section at the bottom of the [Academic Standing & Final Grades website](#).

## Course Failure from Missing Work

Students missing more than one course assignment, quiz and/or discussion will fail the course, regardless of class GPA.

## Student Academic Grievances

If a student believes there is a legitimate grievance against a faculty member, or some part of the academic process (except dismissal), the student may seek to redress at any time within the semester through the incomplete period. For more information, review the Academic Grade Grievances section at the bottom of the [Academic Standing & Final Grades website](#). 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.

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.

If a student believes that they have a legitimate grievance against a faculty member or some part of the academic process (except dismissal), only the student 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 Associate Dean to attend and clarify points of nursing program policy and procedure 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 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, 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 & Sciences, they may appeal in writing to the provost. The provost, as an impartial arbitrator, renders the final decision in writing to the student, the instructor, Associate Dean, and Dean.

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

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 Catalogue](#) to ensure the student is utilizing the correct policy and procedure to address their concern. The [Student Complaint Procedure](#) provides guidance for How to File a Complaint, the SUNY Complaint Procedure, and the New York State Education Complaint Procedure.

## Incomplete Grades (IN)

This designation indicates the temporary withholding of a grade. It may be used in cases where a student has not been able to complete a course for what, **in the instructor's judgment**, is a compelling reason.

- The course faculty will provide the student with an **Incomplete Grade Contract** to sign and date.
  - Implicit is the understanding that the instructor and the student have reached an agreement, in writing, on the nature of the coursework which the student will complete by the extended due date by completing the incomplete grade contract.
  - Once the contract is signed by the instructor and student, a copy is also sent to the student's advisor.
- The grade of IN must be changed to a letter grade within **20 calendar days** from the end-of-term date for a given academic term.
  - The final course grade will be a result of the previous work and the incomplete work handed in within the designated and agreed upon timeline.
  - Failure to submit all required course work by the contracted due date will result in a final grade of **F** for the course.
- When the course has been completed, the instructor will send a request for the appropriate grade change to the registrar and will notify the student's advisor of the final course grade.

## Starfish Success

Starfish Success is a part of a system that helps students be successful. If an instructor identifies a student who needs extra assistance in a certain area or is at risk of failing the course, the instructor can send the student a *Starfish Success Flag* that is not punitive but rather, it is intended to assist in documenting and intervening in situations where students may be struggling. The student is notified, the advisor is notified, and resource personnel are notified so that everyone can work together to help students be successful.

### Starfish Success Flag Issued

Starfish Flags are created and issued to the student when applicable and including, but not

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limited to the following situations:

1. The course average falls below passing grade:
  - i. Undergraduate: Less than 72 for undergraduate allied health courses (ALHT), less than 75 for undergraduate nursing (NURS) BSN courses, and
  - ii. Graduate: Less than 80 for all graduate MS courses).
2. Non-attendance, poor attendance, poor or non-participation, tardiness,
3. Insufficient preparation, failure to turn in assignments, assignments are incomplete, low grade on assignment/quiz,
4. Disruptive behavior,
5. Academic Integrity Violation, and/ or
6. A safety/health concern.

## **What to Do if You Receive a Starfish Success Flag**

Starfish Success flags are sent to the student's Delhi e-mail. It is imperative that the student follows the instructor's recommendations.

*For example, the instructor may suggest the student meet with an advisor and improve course attendance. It is the student's responsibility to contact their advisor and follow what the instructor and advisor recommend so that the students have the best chance of succeeding in the course or, at least, deciding what the best course of action is in a timely way.*

## **Practicum Courses**

Practicum details including clinical hours' requirements and Castle Branch requirements are in the practicum resources. For more information, please reach out to the nursing practicum coordinators.

### **Practicum Attendance and Punctuality Policy**

Students are expected to arrive on time and adhere to the attendance requirements outlined in the course. On time means the student is prepared to engage in learning at the start of the practicum. Showing up late is disrespectful and disruptive. Students who are late may be subject to a warning or dismissal. Students who repeatedly violate the attendance policy will be contacted by the instructor.

## **Academic Progression and Time to Completion**

### **RN-to-BSN Program**

#### **Admission**

Admissions requirements include an Associate Degree in nursing from an accredited institution with a minimum 2.6 GPA.

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

Required courses prior to admission: English Composition, General Psychology, Anatomy and Physiology I, Anatomy and Physiology II, Microbiology, and Statistics. The Statistics course may be completed following admission.

### **Progression**

The New York State Education Department requires that minimum academic standards be achieved (refer to the grading scale provided previously in this manual). Academic qualifications for RN-to-BSN program progression include:

- A grade of **C+** in all Nursing courses (NURS), and
- A grade of **C** in all Allied Health (ALHT) courses, and
- A grade of **C** in all Liberal Arts and Science (LAS) courses.

*A student is unable to progress in the nursing program if the student is **unsuccessful** in:*

- 1) Greater than one Allied Health and/or Nursing course, or
- 2) Passing a Nursing or Allied Health course a second time, or
- 3) Greater than one Liberal Arts and Sciences course, and
- 4) Passing a Liberal Arts and Sciences course a second time.

### **Academic Probation**

At the conclusion of each semester, each student's academic record is reviewed. *The Academic Performance – Dismissal/Probation policy is in the [Academic Programs and Services Policies Handbook](#).*

### **Readmission**

A student who is unsuccessful in greater than one Allied Health, Nursing, UNIV, and/or LAS course may petition to re-admit to the program after **one full semester of non-enrollment** (2 consecutive sessions of Fall or Spring - Summer is not included).

A student is eligible for re-admission **one time only**. Re-admission to the program will be at the Associate Dean, faculty, and advisor's discretion.

### **Course Repeat Policy**

A student may repeat a course only **once**. When a course is repeated, the higher grade received, if passing is used in the computation of the grade-point average. Both grades will remain on the student's transcript.

### **Time to Completion**

The RN-to-BSN program must be completed within 5 years of the start date.

## **Transfer Credits**

To earn a baccalaureate degree at SUNY Delhi, students must complete a minimum of 25% of credits in residence toward the degree, half of which must be within the major. Remaining credits transferred from another institution must be approved by SUNY Delhi to count toward the degree requirements. Upon completion of the course to be transferred, an official transcript must be sent to the Registrar's Office at SUNY Delhi. Please refer to: [Academic Programs and Services Policies Handbook](#).

## **MS Nursing Program**

### **Admission**

The MS in Nursing Education (36 credits) and Nursing Administration (33 credits) program options requires the following for admission:

- Graduated from an ACEN, CCNE, or other recognized accredited baccalaureate nursing program
- Undergraduate cumulative GPA of 3.0
- Unencumbered license to practice as an RN
- Descriptive Statistics course with a grade of C or better

The Post-graduate Certificates in Nursing Education (12 credits) and Nursing Administration (12 credits) admission requirements are to have existing graduate degree (master's or doctorate), an active, unencumbered RN license, and a minimum of 3.0 GPA.

### **Progression**

Unless specific performance standards are required by a particular program, graduate students who are candidates for a graduate degree or certificate must maintain a minimum cumulative average of 3.0 or above in all Delhi graduate courses.

### **Academic Probation**

At the conclusion of each semester, each student's academic record is reviewed, and if the cumulative grade point average is below 3.0 after eleven (11) or less credit hours, the student is placed on academic probation until the student achieves a cumulative GPA of 3.0 (up to and including 11 credits). However, if the student reaches or exceeds 12 credit hours and has not achieved a cumulative GPA of 3.0, the student is unable to proceed. *The Academic Performance – Dismissal/Probation policy is in the [Academic Programs and Services Policies Handbook](#).*

### **Dismissal**

All graduate students are expected to remain in good academic standing during their study; that is, to maintain an academic record consistent with the standard above. A student whose record Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

falls below the standards outlined above or who otherwise indicates a lack of ability or effort needed to succeed in graduate study will be denied permission for further study. Graduate students who are terminated for academic reasons will have placed on their graduate transcripts a notation that they were academically dismissed and date of dismissal.

At the conclusion of each semester, the academic record of each student will be reviewed for academic standing. If the cumulative grade point average of a student is below 3.0 after twelve (12) credit hours, they will not progress.

### **Readmission**

A graduate student who has been academically dismissed and is seeking reinstatement to matriculated degree status should apply for readmission to the Admissions Office at least one month prior to the proposed date of readmission.

- A student who reenters or is readmitted to the college within a 5-year period will be held to the course and graduation requirements of either the current catalog or the catalog that was in effect on the date of their initial matriculation at the discretion of the academic unit.
- A student who reenters or is readmitted to the institution after a 5-year period shall be required to meet all course and graduation requirements of the catalog in place as of the readmission date.

### **Course Repeat Policy**

A graduate student may repeat a graduate course only **once**. When a course is repeated, the higher grade received, if passing is used in the computation of the grade-point average. Both grades will remain on the student's transcript.

### **Appeal**

A graduate student who has been academically dismissed may submit an appeal of dismissal to the **Scholastic Standing Committee** within the time frame established at the conclusion of each term according to the information provided on the [Academic Dismissal page](#).

Non-degree seeking graduate students are expected to meet and maintain the same academic standards as students in degree programs.

### **Time to Completion**

All requirements for the MS Nursing degree must be completed within 4 years and 1 semester of start date (a maximum of 13 consecutive semesters, including summer sessions). This provision applies equally to students who enter with or without advanced standing or transfer credit.

### **Leave of Absence**

A leave may be proposed for an appropriate academic or personal reason and will be subject to approval by the student's department, school, or college. Normally, a leave of absence will be granted for up to one year. Multiple leave(s) may be granted up to a combined maximum of four semesters. A student who does not register for one or more semesters and does not have an approved leave of absence will be assumed to have voluntarily withdrawn from the college. The interpretation of this inaction will be that the student does not intend to return for graduate study. A subsequent return to the college to complete degree requirements will require the student to follow the readmission procedures.

### **Transfer Credits**

Students seeking transfer credit, at the time of admission, must provide official transcripts to the Graduate Admissions Committee at SUNY Delhi. Only graduate courses with a grade of B or better and completed within five (5) years prior to matriculation are transferable. Transfer credit will not be included in the computation of a graduate student's grade point average at SUNY Delhi. A maximum of **50% of the program's credit hours** of graduate work may be accepted for transfer credit by SUNY Delhi.

If, after being admitted to the MS Nursing program, a student wishes to transfer courses from another institution, the student must submit the ***Petition to Take Courses at Another College*** while enrolled in SUNY Delhi's graduate program to his or her advisor. This petition requesting such approval must include institution name, catalog number, title, and description of each course being proposed for transfer credit and the equivalent course at SUNY Delhi. To earn a MS Nursing degree at SUNY Delhi, students must complete a **minimum of 50% of credits** at SUNY Delhi toward the degree, half of which must be within the major. Remaining credits transferred from another institution must be approved by SUNY Delhi to count toward the degree requirements. Upon completion of the course to be transferred, an official transcript must be sent to the Registrar's Office at SUNY Delhi.

Graduate courses presented for transfer credit completed while the student was in undergraduate status shall be eligible for transfer only upon receipt of documentation from the institution certifying that such course work was not used to fulfill undergraduate degree requirements at that institution.

Credit by examination and challenge exam credit eligibility is determined by dean/associate dean of academic unit.

Please refer to [Academic Programs and Services Policies Handbook](#).

### **Change of Major**

Students wishing to change their MS Nursing concentration, either during their course of study or as a re-entry, need to contact their Advisor.

### **Credit Hour Policy**

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

SUNY Delhi awards academic credit in accordance with institutional, State University of New York (SUNY), and applicable federal requirements. A credit hour represents an amount of student work consistent with established standards for higher education and reflects the achievement of defined course learning outcomes.

For RN-to-BSN and MS Nursing courses that are offered in an accelerated and online format, the amount and quality of student learning and academic engagement are equivalent to those expected for the same number of credit hours delivered over a traditional semester. Student work may include faculty-directed instruction, assigned readings, scholarly research, online discussions and other interactive learning activities, written assignments, projects, presentations, practicum experiences, and other activities designed to achieve course student learning outcomes. Credit hours assigned to nursing courses are determined and approved through established College curriculum processes and apply consistently regardless of instructional modality.

### **Maximum Credit Load per Session**

#### **RN-to-BSN Program**

Permits no more than 9 credits per 7-week session (18 credits per semester). For example, a student may take up to 9 credits in the Spring J session, and up to 9 credits in the Spring K session, which is 18 credits for the full spring semester.

- Additional credits are considered overload and require permission from the Associate Dean of Nursing.

**MS Nursing Program** - Permits no more than 6 credits per session (12 credits per semester). For example, a student may take up to 6 credits in the Spring J session, and up to 6 credits in the Spring K session, which is 12 credits for the spring semester.

- Additional credits are considered overload and require permission from the Associate Dean of Nursing.

#### **Drop or Withdrawal of a Course**

Students should first contact their advisor, as a course drop may impact the rest of the student's course schedule, or a withdrawal will impact status in the program.

If a student is receiving financial aid/loans, there may be additional ramifications to dropping a course or withdrawing. It is advised that students confer with **Student Financial Services** before making a final decision.

Students are required to complete and submit the appropriate form for their request to be processed (see below). Forms are available on the **Registrar's website**.

**Dropping a Course:** The deadline to drop a course and receive a full refund is published on the SUNY Delhi Academic Calendar. The course drop form must be completed and submitted to drop a course.

**Withdrawing from a Course:** The course withdrawal form must be completed and submitted to withdraw from a course according to published deadlines on the SUNY Delhi Academic Calendar.

Refer to the [full tuition refund schedule](#) before considering a course withdrawal as the refund amount decreases over the timeline of a session. Any partial tuition refund or processing fees are based on the date the student submits the form.

## Student Records Policy

Student educational records are maintained in accordance with SUNY Delhi policies and applicable federal and state requirements, including the Family Educational Rights and Privacy Act (FERPA). FERPA provides students with rights regarding access to their educational records and protects the privacy of personally identifiable information contained in those records.

Official academic records, including enrollment, grades, academic standing, degree completion, and transcripts, are maintained by the appropriate College offices in accordance with established institutional record retention requirements. Access to student educational records is limited to authorized individuals in accordance with FERPA and College policy.

Students may review their educational records and request amendment of records they believe are inaccurate in accordance with established College procedures. Educational records are not released to third parties without the student's written consent except as permitted by law. Students who wish to authorize another individual to access information contained in their educational records must follow the College's FERPA release procedures.

Students are responsible for maintaining current contact and demographic information with the College and should direct requests regarding official academic records, transcripts, or FERPA rights to the Registrar's Office.

Nursing program records that are maintained separately from the official academic record are safeguarded and accessed only by authorized personnel in accordance with College policy and applicable privacy and record-retention requirements.

Students must protect the privacy and confidentiality of patients, preceptors, agencies, and other individuals in all course and practicum-related work and must comply with applicable HIPAA requirements, agency policies, and professional standards for confidentiality. Personally identifiable patient information must not be included in assignments or other materials submitted for academic purposes.

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

# Nursing Program Graduation Requirements and Commencement

## Graduation Requirements

Students must complete all degree requirements located in the school's catalog (coursework and credits) for the RN-to-BSN in Nursing and MS in Nursing Education or Administration degree plan. Students on track to complete the requirements are eligible to petition to graduate. Instructions to petition to graduate are located on the colleges [Graduation webpage](#).

## Commencement

SUNY Delhi hosts a commencement ceremony each year for graduates. Students are encouraged to participate. Information about walking in the ceremony can be obtained from the [commencement website](#).

## Student Conduct

Instructors will encourage free discussion, inquiry, and expression. Student performance will be evaluated academically, not on opinions or political ideas unrelated to academic standards. However, in instances where a student does not comply with the *Code of Student Behavior* or with an instructor's reasonable conduct expectations in the course, such non-compliance can affect the student's evaluation and be cause for permanent removal from class or dismissal from the college.

## Professional Performance

Serious violations of the SUNY Delhi Student Code of Conduct may result in sanctioning and/or suspension or dismissal from the college. Examples of personal performance infractions include:

- The student is asked to leave or is barred from a clinical practicum facility used by the SUNY Delhi Nursing Programs for violations of that facility's policies and procedures or other serious misconduct.
- Violation of immunization and documentation requirements.
- Serious violations of the American Nurses' Association (ANA) Code of Ethics for Nurses and/or Joint Commission Practice Guidelines.
- Any conduct or action that seriously jeopardizes the safety and welfare of a patient, patient visitor, faculty member, or staff member in a practicum location.
- Smelling of alcohol or cannabis at the practicum site.

A student may appeal their dismissal via the redress of student complaint policy. 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.).

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

## Drug and Alcohol Use Policy

Students are responsible for knowing the [cannabis](#) and [alcohol](#) (see Appendix 5 and 6) 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 when impaired. Any student suspected of impairment will be dismissed at a minimum from the practicum setting and up to dismissal from the nursing program. Students should be aware that, even if they are not impaired, smelling of alcohol or cannabis at any time while in their practicum setting is unacceptable. Smelling of alcohol or cannabis will result in a dismissal from practicum and a written warning, as well as referral through the SUNY Delhi Student Code of Conduct process.

## Communications Etiquette

SUNY Delhi is committed to open, insightful and relevant dialogue in all its courses, especially those presented via the Internet, as that is what formulates most of the course content and material. Diversity of thought, opinion, and values is created because of this process and, as such, we encourage all students to be respectful of that diversity, thereby refraining from inappropriate commentary. Should such inappropriate action occur, the instructor will intervene as each piece of dialogue that takes place in the course is monitored. The student making the infraction will be notified, and appropriate disciplinary action will be taken. The following are sound guidelines to follow regarding communication etiquette:

1. Never post, transmit, promote, or distribute content that is known to be illegal.
2. Never post harassing, threatening, or embarrassing comments.
3. If you disagree with someone, respond to the subject, not the person.
4. Never post content that is harmful; abusive; racially, ethnically, or religiously offensive; vulgar; sexually explicit; or otherwise potentially offensive.

### Revised:

- i. August 30, 2026
- ii. August 24, 2026
- iii. June 9, 2026
- iv. February 25, 2025

Guidelines apply to all students in the RN-to-BSN and MS programs unless otherwise noted.

v. February 19, 2024