LEHMAN
COLLEGE

Department of Nursing



Undergraduate Nursing Student Handbook
2026-2028

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Table of Contents

About this Undergraduate Student Handbook 4

Chair's Welcome 5

LEHMAN COLLEGE DEPARTMENT OF NURSING 6

MISSION OF THE DEPARTMENT OF NURSING 6

PHILOSOPHY OF THE DEPARTMENT OF NURSING 6

PURPOSE OF THE UNDERGRADUATE PROGRAM IN NURSING 7

UNDERGRADUATE PROGRAM OBJECTIVES 7

PROGRAM ADMISSION REQUIREMENTS 8

Admission Requirements for the Traditional & Accelerated Generic Nursing Programs 8

Pre-Admission Criteria 8

Prerequisites (Generic Programs) 8

Transfer Students – Generic Nursing Programs 9

Applicants applying to the Accelerated Generic Nursing Program 9

Applicants applying to the Traditional Generic Nursing Program 9

Dosage Calculation Exam 10

Students Admitted to the Generic Baccalaureate Nursing Programs 11

Admission Requirements for the RN-BS Nursing Program (Traditional and Online) 11

Prerequisites (Traditional & Online RN-BS) 12

Readmission 12

NURSING PROGRAMS 13

CURRICULUM INFORMATION FOR GENERIC PROGRAMS 13

Curriculum Requirements 13

CURRICULUM PATTERN FOR TRADITIONAL GENERIC STUDENTS 15

DISTRIBUTION OF HOURS IN PRE-LICENSURE CLINICAL COURSES 15

COURSE DESCRIPTIONS—TRADITIONAL & ACCELERATED GENERIC PROGRAMS 17

CURRICULUM INFORMATION FOR REGISTERED NURSES TO BS (RN-BS) PROGRAM 19

COURSE DESCRIPTIONS: RN TO BS PROGRAM 20

LEARNING ENRICHMENT OPPORTUNITIES 21

HONORS PROJECT AND INDEPENDENT STUDY 21

Independent Study in Nursing 21

Honors Project 22

ACADEMIC HONORS 23

DEAN'S LIST 23

PRESIDENTIAL SCHOLAR 23

DEPARTMENTAL HONORS 23

COLLEGE HONORS 23

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING, DELTA ZETA CHAPTER 23

DEPARTMENT OF NURSING POLICIES *24*

RETENTION/ PROGRESSION POLICY 24
Registration for Nursing Courses 24
Missed Exams and Make-Up Exams 24
Make-up Exam Policy 24
Academic Probation 25
Withdrawal from Nursing Course(s) 25
Readmission 25
Time Limit for Completion of the Nursing Program 25
Drug Testing 26
Notice to Students on Criminal Background Checks 26

DEPARTMENT COMMITMENT TO ACCESSIBILITY 26
Statement of Nondiscrimination 26
Departmental Statement Regarding Students with Special Needs 26

DEPARTMENT GRADING POLICIES 27
Pass/Fail Grades 28
Clinical Course Grades 28
Unsafe Clinical Performance 28
Required Standardized Achievement Testing* 28
Incomplete Grades 29
Withdrawal Policy 29
Course Assignments 29
Request for Second Reader of Paper 30

GRADE APPEALS 30
College Policy on Grade Appeals 30
Department Policy on Grade Appeals 30

STUDENT COMPLAINT POLICY 31

COMMUNICATING WITH STUDENTS 32

IN-CLASS PROTOCOL 33
Cell Phones 33
No Smoking Policy 33
Fire Safety 33
Policy on Sexual Harassment 33
CUNY Workplace Violence Policy & Procedures 33
Departmental Policy on Alcohol and Other Unauthorized Drug Use 33

CLINICAL REQUIREMENTS *34*

EXXAT PRISM ELECTRONIC CLINICAL MANAGEMENT SYSTEM 34
Health Clearance Form 34
Liability Insurance for Nursing Students 35
Basic Life Support (BLS) Certification for Health Care Providers 35
Drug Testing/Criminal Background Check 35
Exxat Clinical Timekeeping Policy 35

STATEMENT ON ACADEMIC INTEGRITY *37*

DEPARTMENT OF NURSING STATEMENT ON AI USE ____ *37*

PROFESSIONAL CONDUCT ____ *38*

Dress Policy ____ 38

NCLEX-RN TESTING & LICENSURE ____ *39*

Eligibility for Licensure as Registered Nurse ____ 39

DEPARTMENT OF NURSING RESOURCES ____ *40*

NURSING COMPUTER LABORATORY ____ **40**

NURSING PRACTICE LABORATORY ____ **40**

NURSING STUDENT LOUNGE ____ **40**

NURSING LOCKERS ____ **40**

LEHMAN COLLEGE RESOURCES ____ *41*

COUNSELING CENTER ____ **41**

STUDENT DISABILITY SERVICES ____ **41**

INSTRUCTIONAL SUPPORT SERVICES PROGRAM (ISSP) ____ **41**

CAREER COUNSELING AND PLACEMENT ____ **41**

EXTRACURRICULAR ACTIVITIES ____ **42**

CAMPUS INFORMATION CENTER ____ **42**

GOVERNANCE ____ *43*

NURSING STUDENT ORGANIZATIONS ____ **43**

STUDENT PARTICIPATION ON DEPARTMENT COMMITTEES ____ **43**

Appendix A: OTHER EDUCATIONAL EXPENSES ____ *44*

APPENDIX B: REVISED CUNY NURSING PROGRAMS ADMISSION POLICY ____ *45*

Appendix C: STUDENT COMPLAINT FORM ____ *46*

ACKNOWLEDGEMENT FORM ____ *47*

Lehman College
Department of Nursing

About this Undergraduate Student Handbook

Welcome to the Department of Nursing. This handbook has been prepared to provide you with a guide to the Undergraduate Nursing Program at Lehman College. Department of Nursing policies, procedures and course requirements are updated and revised periodically. Please review the Nursing Student Handbook for current information.

The **Lehman College Undergraduate Bulletin** and the **Lehman College Student Handbook** are additional sources of information that address aspects of student life at Lehman College. The Bulletin in effect when you matriculated at Lehman College is your official guide to your degree requirements. The bulletin and the student handbook are available to students on the Lehman College Web site www.Lehman.edu .

You are responsible for reading and adhering to the policies of the Department of Nursing and the College as described in this **Undergraduate Nursing Program Student Handbook,** the **Undergraduate Bulletin**, and the **Lehman College Student Handbook**. If you have any questions about the content of these resources, please speak to your faculty advisor or the Director of the Undergraduate Nursing program.

On the last page of this handbook is a form that you must sign acknowledging that you have reviewed and understand the content in this handbook. Print a copy of the form, sign and date it, and submit online along with your other Admission documents.

(Reviewed 2026)

Chair's Welcome

Welcome to the Lehman College Department of Nursing! I am honored to serve as the Chairperson of this department, and I am delighted to welcome you to our undergraduate nursing program.

Our program has a proud tradition of preparing excellent nurses. Today, we continue that tradition with a diverse student body and a dedicated faculty who are committed to supporting your academic success and professional growth. Whether you are entering the generic track or the RN completion program, you are joining a learning community that values excellence, inclusivity, and service.

Nursing is both a calling and a demanding profession. Success in our program will require discipline, collaboration, and a deep commitment to learning. I encourage you to attend classes regularly, engage actively with your peers and faculty, make full use of our resources, and seek guidance from your faculty advisor or mentor.

Our faculty bring expertise from a wide range of clinical and academic settings, and they are dedicated to teaching, scholarship, and community engagement. We also value our strong partnerships with healthcare organizations throughout the city—these partnerships help ensure you receive a rich, hands-on educational experience that prepares you to meet the needs of diverse patient populations.

As you begin this journey, know that you are not alone. We are here to support you, challenge you, and celebrate your achievements. Your dedication and passion will not only shape your future but also strengthen the nursing profession and improve the health of our communities.

Once again, welcome to the Lehman College Department of Nursing. We are excited to see all that you will accomplish.

Warm regards,

Natasha Nurse-Clarke

Natasha Nurse-Clarke, PhD, RN, FAAN
Professor and Chairperson, Department of Nursing, Lehman College

LEHMAN COLLEGE DEPARTMENT OF NURSING

MISSION OF THE DEPARTMENT OF NURSING

To prepare nurse professionals at the undergraduate and graduate levels who engage humanistically, think critically, act ethically, and embrace lifelong learning. Our graduates are equipped to address the complex health needs of diverse communities and are committed to advancing social justice, health equity, and inclusive care in New York City, the region, and the world.

(Revised April 2025)

PHILOSOPHY OF THE DEPARTMENT OF NURSING

The philosophy of the Department of Nursing is grounded in a commitment to inclusive, person-centered education that prepares students to serve a diverse society with compassion, integrity, and excellence. Our programs, built upon the liberal arts and sciences, promote critical thinking, reflective practice, leadership, ethical decision-making, and lifelong learning. We believe that education is a collaborative and transformative process, where students are active participants engaged in meaningful relationships with faculty, peers, clients, and communities.

We view nursing as a humanistic and evidence-informed profession focused on the care of persons, families, and populations across the lifespan. Nurses address the physical, psychological, spiritual, and social dimensions of health and illness, always honoring each person's unique experiences and capacity for self-determination. Health is understood as a dynamic state of well-being and potential, inclusive of both disease and non-disease. We are committed to advancing health equity and social justice, creating learning environments that foster diversity, equity, inclusion, and belonging, and preparing nurse professionals who advocate for systemic change and equitable care.

(Revised April 2025)

PURPOSE OF THE UNDERGRADUATE PROGRAM IN NURSING

The baccalaureate concentration in nursing is designed to prepare the undergraduate student for beginning level professional practice in nursing. This purpose is consistent with the Mission of the College.

UNDERGRADUATE PROGRAM OBJECTIVES

Upon completion of the undergraduate program, students will be able to:

1. Demonstrate competency in the practice of nursing by applying knowledge from nursing science, the physical and human sciences, and the humanities to promote, protect, maintain and restore optimal health.
2. Apply leadership and communication skills to affect change and effectively implement patient safety initiatives to improve and monitor the quality of healthcare delivery for diverse population.
3. Demonstrate an understanding of the basic research process and evaluate nursing research outcomes in terms of applicability to professional nursing practice.
4. Integrate best practices, clinical judgment, inter-professional perspectives, and patient preference in planning, implementing, and evaluating outcomes of care.
5. Demonstrate skills in using patient care technologies, information systems, and communication devices that support safe nursing practice.
6. Uphold ethical standards related to data security, regulatory requirements, confidentiality, and client's right to privacy.
7. Explore the impact of socio-cultural, economic, legal, and political factors influencing healthcare policy, delivery, and practice.
8. Articulate the unique nursing perspective in collaboration with other disciplines to optimize patient outcomes.
9. Assess health/illness beliefs, values, attitudes, and practices of individuals, families, groups, communities, and populations, using a human science perspective to promote health.
10. Access inter-professional and intra-professional resources to resolve ethical and other practice dilemmas and to prevent unsafe, illegal, or unethical care practices.
11. Demonstrate professionalism, including demeanor, respect for self and others, and attention to professional boundaries.
12. Implement holistic, patient-centered care across the health illness continuum, across the lifespan, and in a variety of healthcare settings.

(*Revised July 2025*)

PROGRAM ADMISSION REQUIREMENTS

Admission Requirements for the Traditional & Accelerated Generic Nursing Programs

Admissions to the generic nursing programs is a three-step process.

- **Step 1:** Includes completing the Nursing CAS application (transfer students must first complete the CUNY application to Lehman College).
- **Step 2:** Meeting all pre-admission criteria.
- **Step 3:** Passing the dosage calculation exam.

Space in the nursing program is limited. Therefore, meeting the minimum requirements for admission does not guarantee acceptance into the program.

Pre-Admission Criteria

A minimum grade of **C (73) or better** is required in all the pre-requisite courses, or their equivalents, and a MINIMUM CUMULATIVE INDEX OF **2.75 or greater** to be eligible for admission to the Generic Nursing Programs.

Effective for 2027 Admissions Cycle, all pre-requisite science courses (Biology and Chemistry) required for admission to the undergraduate Generic Nursing Programs will be subject to a seven-year expiration limit. **If a pre-requisite science course is repeated, only the first grade within the seven-year limit will be counted when considering eligibility for admission to the nursing programs.**

Courses completed more than seven years before the application submission date will not be considered in determining program eligibility or satisfying admission requirements. Applicants with coursework that exceeds the seven-year limit must retake the applicable course(s) to demonstrate current competency.

All nursing applicants must upload proof of legal status in the United States to their nursing application (see Appendix B for more information.)

Prerequisites (Generic Programs)

CHE 114 Essentials of General Chemistry: 3 Credits
CHE 115 Essentials of General Chemistry Lab: 1. 5 Credits
CHE 120 Essentials of Organic Chemistry: 3 Credits
CHE 121 Essentials of Organic Chemistry Lab: 1. 5 Credits
BIO 181 Anatomy and Physiology I: 4 Credits
BIO 182 Anatomy and Physiology II: 4 Credits
BIO 230 Microbiology: 4 Credits

Please note that the respective science departments determine what may be equivalents for the above courses.

A grade of **C (73%) or better** is required in the following foundation courses:

- HIN 268 Human Growth and Development: 3 Credits (*Prerequisite to admission*)
- HIN 269 Analysis and Action for Community Health: 3 Credits (*may be taken before or after admission*) ***HIN 269 is no longer required for the Generic programs, effective 2027.***

HESI-A2 Exam

Must take the Health Education Systems, Inc. Admissions Assessment (HESI-A2) exam. **A score of 75 or better must be achieved in each of the three subject areas (reading comprehension, math, and anatomy and physiology), and 800 or better on the critical thinking section of the exam**. Students must upload their HESI-A2 **score report** to their nursing application by **March 15th**. The HESI-A2 score report is valid for one year.

- Students are granted two opportunities to pass the exam.
- Students are ineligible for admission upon failing the exam on the second attempt.
- Students are welcome to reapply the following year.

Transfer Students – Generic Nursing Programs

Transfer or second-degree students must submit official transcripts of all previous college work to the *Admissions Office* and submit a secondary online application via Nursing CAS, to the Nursing Department by March 15. **Second-degree students follow the college requirements for second degrees.** It is recommended that all transfer students seek advisement in the Academic Advisement Center, in addition to advisement in the nursing department.

Students dropped from another nursing program for poor scholarship or for other reasons, are not eligible for admission to the nursing program at Lehman College. Transfer students from another nursing program are required to submit a letter from the director or dean of the former nursing program certifying that they are in good standing in the program from which they transfer.

Applicants applying to the Accelerated Generic Nursing Program

To be eligible for admission to the **Accelerated Generic Nursing Program**, applicants must:

- Complete all required prerequisite courses by the **end of the Winter Intersession preceding the Summer term of enrollment**. Courses completed after the Winter Intersession will not be considered for the March 15 nursing application deadline.
- Hold a Bachelor's Degree (any discipline)

Applicants applying to the Traditional Generic Nursing Program

To be eligible for the **Traditional Generic Nursing** program, all required prerequisite courses must be completed by the end of the Spring semester before the **Fall start term**. Courses completed after the Spring semester will not be considered for admission.

- Completes a minimum of 60 credits before beginning NUR courses.
- Completes all the College General Education Requirements prior to the start of NUR courses.

Dosage Calculation Exam

The Dosage Calculation Examination (DCE) is the **final phase of the admissions process**. This exam is necessary for applicants to demonstrate their proficiency in dosage calculations, a fundamental skill for the nursing practice. The following outlines the process:

- **Invitation Only**: Prospective nursing students, who have met the qualifications of the first and second phases of the admission process, will then be eligible to take the Dosage Calculation examination. Notifications for the exam are emailed to prospective students after the March 15th nursing application deadline.

- **Preparing for the Dosage Calculation Exam:** To assist applicants in preparing for the dosage calculation examination, which is a critical component of the nursing admission process, an online Self-Learning Module as well as a 3-day virtual workshop is provided. The dosage calculation content is reviewed in preparation for applicants to take the in-person computerized exam. All contents of the DCE workshops and exam are jointly developed by Lehman College's Instructional Support Services Program (ISSP) and the Department of Nursing.

- **Exam Passing Score:** All students must achieve a score of 95% or higher to advance in the admission process. Students are granted two opportunities to pass the exam. Failure to achieve the required score on the dosage calculation exam will result in denial to the program. Students are welcome to reapply the following year.

Applicants who scored below the requirement on the Dosage Calculation Examination are eligible to apply to the generic nursing program for the following year during the in-take period, January 2 to March 15.

NOTE: Drug dosage calculations will be reinforced in each clinical nursing course and will be tested in clinical course exams.

The kinds of questions may include, but are not limited to:

- Oral, suspension, and parenteral doses
- Intravenous therapy including:
  - ml per hour
  - drops (gtts) per minute (micro and macro drip)
  - infusion time
  - dosage units per hour
- Conversion questions including:
  - Pounds (lbs.) per Kg.
  - Ounces to ml. or teaspoons/tablespoons to ml.
  - milligrams to micrograms
  - mg. per gram

All students must take the exam at the time it is scheduled.

Students Admitted to the Generic Baccalaureate Nursing Programs

It is important to note that **THREE months prior to** the beginning of the first clinical day (and for each clinical course), students must submit proof of:

- CPR/BCLS Certification for Health Care Providers,
- Health clearance,
- COVID-19 vaccination
- Drug test, and
- Background check.

Students who do not submit all required documentation by the provided deadline will be dismissed from the nursing program, effective immediately.

Liability Insurance: Generic students, both traditional and accelerated, are not required to purchase personal liability insurance. The City University of New York provides coverage for undergraduate generic nursing students only.

Health Clearance Form: Students are responsible for verifying that all required information is included in the health clearance form. **If the form is incomplete, the student will not be allowed into the clinical agency**. Such absence will be considered an unexcused absence.

Clinical Documentation: Students are required to make and retain copies of all clinical compliance documents (e.g., health clearance, CPR certification, drug screening results, and background check) before uploading them to **Exxat**. Some clinical agencies may request verification of the original documents. All required documentation must remain accessible in the student's **Exxat** account throughout the program.

Admission Requirements for the RN-BS Nursing Program (Traditional and Online)

Applications to the Online RN-BS program are accepted every spring and fall semesters; Traditional RN-BS applications are accepted every fall semester.

The registered nurse sequence is a 37.5-credit major of the total 120 credits required for graduation. Independent study courses and honors projects are available to qualified students.

Why Lehman RN-BS Online Program?

- **Flexibility:** This program is 100% online allowing nursing professionals to continue in their career path while pursuing a bachelor's degree.
- **Prestigious credentials**:
  - Lehman College is accredited by the *Middle States Commission on Higher Education*
  - The RN-BS online program is accredited by the *Commission on Collegiate Nursing Education*.
- **Affordable Price**: We offer one of the most affordable nursing programs in the United States.
- **Prominent faculty**: Our faculty members are committed to excellence in teaching, scholarship and community service.

- **Convenience**: Students may choose to enroll full-time or part-time as long as the program is completed within five years. The program can be completed within one academic year of full-time study.
- **Online Student Support:** Staff dedicated to meeting the specific needs of the online nursing student from admissions through graduation.

How to Apply to the Traditional & Online RN-BS Programs?

RN-BS applicants must submit a **CUNY Transfer Application** to Lehman College at cuny.edu/application.

Students must submit their RN license and registration to begin the RN nursing curriculum.

Prerequisites (Traditional & Online RN-BS)

1. Current Registered Nurse with an unencumbered nursing licensure and registration in New York State.
2. Sixty (60) college credits with a grade point average of 2.5 or greater; or an associate degree in nursing from an accredited nursing program in NYS, or nationally accredited institution.
3. Official transcript(s) from all schools attended with evidence of a college level course in:
   - **Chemistry**: Successful completion of a college level Chemistry course including both lecture and a lab, totaling at least 4 credits.
   - **Human Growth and Development**: Successful completion of a college level Human Growth and Development across the Lifespan course, totaling 3 Credits course.
     - Students may sit for the CLEP Course Equivalency Exam to earn credit for HIN 268 if not taken in basic program. You may contact College.Completion@lehman.cuny.edu with any questions.

Note: International students who require an F1 or J1 visa may apply to the **in-person Traditional RN-BS program**. This program has a fall start date only.

Readmission

Students who stop-out for any reason must contact the Nursing Admission Specialist regarding readmission to the nursing program at nursing.admissions@lehman.cuny.edu.

NURSING PROGRAMS

CURRICULUM INFORMATION FOR GENERIC PROGRAMS

Curriculum Requirements

The upper-division nursing program, which leads to a B.S. degree, is designed to prepare students for a career as a professional nurse and to provide a foundation for graduate study in nursing. The Lehman College baccalaureate degree in nursing program fulfills the requirements of the New York State Education Department and is accredited by the Commission on Collegiate Nursing Education *(http://www.ccneaccreditation.org)*, and entitles graduates to take the National Council Licensing Examination (NCLEX-RN) for licensure as a registered professional nurse.

The program is a **75-credit** major of the total 120 credits required for graduation and is designed for completion in the last two years (four semesters) of academic study. Students are required to complete the College General Education (CGE) requirements and prerequisite courses prior to admission to the nursing major. Liberal arts and science courses provide the support for the concentrated study of professional nursing required in the third and fourth years of study. **The curriculum for the generic programs is designed for full-time study only.** The direct clinical experiences of the nursing courses are conducted in diverse and culturally rich clinical facilities in the Bronx, Westchester, Manhattan and other surrounding communities. **Independent study and honors projects are available to qualified students.**

Graduates of the program will have gained the knowledge and experience to function both independently and collaboratively as members of the health care team. They will have developed strong critical-thinking and clinical decision-making abilities and will provide competent and compassionate care that supports individuals and families in achieving and maintaining optimal health.

75-Credit B.S. in Nursing Major

The distribution of courses and credits to be earned by all majors in the generic track are as follows:

Credits

21 In Sciences (Prior to Admission)

CHE 114 Essentials of General Chemistry: 3 Credits
CHE 115 Essentials of General Chemistry: 1.5 Credits, lab
CHE 120 Essentials of Organic Chemistry: 3 Credits
CHE 121 Essentials of Organic Chemistry: 1.5 Credits, lab
BIO 181 Anatomy and Physiology I: 4 Credits
BIO 182 Anatomy and Physiology II: 4 Credits
BIO 230 Microbiology: 4 Credits

6 In Foundation Courses

HIN 268 Human Growth and Development: 3 Credits (required prior to admission)
HIN 269 Analysis and Action for Community Health: 3 Credits. (Note: **HIN 269 will no longer be required for the Generic programs, effective 2027).**

48 In Nursing Courses

NUR 300 Nursing as a Human Science: 3 Credits
NUR 301 Therapeutic Intervention I: Introduction to Professional Nursing Practice. 6 Credits
NUR 302 Ways of Knowing: 3 Credits
NUR 303 Therapeutic Intervention II: Adult Health Nursing. 6 Credits
NUR 304 Therapeutic Intervention III: Psychiatric-Mental Health Nursing. 3 Credits
NUR 330 Pharmacologic Basis of Nursing Practice: 3 Credits
NUR 344 Altered Health States (Pathophysiology): 3 Credits
NUR 405 Therapeutic Intervention IV: Childbearing and Childrearing Families. 6 Credits
NUR 406 Clinical Decision Making: 3 Credits
NUR 408 Trends & Issues in Nursing and Health Care: 3 Credits
NUR 409 Therapeutic Intervention V: Nursing Synthesis. 6 Credits
NUR 410 Professional Nursing Management: 3 Credits

$\overline{75}$ Total Credits

Note:
Departmental approval is required for registration in all NUR and HIN courses. The Generic Nursing Programs are full-time cohort programs.

CURRICULUM PATTERN FOR TRADITIONAL GENERIC STUDENTS

Fall Semester – Junior Year		Spring Semester – Junior Year	
NUR 300	3 Credits	NUR 303	6 Credits
NUR 301	6 Credits	NUR 304	3 Credits
NUR 344	3 Credits	NUR 330	3 Credits
*HIN 269	3 Credits		
	12-15 Credits		**12 Credits**

Fall Semester – Senior Year		Spring Semester – Senior Year	
NUR 302	3 Credits	NUR 408	3 Credits
NUR 405	6 Credits	NUR 409	6 Credits
NUR 406	3 Credits	NUR 410	3 Credits
	12 Credits		**12 Credits**

***May be taken prior to admission to the nursing program. (Note: HIN 269 will no longer be required, effective 2027.)**

Note:

- All General Education courses must be completed prior to admission to the nursing program.
- **Students who do not submit all required documentation by the provided deadline will not be eligible to progress to the next clinical course. Students will be required to enroll in the clinical course the next time it is offered within their specific nursing program, contingent upon space availability.**

DISTRIBUTION OF HOURS IN PRE-LICENSURE CLINICAL COURSES

(Traditional & Accelerated Pathways)

(Effective Summer 2026)

Credits	Course Number	Course Title	Lecture Hours	Clinical Hours	Simulation Hours	Skills Lab Hours
6	**NUR 301**	Introduction to Professional Practice	45	75	--	30
6	**NUR 303**	Therapeutic Intervention II: Adult Health Nursing.	45	75	30	--
6	**NUR 304**	Therapeutic Intervention III: Psychiatric-Mental Health Nursing	30	60	--	--
6	**NUR 405**	Therapeutic Intervention IV: Childbearing and Childrearing Families	45	90	8 (1 day)	--
6	**NUR 409**	Therapeutic Intervention V: Nursing Synthesis	45	90	8 (1 day)	--
30	**Total Hours**		**210**	**390**	**46**	**30**

Total Experiential Learning Hours: 466 hours (390 clinical hours, 46 simulation hours, and 30 skills laboratory hours).

CURRICULUM PATTERN FOR ACCELERATED GENERIC STUDENTS

Summer Semester

NUR 300: Nursing as a Human Science. 3 credits, 3 hours lecture.

NUR 301: Therapeutic Intervention I: Introduction to Professional Practice. 6 credits: 3 hours Lecture, 5 hours clinical, 2 hours lab

NUR 344: Altered Health States. 3 credits, 3 hours lecture.

HIN 269 (if not taken prior to admission.) Note: *HIN 269 will no longer be required, effective 2027.*

Fall Semester

NUR 303: Therapeutic Intervention II: Adult Health Nursing. 6 credits: 3 hours Lecture, 5 hours clinical, 2 hours lab

NUR 330: Pharmacologic Basis of Nursing Practice. 3 credits, 3 hours lecture.

NUR 304: Therapeutic Intervention III: Psychiatric-Mental Health Nursing. 3 credits, 2 hours lecture, 4 hours clinical laboratory.

Winter Intersession

NUR 406: Clinical Decision Making. 3 credits, 3 hours lecture.

Spring Semester

NUR 302: Ways of Knowing in Nursing. 3 credits, 3 hours lecture.

NUR 405: Therapeutic Intervention IV: Childbearing and Childrearing Families. 6 credits, 3 hours lecture, 6 hours clinical laboratory.

NUR 408: Trends and Issues in Nursing and Healthcare. 3 credits, 3 hours Lecture.

Summer Session

NUR 409: Therapeutic Intervention V: Nursing Synthesis. 6 credits, 3 hours lecture, 6 hours clinical laboratory.

NUR 410: Professional Nursing Management. 3 credits, 3 hours lecture.

Departmental approval is required for registration in all NUR and HIN courses. The Accelerated Generic Nursing Program is a full-time, cohort program. The duration of this program is 15 months.

COURSE DESCRIPTIONS—TRADITIONAL & ACCELERATED GENERIC PROGRAMS

HIN 268: Human Growth and Development. 3 hours, 3 credits. Physical, cognitive, social, and emotional aspects of human development from conception through late adulthood. PREREQ: Thirty college credits.

HIN 269: Analysis and Action for Community Health. 3 hours, 3 credits. Health needs of families in the context of their community. Introduction to epidemiological method and the principles of epidemiological investigation as tools for analyzing health needs. Issues of prevention, environmental health, special risk families, planned change, the concept of health teams, and the roles of health workers in the community. PREREQ: Thirty college credits.

NUR 300: Nursing as a Human Science. 3 hours, 3 credits. Historical, philosophical and theoretical foundations of nursing and selected topics relating to the intersubjective nature of professional nursing and its moral, ethical and legal dimensions. PREREQ: Admission to the nursing major. COREQ: NUR 301, NUR 344

NUR 301: Therapeutic Nursing Intervention I: Introduction to Professional Nursing Practice. 3 hours Lecture, 5 hours clinical, 2 hours lab. Emphasis on therapeutic communication, health assessment and data analysis. PREREQ: Admission to the nursing program. COREQ: NUR 300 and NUR 344. PRE or COREQ: HIN 269

NUR 302: Ways of Knowing in Nursing. 3 hours, 3 credits. Methods of research and inquiry in nursing and their implications for clinical practice. PREREQ: NUR 300.

NUR 303: Therapeutic Intervention II: Adult Health Nursing. 3 hours Lecture, 5 hours clinical, 2 hours lab. Clinical focus on nursing care of adults with acute and chronic illnesses. PREREQ: NUR 300, NUR 301, NUR 344, HIN 269. COREQ: NUR 304, NUR 330.

NUR 304: Therapeutic Intervention III: Psychiatric-Mental Health Nursing. 2 hours lecture, 4 hours clinical laboratory, 3 credits. Clinical focus on nursing care of adults with acute and chronic psychiatric and mental health conditions. PREREQ: NUR 301, NUR 344, HIN 269. COREQ: NUR 303, NUR 330.

NUR 330: Pharmacologic Basis of Nursing Practice. 3 hours, 3 credits. General pharmacological principles as they relate to nursing practice and health care. PREREQ: Completion of College requirement in mathematics. COREQ: NUR 303, NUR 304.

NUR 344: Altered Health States (Pathophysiology). 3 hours, 3 credits: The relationships of normal body functioning to the physiological changes that occur as a result of illness. Epidemiological, preventive and pathological aspects of disease. COREQ: NUR 300, NUR 301.

NUR 405: Therapeutic Intervention IV: Childbearing and Childrearing Families. 6 credits, 3 hours lecture, 6 hours clinical laboratory; 6 credits. Relation of nursing care to positive health experiences and outcomes in childbearing and childrearing families. PREREQ: NUR 303, NUR 304, NUR 330. COREQ: NUR302, NUR406

NUR 406: Clinical Decision Making. 3 hours, 3 credits. The processes of clinical judgment and decision making. Examination of the interaction between diagnostic and therapeutic reasoning within the context of ethical reasoning. PREREQ: NUR 303, NUR 304, NUR 330. COREQ: NUR 302, NUR 405.

NUR 408: Trends & Issues in Nursing & Health Care. 3 hours, 3 credits. Identification and exploration of trends and issues with opportunity to debate and to defend a position on issues. PREREQ: NUR 406

NUR 409: Therapeutic Intervention V: Nursing Synthesis. 6 credits, 3 hours lecture, 6 hours clinical laboratory. Synthesis of knowledge and skills required to effectively support clients, families and groups with chronic illnesses. PREREQ: NUR 405, ~~NUR 406~~. COREQ: NUR 408, NUR 410.

NUR 410: Professional Nursing Management. 3 hours, 3 credits. Professional role of the nurse in the health care system. Emphasis on leadership and management theory as related to nursing administration, organizational design and governance. COREQ: NUR409.

NUR 489: Honors Project. One semester, 3 credits (maximum 6 credits). Independent study or investigation, under faculty direction. A written report is

required. PREREQ: Satisfactory completion of 24 credits in NUR and/or related fields and departmental permission; cumulative college index of 3.2 and an index of 3.5in Nursing.

COURSES OF INTEREST

NUR (SOC) 240: Death, Dying, and Bereavement. 3 hours, 3 credits. Sociological, psychological, and healthcare perspectives and ethical issues surrounding the processes of dying and bereavement. Topics include the history of attitudes toward death, the new medical technology, the ways individuals confront their own death and that of others, dying in institutions, death and the child, and suicide.

NUR 350: Topics in Nursing. 3 hours; 3 credits (maximum 6 credits). PREREQ: Permission of the Chair.

NUR 385: Independent Study in Nursing. One semester; 1-3 credits. (Limited to Juniors and Seniors in nursing) Independent study on a specific topic or clinical area of interest, under the supervision of a faculty member in the Department of Nursing. PREREQ: Permission of the Chair.

TIME LIMIT TO COMPLETE NURSING PROGRAM

Students admitted to the nursing program must complete the baccalaureate in nursing **within five years**. Students who do not meet this time requirement may reapply to have the currency of their nursing courses reevaluated.

CURRICULUM INFORMATION FOR REGISTERED NURSES TO BS (RN-BS) PROGRAM

The upper division nursing program, which leads to a B.S. degree, is designed to prepare for professional nursing practice and provide a foundation for graduate study in nursing. The baccalaureate degree in nursing program at Lehman College fulfills the requirements of the New York State Education Department and is accredited by the Commission on Collegiate Nursing Education *(http://www.ccneaccreditation.org)*.

The registered nurse curriculum is a 37.5-credit major of the total 120 credits required for graduation. The Registered Nurse course sequence is offered online and in class. Independent study courses and honors projects are available to qualified students.

The clinical laboratory sections of the nursing courses for **traditional RN-BS students** are conducted in the diverse and culturally rich clinical facilities in the Bronx, Westchester, Manhattan and other surrounding communities. The clinical laboratory sections of the nursing courses for **online RN-BS students** may be conducted in a pre-approved facility. Additional information is provided upon clinical course registration.

Graduates of the registered nurse to baccalaureate nursing program will have gained the knowledge and experience to function both independently and collaboratively with other members of the health team. Graduates will have sharpened their skills in critical thinking and have the ability to provide competent and compassionate care to assist individuals and families in achieving maximum levels of health.

Courses in Nursing –Registered Nurses

HIN 269: Analysis & Action for Community Health: 3 Credits
NUR 300 Nursing as a Human Science: 3 Credits
NUR 302 Ways of Knowing in Nursing: 3 Credits
NUR 400 Professional Nursing Practice: 6 Credits
NUR 406 Clinical Decision Making: 3 Credits
NUR 408 Trends & Issues in Nursing & Health Care: 3 Credits
NUR 409 Therapeutic Intervention V: Nursing Synthesis: 6 Credits
NUR 410 Professional Nursing Management: 3 Credits

Departmental approval is required to register for all NUR and HIN courses.

Students admitted to the RN-BS Online students must complete all nursing courses online. RNs who wish to take both in-person and online nursing courses, must declare the Traditional RN-BS major.

COURSE DESCRIPTIONS: RN TO BS PROGRAM

HIN 268: Human Growth and Development. 3 hours, 3 credits Physical, cognitive, social, and emotional aspects of human development from conception through late adulthood. PREREQ: Thirty college credits.

HIN 269: Analysis and Action for Community Health. 3 hours, 3 credits. Health needs of families in the context of their community. Introduction to epidemiological method and the principles of epidemiological investigation as tools for analyzing health needs. Issues of prevention, environmental health, special risk families, planned change, the concept of health teams, and the roles of health workers in the community. PREREQ: Thirty college credits.

NUR 300: Nursing as a Human Science. 3 hours, 3 credits. Historical, philosophical and theoretical foundations of nursing and selected topics relating to the intersubjective nature of professional nursing and its moral, ethical and legal dimensions. PREREQ: Admission to the nursing major.

NUR 302: Ways of Knowing in Nursing. 3 hours, 3 credits. Methods of research and inquiry in nursing and their implications for clinical practice. PREREQ or COREQ: NUR 300.

NUR 400: Professional Nursing Practice. 6 credits (3 hours, lecture; 9 hours, clinical laboratory). Health assessment and therapeutic intervention through communication theory and skills, inter-professional collaboration, and professional role development. PRE -or COREQ: NUR 300, NUR 302, and HIN 269.

NUR 406: Clinical Decision Making. 3 hours, 3 credits. The processes of clinical judgment and decision making. Examination of the interaction between diagnostic and therapeutic reasoning within the context of ethical reasoning. PREREQ: NUR 302, NUR 400.

NUR 408: Trends & Issues in Nursing & Health Care. 3 hours, 3 credits. Identification and exploration of trends and issues with opportunity to debate and to defend a position on issues. PREREQ: NUR 400.

NUR 409: Therapeutic Intervention V: Nursing Synthesis. 3 hours lecture. 12 hrs. clinical laboratory; 6 credits. Synthesis of knowledge and skills required to effectively support clients, families and groups with chronic illnesses. PREREQ: NUR 406. COREQ: NUR 410. PRE or COREQ: NUR 408

NUR 410: Professional Nursing Management. 3 hours, 3 credits. Professional role of the nurse in the health care system. Emphasis on leadership and management theory as related to nursing administration, organizational design and governance. COREQ: NUR 409.

NUR 489: Honors Project. One semester, 3 credits (maximum 6 credits). Independent study or investigation, under faculty direction. A written report is required. PREREQ: Satisfactory completion of 24 credits in NUR and/or related fields and departmental permission; cumulative college index of 3.2 and an index of 3.5 in Nursing.

COURSES OF INTEREST

NUR (SOC) 240: Death, Dying, and Bereavement. 3 hours, 3 credits. Sociological, psychological, and healthcare perspectives and ethical issues surrounding the processes of dying and bereavement. Topics include the history of attitudes toward death, the new medical technology, the ways individuals confront their own death and that of others, dying in institutions, death and the child, and suicide.

NUR 350: Topics in Nursing. 3 hours, 3 credits (maximum 6 credits). PREREQ: Permission of the Chair.

NUR 385: Independent Study in Nursing. One semester, 1-3 credits. (Limited to Juniors and Seniors in nursing) Independent study on a specific topic or clinical area of interest, under the supervision of a faculty member in the Department of Nursing. PREREQ: Permission of the Chair

LEARNING ENRICHMENT OPPORTUNITIES

HONORS PROJECT AND INDEPENDENT STUDY

The offering of Independent Study and Honors Projects provide students with opportunities for in-depth study in particular areas of interest that are not possible within the core curriculum. Providing students with flexible and diverse choices in learning offers additional experiences in the development of autonomy and accountability, important components of the Department's philosophy of nursing.

Independent Study and Honors Project enrich the student's learning and the core curriculum by offering students the opportunity to participate in scholarly, creative work; research, and clinical projects. These course offerings are consistent with the philosophy and objectives of the curriculum.

Independent Study in Nursing

Independent, interdisciplinary study in which students participate in an approved course of reading, tutorial, field-work (including work experience), research project or special project in an area for which there is not a course in a department or interdisciplinary program.

Independent study in the Department of Nursing is facilitated by a nursing faculty member, is not a requirement of nursing majors, and can be undertaken individually or as a group.

NUR 385: Independent Study

A. Eligibility:
   1. Nursing students under direction of faculty; departmental permission.
   2. Student must have attained, on the initial attempt, a grade required for progression in all prior HIN and NUR courses. Student must concurrently be enrolled in a clinical nursing course.

B. Credit: 1-3 credits per semester (Maximum 6 credits).
   PRE-REQUISITE: Departmental permission.

C. Catalogue Description: Independent Study on a specific topic or clinical area of interest, under the supervision of a faculty member in the Department of Nursing.

E. Objective: To engage in an independent project to increase professional learning.
   For example:
   1. Implement an investigative project under the supervision of a faculty member in the Department of Nursing.
   2. Participate in a special clinical project within the Department of Nursing.
   3. Complete a scholarly paper or creative project.

F. Course Requirements:
   1. Students will contract for 1-3 credits with an interested faculty member and permission of the department Chairperson.
      a. Written contracts must be established prior to registration.
      b. Credit to be earned must be agreed upon prior to registration.

   2. Students will develop and apply independent methods for learning.

a. The student, in collaboration with the faculty member, determines course objectives within the first two weeks of the project. Course content, method of implementation and method of evaluation are determined by the student in collaboration with the faculty member.
b. Students will share learning findings from the project with other students and/or faculty.

Honors Project

Students must complete an honors project to graduate with departmental honors in nursing.

NUR 489: Honors Project:

A. Eligibility:
Satisfactory completion of twelve (12) credits in nursing or related fields; departmental permission; 3.2 cumulative index in Lehman College, and a 3.5 cumulative index in Nursing.

B. **Credits:** 3 credits per semester (maximum 6 credits).

C. **Catalogue Description**: Independent Study or investigation under faculty direction. A written report is required.

D. Overview of Project:
1. The student and faculty member will meet initially to discuss the feasibility, objectives, and requirements of the student's proposed project.
2. An outline and objectives for the project should be completed by the student within the first three weeks of the semester.

E. Course Requirements:
1. Completion of scholarly paper or creative work.
2. Attendance at Honors Seminar composed of all Departmental honors students who will meet twice a semester to share initial ideas and progress.
3. Communication of project to peers and faculty by either of the following: Distribution of written paper in a manner agreed on by student and faculty advisor or oral presentation of Honors Project in a manner agreed on by student and faculty advisor.

F. **Grade:** A letter grade will be assigned consistent with Departmental policy.

G. **Evaluation:** Students will complete a written evaluation of the course and a written self-evaluation of individual learning.

ACADEMIC HONORS

DEAN'S LIST

At the end of each academic year, the office of the Provost and Vice President for Academic Affairs publishes a list of matriculated students who meet the qualifications for placement on the Dean's List. To qualify for the Dean's List, a student must have completed a minimum of 61 credits with a 3.5 cumulative index and with a minimum of 24 indexable credits at Lehman College.

PRESIDENTIAL SCHOLAR

This designation is bestowed upon Dean's List students who have earned 3.9 cumulative indices.

DEPARTMENTAL HONORS

Graduation with Departmental Honors requires that, in addition to any other departmental specification, a student achieve a cumulative Lehman College index of 3.2 and an index of 3.5 in the major or in an interdisciplinary program for a minimum of 24 credits. **Nursing students must complete a 3-credit Honors Project, NUR 489**.

COLLEGE HONORS

Students shall be eligible for College Honors at graduation if they have completed at least 60 credits in residence at Lehman College, of which at least 42 are indexable, with a minimum cumulative index of 3.5. (See definition of credits in residence under the heading Credit Requirements in the Undergraduate Bulletin.) The following honors may be awarded:

Cum laude	Index of 3.5 - 3.59
Magna cum laude	index of 3.6 - 3.79
Summa cum laude	index of 3.8 - 4.0

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING, DELTA ZETA CHAPTER

The purpose of **Sigma Theta Tau International Honor Society of Nursing** is to recognize superior achievement and scholarship; recognize the development of leadership qualities; foster high professional standards; encourage creative work and to strengthen commitment to the profession. **Induction into Sigma Theta Tau is by invitation only**. Candidates for membership at the undergraduate level must meet the following criteria:

1) completed a minimum of ½ the curriculum
2) rank within the upper 35% of the graduating class
3) earned a minimum GPA of 3.0 on a 4.0 scale and maintained standards of academic integrity.

Registered nurse baccalaureate students must meet the same criteria as generic nursing students; however, they are considered as a separate cohort. Therefore, RN-BS students must rank within the upper 35% of the RN-BS graduating class.

Ineligibility for Sigma Induction

1. Students who have failed and/or repeated a nursing course,
2. Students who have violated academic integrity guidelines.

DEPARTMENT OF NURSING POLICIES

RETENTION/ PROGRESSION POLICY

Registration for Nursing Courses

Because the **Generic Nursing Programs** follow a cohort model, students are enrolled in a prescribed sequence of courses. Prior to each registration period, students will be notified by the department coordinator via student email address regarding course registration procedures and the specific courses for which they should register each semester.

Students enrolled in the **RN-to-BS program** must submit the **RN-BS Permission Request Form** to obtain registration authorization every semester.

Course Expectations

1. Students are expected to attend class and to be punctual.
2. Students are required to attend **all** clinical sessions. There are NO unexcused absences allowed in clinical. Any unexcused absence may result in a failing grade in the course.
    a. If you are unable to attend the clinical session on a specific day, you must notify the instructor, Clinical Coordinator and Undergraduate Program Director prior to the beginning of the class. Make-up opportunities are not guaranteed and will be considered on a case-by-case basis.
3. Students are expected to come to class prepared and to actively participate in conferences and class discussions.
4. Students are expected to dress in appropriately professional attire for all clinical sessions and any other scheduled contact with clients or agency personnel.
5. Cell phones must be turned off during classes, conferences, and clinical.
6. A student who receives a grade less than C (73) on any assignment or examination must review the assignment with the instructor to determine if remedial work is indicated. **Do not wait until the end of the semester to seek assistance.**

Missed Exams and Make-Up Exams

Students are expected to take exams at the scheduled time. A make-up exam will be permitted only for documented, valid reasons, which may include:

- Medical emergency or serious illness (with documentation)
- Court or federal appointment (with documentation)
- Death of an immediate family member (with documentation)
- Religious observance
- Military service obligation
- Official college-approved activity (e.g., representing the college at an event)
- Other extenuating circumstances as determined by the Program Director, Deputy Chair, or Department Chair

Make-up Exam Policy

- Students are allowed one make-up exam per course.

- The make-up exam must be taken within two weeks of the missed exam
- Make-up exams must be different from the original exam.
- Make-up exams must be given in the same format as the original exam (If the original exam was in person, the make-up exam must be taken in person etc.).
- A second missed exam will result in a grade of zero and may be escalated for academic review

Academic Probation

A student who does not meet the required minimum semester or cumulative indices or whose cumulative grade point index at the College falls below 2.0 is automatically placed on probation. See *Lehman College Undergraduate Bulletin* for probation requirements and procedures.

Withdrawal from Nursing Course(s)

A nursing student may only attempt a given NUR or HIN course twice, regardless of the reason for non-completion. **No further attempt will be permitted**. Students who wish to withdraw from a NUR or HIN course for personal or health reasons should first discuss the decision with the course instructor to determine possible alternatives. Once the decision to withdraw is made, the student should inform the course instructor and the Undergraduate Program Director in writing.

Students experiencing significant hardship may submit an appeal requesting that the withdrawal not be counted as a failed attempt. Approval of such an appeal is required for the withdrawal to be exempt from the course attempt limit.

Readmission

Students who are repeating a nursing course or seeking to return to the Nursing Program after an absence must submit a written request to the Undergraduate Program Director by **March 15** for fall semester enrollment or **September 15** for spring semester enrollment. The request must indicate the student's intention to return and include the course number and title of the nursing course they wish to enroll in.

Students returning to a clinical course must have all required clinical compliance documentation current and valid prior to enrollment, including health clearance requirements, and CPR certification by the provided deadline.

Readmission to clinical nursing courses is contingent upon available space and cannot be guaranteed.

Students admitted to the nursing program ***and*** previously enrolled in nursing courses at Lehman College but did not complete degree requirements for reasons other than academic dismissal or poor scholarship may apply for readmission to the Nursing Department. Readmission decisions are made on a case-by-case basis and are subject to departmental review and approval.

Students who stop out for more than one year must meet with the Undergraduate Program Director before approval for re-enrollment.

Time Limit for Completion of the Nursing Program

In addition to meeting the College's requirements for completion of the baccalaureate degree, students must also comply with the Department of Nursing's time-to-completion policy.

Students admitted to the nursing major must complete all requirements for the Bachelor of Science Degree in Nursing within five years of admission to the program. Students who do not complete the program within this timeframe may petition for reevaluation of previously completed nursing coursework to determine its currency and applicability toward degree completion.

As part of the reevaluation process, students may be required to demonstrate current knowledge as evidenced by recent practice, portfolio, certification, or validation examination as determined by the Department.

Drug Testing

Students are required to complete a drug screening test every semester. Students must pass the required Drug Screening Test on the first testing before the start of each clinical course. Failing the drug screening test will require deferral and retesting the following time the course is being offered in the program for which they have been admitted to.

A second failure of a drug test will result in dismissal from the nursing program.

Notice to Students on Criminal Background Checks

Students are required to complete a criminal background check annually. Failure to pass the criminal background check will result in dismissal from the nursing program.

DEPARTMENT COMMITMENT TO ACCESSIBILITY

Statement of Nondiscrimination

Lehman College is an Equal Opportunity and Affirmative Action institution. The College does not discriminate on the basis of age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, veteran or marital status, or any other basis prohibited by law, in its employment, student admissions, access to programs, and administration of educational policies. (See complete policy statement in the Lehman College Undergraduate Bulletin, https://lehman-undergraduate.catalog.cuny.edu/).

Departmental Statement Regarding Students with Special Needs

For progression, and graduation from the Lehman College nursing program a person must meet the general competencies necessary for the professional practice of nursing. Examples of these competencies include, but are not limited to, the following:

1. Nursing students must be able to assess changes in patient skin color, hear patient reports of symptoms, auscultate breath and heart sounds, feel changes in skin temperature and texture, smell variations in odors of body fluids, and identify color changes in equipment, tests, or body fluids.
2. Nursing students must be able to communicate patient status to other members of the health care team and document observations, interventions, and outcomes accurately and clearly in the patient record.
3. Nursing students must be able to manipulate small objects in order to administer medications and they must be able to move from place to place to gather data and administer direct patient care. The nursing student must be able to transfer patients safely, which requires lifting and pulling.

4. Patient safety is dependent upon the nursing student's ability to learn the signs and patterns of illness, and the ability to make appropriate decisions about reporting changes in patient status to instructors, physicians, and other nurses.
5. Nursing students must be able to assume the responsibility of caring for seriously ill patients; and must be capable of engaging in self-evaluation and accept the critical judgments of others.

Services are available to Lehman students who provide documentation of a disability. Upon disclosure to the Lehman College Office of Special Student Services, Student Affairs, the nursing faculty will provide reasonable accommodation as required by law. All students, with or without reasonable accommodations, are expected to meet the program requirements for admission and progression within the nursing major. Students who fail to meet the program requirements will not be admitted to the nursing program, or will be dismissed from the nursing program if already admitted.

Students requiring additional information about services should contact Lehman College Student Disability Services, https://www.lehman.edu/student-affairs/student-disability-services/.

DEPARTMENT GRADING POLICIES

A minimum grade of **C (73)** or better is required in each HIN and NUR course to progress to the next nursing course. Students who fail to achieve a grade of C or better may repeat the course only once. Students who earn a grade below C in an HIN or NUR course must meet with the Director of the Undergraduate Nursing Program to develop a contractual plan of study before registering for the following semester.

Upon repeating a course, a student must achieve a grade of B or better. If a student does not earn a B or better on the repeat attempt, the student will be dismissed from the nursing program.

Note: If the course being repeated is a clinical course, enrollment will be permitted on the availability of space.

The Nursing Department grade symbols and corresponding numerical grades and quality points for HIN/NUR courses are:

A =93-100
A- =90-92
B+=87-89
B =83-86
B- =80-82
C+=77-79
C =73-76
D+=67-72
D =60-66
F =0-59

Departmental Approval 12/5/11
Approved by the Lehman College Senate, 3/7/12

No grade of **C-** will be awarded in any HIN or NUR course, regardless of the student's major.

Pass/Fail Grades

In keeping with the College policy concerning conditions for Pass/Fail grades, a nursing major may not elect a Pass/Fail grade for a NUR or HIN course.

Clinical Course Grades

The **clinical portion** of a nursing course will be assigned a **Pass/Fail grade**. A student must pass both the theory and clinical portions of the course in order to pass the course, even if the numerical average is 73 or better in the theory portion of the course. If the student passes clinical but fails to achieve a grade of 73 or better in theory, the grade submitted will be a D+ or lower. If the student passes the theory portion of the course but fails clinical, the grade submitted will be an F.

Unsafe Clinical Performance

If a student is unprepared and/or is deemed unsafe by the clinical instructor and/or clinical agency, the instructor reserves the right to remove the student from the agency for the remainder of the clinical/lab day. The student, faculty member, and Undergraduate Program Director must then meet to discuss the unsafe situation or condition and develop a remedial plan before the student is allowed to return to the clinical agency. **The content of this meeting must be documented and signed by the student and faculty member.**

If a student's clinical performance continues to be deemed unsafe by the faculty member teaching the course or by the clinical agency, the faculty member reserves the right to fail that student. **The student will be notified in writing of the decision to remove him/her from the course and will receive a failing grade**.

Required Standardized Achievement Testing*

All generic nursing students are required to take standardized achievement exams each semester and a comprehensive achievement exam in the last semester. A student who scores below the acceptable level will be required to complete remediation and show evidence of such remediation. All required exams must be taken at the times scheduled and all remedial work completed prior to progressing to the next course.

COURSE	EXAM	PLACEMENT IN COURSE
Admission	HESI-A2	Prior to admission
NUR 301	Therapeutic Intervention I: Introduction to Professional Nursing Practice	*
NUR 303	Therapeutic Intervention II: Adult Health Nursing	*
NUR 304	Therapeutic Intervention III: Psychiatric – Mental Health Nursing	*
NUR 330	Pharmacologic Basis of Nursing Practice	*
NUR 344	Altered Health States (Pathophysiology)	*
NUR 405	Therapeutic Intervention IV: Childbearing & Childrearing Families	*
NUR 409	Therapeutic Intervention V: Nursing Synthesis	*

*Refer to course outline and/or instructor for additional information and schedule of exam.

Incomplete Grades

The grade of Incomplete (INC) is awarded only when the course requirements have not been completed for good and sufficient reasons and when there is a reasonable expectation that the student can successfully complete all requirements of the course.

The INC grade covers any failure to complete all requirements for a course, such as submitting a paper or taking a final examination. For an instructor to grant an INC, the student must have met the instructor's attendance requirements in the course and have a passing semester average. The INC grade covers any failure to complete all requirements for a course, such as submitting a paper or taking a final examination. The grade of INC is awarded only when the course requirement has not been completed for good and sufficient reasons and when there is a reasonable expectation that the student can successfully complete the requirements of the course**. The student must complete the missing work by the end of the 14th week of the following semester,** and the instructor has to the end of the term to submit the eGrade Correction. However, if the student is eligible and has applied for graduation, the eGrade Correction must be submitted prior to the term conferral date. If the instructor is not available, the student must consult with the department chair. INC grades not completed by the deadline will become a grade of "FIN."

INC grades are given at the discretion of the instructor. In general, INC grade should be negotiated in advance between the student and the instructor. As a matter of College policy, INC grades should be given only when the student has convinced the faculty member of a good and sufficient reason for not completing a specific assignment on time and when the student is clearly earning a passing grade in the course. Students should not be given an INC to redo a poor assignment or to repeat a course unofficially to get a better grade.

All prerequisite course requirements must be met before a student may progress in NUR or HIN courses. **A student may not register for a clinical course if there is an INC grade in the previous clinical course.**

Withdrawal Policy

A withdrawal after the financial aid certification date or program adjustment period is assigned the grade of "WD" (Dropped) or "WN" (Never Participated), or "W" (Withdrew) or "WU" (Withdrew Unofficially). Currently WD, W, WN are not academically punitive grade i.e., these grades do not impact student GPA. For **Title IV purpose University** uses our Grading policy for compliance with R2T4 regulations.

Course Assignments

All papers must be typed, double-spaced, and properly documented regarding references and acknowledgment of sources. Acceptable reference for standards of written work is that of the American Psychological Association (APA).

Unless otherwise indicated, course assignments are to represent **individual** work. In situations where group papers are acceptable, the name of each contributing student must appear on the title page. Failure to acknowledge the contribution of multiple authors will be considered to represent academic dishonestly or plagiarism and may subject the student to academic penalties. (See Lehman College Bulletin, Academic Integrity)

Students should keep copies of all submitted course assignments. Assignments should be turned in on the date due. If necessary, extensions may be arranged at the discretion of the individual instructor. **Late**

papers for NUR and HIN courses for which no arrangement has been made will be downgraded one letter grade per week or part thereof. Please refer to "Standards for Course Assignments" for specific guidelines on preparation of submitted work.

Assistance is available to students through the **Instructional Support Services Program** (ISSP). Professional staff is available to provide writing workshops and feedback on specific assignments.

Request for Second Reader of Paper

1. If a student believes a paper has been graded unfairly, they may request a second reader.
2. The student will be required to submit an ungraded original of the paper or assignment no later than 2 weeks after the paper has been returned with a grade.
3. The Director of the Undergraduate Program or Chairperson will make the decision regarding who will be the second reader.
4. **The final grade given on the paper will be the average of the two grades.**

GRADE APPEALS

Grade Appeal

- **Grade calculation error**
- **Incorrect grade entered**
- **Work not graded**
- **Unfair/inconsistent grading**

College Policy on Grade Appeals

When a student considers a grade unjust, they should first confer with the instructor. Students are required to initiate grade appeals before the end of the eighth week of a semester following the entry of a permanent grade. If a student is not satisfied with the outcome, he/she may appeal in writing to the department chair.

1. The chair will appoint a review committee of at least two department members who, with the chair, will review the appeal. The committee will examine all materials relevant to the appeal, submitted by both the instructor and the student, and will prepare a written report of its findings, either sustaining the original grade or recommending a change.

2. The chair will notify the student, the instructor, and the Office of Academic Standards and Evaluation of the committee's decision. If the committee recommends a grade change, the chair will initiate an e-Grade correction.

3. The decision of the review committee will be binding on both parties.

Department Policy on Grade Appeals

The Department of Nursing Policy is a modification of the College policy that is documented in the **Lehman College Undergraduate Bulletin**, as noted above. Students, as well as faculty, serve on the appeals committee in the Nursing Department.

After consulting with the instructor, if the student is not satisfied that justice has been done, they may escalate the concern to the Undergraduate Program Director. If the concern is still unresolved, the student may appeal in writing to the Department Chair. The appeal should state clearly the objective basis upon which a charge of **unfairness** is offered and supply any supporting documentation if available.

a. The Chair will appoint a review committee of at least two department faculty members and at least two students who, in addition to the Chair, will review the appeal. The committee shall consist of an equal number of faculty and students, excluding the Chair. The committee will notify the instructor that an appeal has been made. The committee will examine all materials relevant to the appeal, and will prepare a written report of its findings, either to sustain the original grade or recommending a change.

b. The Chair will notify the student, the instructor, and the Associate Dean for Undergraduate Studies of the Committee's decision. If the committee recommends a grade change, the Chair will forward that recommendation with the decision.

c. The decision of the Review Committee will be binding on both parties.

If the Chair is the instructor in question, the Deputy Chair or the senior member of the Department Personnel and Budget Committee will serve as Chair of the appeal committee.

The student must appeal the grade by the eighth week of the following semester. It is recommended that an appeal be submitted within one week after notification of the grade to facilitate resolution of the appeal prior to the beginning of the next semester.

STUDENT COMPLAINT POLICY

Student Complaint

- **Course policy or structure**
- **Assessment/testing concerns**
- **Communication or transparency**
- **Syllabus/policy implementation**

When a student has a complaint about a course, an instructor, or a department policy, the student should:

1. First consult with the individual faculty member involved.
2. If the issue is unresolved, or the student is dissatisfied with the resolution, the student should complete a complaint form (See **Appendix C**) and submit to the Undergraduate Program Director.
3. If the student is still dissatisfied with the resolution, the student should file a written complaint with the Department Chair. The complaint form should be signed by the Undergraduate Program Director.
    a. If the Undergraduate Program Director is the instructor in question, the student should write to the Department Deputy Chair.
    b. If the Chair of the Department is the instructor in question, the Deputy Chair or the senior member of the Department Personnel and Budget Committee will act for the Chair.
4. If the issue cannot be resolved within the Department of Nursing the student will be referred to other resources within the college.

See CUNY Procedures for Handling Student Complaints about Faculty Conduct in Academic Settings at: https://lehman.edu/media/Student-Affairs/documents/2024-25-Student-Handbook-Lehman-College-3.pdf

POLICY ON ESCALATION

Once a formal grievance/appeal has been investigated and a decision has been issued by the designated academic authority, the decision is final.

- **Exhaustion of Process:** When a final departmental decision is rendered, the administrative process for that specific grading matter is legally concluded. The department will not grant additional hearings, re-read assignments, or review identical documentation.
- **Repetitive Requests:** Continued requests by an individual or a group of students to revisit a finalized decision will not alter the outcome. To maintain administrative fairness, faculty and leadership will not engage in further email correspondence or meetings regarding the merits of a closed case.
- **Collective Actions:** While students have the right to express shared concerns, submitting group petitions or sending repetitive joint communications will not bypass institutional policy or reopen a finalized appeal.

CONSTRUCTIVE NEXT STEPS FOR CONTINUED ACADEMIC PROGRESS

An unsuccessful appeal can be frustrating, but it does not define your academic journey. The department encourages students to pivot their energy toward forward-looking solutions:

- **Academic Advising:** Schedule an appointment with an academic advisor to assess how this grade impacts your graduation timeline and to adjust your upcoming course load if necessary.
- **Campus Support Systems:** Navigating academic setbacks can be stressful. Students are strongly encouraged to utilize campus resources for objective guidance and personal support:
    - **The Student Ombuds Office:** Provides a neutral, confidential space to discuss university policies and explore options.
    - **The University Counseling Center:** Offers free, confidential mental health and coping strategies for academic stress.
    - **The Office of the Dean of Student**

COMMUNICATING WITH STUDENTS

The primary means of communicating with students at Lehman College is through the **student's Lehman College e-mai**l. It is therefore imperative that students check their Lehman student e-mail regularly. Failure to read e-mail messages may result in missing important information and announcements regarding College and department procedures, deadlines, etc.

Nursing faculty also communicate with students in nursing courses through Brightspace e-mail and announcements. Communications may also occur through Exxat Clinical Management System.

IN-CLASS PROTOCOL

Cell Phones
Cell Phones are to be turned **off** during lectures, exams, seminars, conferences and while in clinical settings.

No Smoking Policy
Hospitals, health care agencies, and other public places are designated no smoking zones. Students must comply with no smoking policies as designated by the health care agency. Smoking is prohibited on the campus and in all buildings owned and operated by the City University of New York (*Lehman College Undergraduate Bulletin.*)

Fire Safety
Students are required to review fire safety guidelines and to follow the policy and procedures of the health care agency as well as the College.

Policy on Sexual Harassment
Refer to City University Policy on Sexual Harassment, Lehman College Undergraduate Bulletin.

CUNY Workplace Violence Policy & Procedures
Refer to Lehman College website.

Departmental Policy on Alcohol and Other Unauthorized Drug Use
The Department of nursing is an alcohol and drug free department. (For additional information see Lehman College Undergraduate Bulletin.)

CLINICAL REQUIREMENTS

EXXAT PRISM ELECTRONIC CLINICAL MANAGEMENT SYSTEM

The Nursing Department uses an electronic clinical management system, **Exxat Prism.** This data management tool houses all affiliated clinical sites, site details, patient logs, timesheets, and evaluations.

Before taking any clinical courses, students are required to create an Exxat account and **upload proof of the following documents by the provided deadline:**

1. Department of Nursing's Health Clearance form completed, with results of physical exam, including any lab reports and signed by the healthcare provider; and seasonal vaccinations as recommended by the NYSDOH
2. N95 Fit test
3. NYS Government Issued ID
4. Basic Cardiac Life Support (BCLS) card (American Heart Association) for healthcare providers
5. Criminal Background Check and Drug Testing
6. Other requirements as mandated by specific affiliating clinical agencies

Students who do not submit all required documentation by the provided deadline will not be eligible to progress to the next clinical course. Students may have the option to enroll in the clinical course the next time it is offered within their specific nursing program, contingent upon space availability.

Health Clearance Form

Health clearance is required by the New York State Department of Health to determine that health care workers and students do not pose a health risk to clients, families, or co-workers and to assure that the student is physically able to fulfill the objectives of the educational program.

Each student in the Department of Nursing must submit an updated health clearance form ***annually*** by the stated deadline. Health clearance forms must be completed by a licensed provider and are valid for **one year**. ***Each page of the completed form, including the evaluation of lab results, must contain the students name, program which they have been admitted to, and CUNY ID number.***

Students must keep copies of all submitted documents as they may be required to submit copies to the assigned clinical site, upon request.

*****_Read the position statement of the American Association of Colleges of Nursing (AACN): policy and guidelines for prevention and management of human immunodeficiency virus and hepatitis B virus infection in the nursing education community._

Liability Insurance for Nursing Students

CUNY provides liability coverage for all generic undergraduate nursing students enrolled in a clinical nursing course. RN students in the Online and Traditional RN-BS programs must carry the maximum **professional** liability as a registered nurse. Liability Insurance must be renewed annually.

Basic Life Support (BLS) Certification for Health Care Providers
All students entering a clinical nursing course must have a BLS Certification for Health Care Providers from the American Heart Association. Current certification must be maintained throughout the nursing program.

Drug Testing/Criminal Background Check

The Department of Nursing at Lehman College requires a criminal background check and drug testing as preconditions for students to participate in clinical rotations at the affiliated clinical sites. The Department of Nursing at Lehman College drug testing and background check policies have been established to meet contractual requirements established by clinical facilities used for clinical placements.

In accordance with standard/requirement of the ***Joint Commission on Accreditation of Healthcare Organizations*** (JCAHO), students enrolled in any health science program that requires a clinical experience in a hospital or other health care facility must submit to a:

- **Level II criminal background check**
- **Drug screening test**

Each clinical training site that requires a criminal background check sets its own standards and procedures. Students may have to complete more than one criminal background check during the course of the Nursing program at Lehman College, depending on the number of sites where students are placed and the requirements of each site.

Please note that if a clinical site determines that a student's participation in its clinical training program would not be in the best interest of the site, based on the results of a criminal background check and drug testing, the student may be unable to continue in the nursing program. It is important for students to consider this before applying to the Nursing program. **Lehman College has no obligation to refund tuition or fees or to otherwise accommodate students in the event they are ineligible to complete their course requirements based on the results of a criminal background check and drug testing.**

Drug Screening Department Policy
Students are required to complete a drug screening test each semester. A passing result on the initial drug screening test is required prior to the start of each clinical course.

Students who do not pass the drug screening test on the first attempt will be deferred from the clinical course and may enroll in the course the next time it is offered within their specific nursing program, contingent upon space availability.

Exxat Clinical Timekeeping Policy

All nursing students are required to record their clinical attendance using the Exxat timesheet system at the start of every scheduled clinical rotation. Time entries must be completed while the student is

physically present at the assigned clinical site. The Exxat system utilizes geo-location tracking to verify that entries are submitted from the approved location.

Students are responsible for ensuring that all documented hours are complete, accurate, and submitted in accordance with program expectations. Failure to comply with clinical timekeeping requirements may impact the verification of clinical hours.

Inability to verify required clinical hours may affect a student's progression in the program and their eligibility to meet requirements for graduation and licensure.

STATEMENT ON ACADEMIC INTEGRITY

Students must uphold a standard of honesty within the college and the nursing profession. Academic dishonesty is a serious violation of the accepted values of the college community and, the nursing profession. The Department of Nursing adheres to the Lehman College Academic Integrity Policy, located at https://lehman-undergraduate.catalog.cuny.edu/academic-services-and-policies/academic-integrity

Academic sanctions may include:

- On the first infraction, the student will be given a grade of zero for the particular assignment to which the violation occurred.
- On a second infraction, the student will be dismissed from the nursing program.

Definitions and examples of academic dishonesty include:

1. **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices, artificial intelligence (AI) systems, or communication during an academic exercise.
2. **Plagiarism** is the act of presenting ideas, research or writing that is not your own as your own.
3. **Obtaining Unfair Advantage** is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student.

A comprehensive list of infractions and sanctions are listed at the following website:
https://lehman-undergraduate.catalog.cuny.edu/academic-services-and-policies/academic-integrity

DEPARTMENT OF NURSING STATEMENT ON AI USE

Students will be informed by their instructor as to when, where, and how Artificial Intelligence (AI) tools will be permitted, along with guidance for attribution. However, AI programs are not a replacement for human creativity, originality, and critical thinking. Rather, AI tools should serve learners as a model that can help to craft writing outlines for assignments. The use of Generative AI in any academic assignment must be cited.

Any unauthorized use of AI constitutes a violation of Lehman College's Academic Honesty Policy.

PROFESSIONAL CONDUCT

Professional conduct must be demonstrated in all aspects of the educational experience, including classroom participation, clinical practice, communication, attire, and interactions within academic and healthcare settings.

Concerns regarding unprofessional conduct may be referred to the Student Affairs Committee, the Director of the Undergraduate Nursing Program, and/or the Dean of Students for review and appropriate action in accordance with College and Department policies.

Dress Policy

Students represent Lehman College and the Department of Nursing when they are in clinical settings or have contact with representatives of the clinical site or clients. At these times, the following dress policies will be required:

1. General Clinical Dress Policy Guidelines

    a. Whether or not a uniform is required in a particular setting, attire and grooming must be consistent with safe, professional appearance and practice.
    b. Students are not to have visible body piercings other than the ears. Jewelry should be limited to one analog watch, and one pair of small earrings in the earlobes.
    c. In special situations, such as pregnancy, religious requirements or agency requirements, student will consult with faculty member concerning appropriate dress.
    d. The Lehman College uniform is to be worn only in association with clinical experiences that are a part of Lehman College nursing courses.
    e. Fingernails must be kept clean, manicured, and no longer than 1/8 inch. Artificial enhancements, such as tips, wraps, appliqués or anything other than clear polish are not allowed.

2. Generic Student Uniform:

    a. Royal blue tunic top with white uniform pants or knee-length skirt.
    b. White shoes - oxford or loafer type (no sneakers, no shoes with laces, no clogs).
    c. White or flesh colored tights/hose.
    d. Lehman College Nursing Student name pin.
    e. White or navy sweater if needed

3. RN Student Uniform

The student uniform for Registered Nurses is dependent upon the assigned clinical setting and agency requirements. General guidelines are as follows:

    a. Professional attire with or without a lab coat.
    b. Comfortable shoes (no sneakers, no clogs, no sandals)

NCLEX-RN TESTING & LICENSURE

Eligibility for Licensure as Registered Nurse

This program prepares students for professional nursing practice and to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). To be eligible for the NCLEX-RN examination, students must successfully complete all College degree requirements and all nursing program requirements, and the degree must be officially conferred. Failure to complete any required course or program requirement will result in ineligibility to sit for the NCLEX-RN examination.

Important NCLEX Registration information

Upon degree conferral, the Registrar's Office will complete a comprehensive audit of student records. After a successful audit, student names will be submitted to New York State Department of Education (NYSED). Students will not be authorized to take the **NCLEX-RN** examination until this process is complete. This process can take up to 4 weeks after degree conferral.

To avoid delays, ensure your major is listed to the appropriate major on Lehman 360:

- **Traditional Generic:**
  - Major: Nursing, subplan: Generic
- **Accelerated Generic:**
  - Major: Accelerated 2nd Degree

Official conferral dates (No data will be sent to the State regarding your status before this date):

- Traditional Generic – June 1
- Accelerated Generic – September 1

New York State offers an expedited application process for graduates of state-registered nursing education programs. Below are the steps and links you will need:

Step 1: Apply for Licensure with NYSED

Step 2: (Optional) Apply for a Limited Permit

Step 3: Register with Pearson VUE for the NCLEX Exam

Once the steps above are completed, students will automatically receive their **Authorization to Test (ATT)** within 24–48 hours.

DEPARTMENT OF NURSING RESOURCES

NURSING COMPUTER LABORATORY

The Computer Laboratory of the Nursing Department is located on the first floor of the NERPC Building. The lab houses computer workstations where students can access computer programs, word processing, and the Internet. The chief laboratory technician is available to assist students as needed.

NURSING PRACTICE LABORATORY

The Nursing Practice Lab (NPL) is located on the basement level of the NERPC Building. The NPL lab consists of:

- Skills lab
- Physical Assessment lab
- State-of-the-art Simulation Centers: Maternity, Pediatrics, ICU, Medical-surgical simulation rooms
- Activities of Daily Living Room
- 2 Debriefing Rooms

The NPL provides students an opportunity to practice their nursing skills in a simulated setting using equipment and human simulators. Consult with the Simulation Coordinator to arrange for practice and use of the lab.

NURSING STUDENT LOUNGE

A student lounge is located on the first floor of the NERPC Building. Small round tables are useful for small group work such as studying and project planning.

Mutual respect shown by students has enabled students to use the lounge for individual or group studying as well as for quiet socializing and small celebrations.

NURSING LOCKERS

To help maintain a clean, safe, and professional environment, please adhere to the following locker usage guidelines:

- Food and beverages should not be stored in lockers under any circumstances.
- Lockers are intended for daily use only and may not be reserved overnight. All locks must be removed from lockers at the end of each day.
- Priority use will be given to students taking exams and to students using the Skills/Simulation labs.
- To ensure compliance with this policy, any locks remaining on lockers at the end of each day will be cut and items discarded.

LEHMAN COLLEGE RESOURCES

COUNSELING CENTER

The Lehman College Counseling Center offers a variety of free and confidential services to help students with a wide range of developmental, psychological and emotional concerns. The goal of the Counseling Center is to increase their personal competence and support their completion of academic studies at Lehman College.

The services offered at the Counseling Center include:

- Individual short-term counseling for a variety of personal issues.
- Supportive group counseling on such topics as depression, developing healthy relationships etc.
- Psycho-educational workshops for improving academic success, including stress management and test anxiety.
- Crisis intervention services.
- Online screenings for Depression, Eating Disorder and Alcohol use.

The Counseling Center is located in the Old Gymnasium, Room 114. Appointments can be arranged by contacting the Counseling Center at (718) 960-8761.

STUDENT DISABILITY SERVICES

The Office of Student Disability Services (SDS) offers students with disabilities equal access to all Lehman programs and activities in a climate that is welcoming and conducive to individual growth. SDS's philosophy promotes independence, self-awareness, self-determination, and self-advocacy. The Office is located in Shuster Hall, Room 238.

INSTRUCTIONAL SUPPORT SERVICES PROGRAM (ISSP)

The two main divisions of instructional support at Lehman are the Academic Support Center for Excellence (ACE, formerly called the Learning Center) and the Science Learning Center (SLC).

Academic Center for Excellence (ACE)
The Academic Center for Excellence, located in the Old Gym Building (Room 205), offers workshops and tutoring for students seeking to improve their proficiency in writing, reading, research, and humanities subject areas (including statistics and accounting). The ACE staff of peer tutors and skills specialists works with students at all academic levels.

Science Learning Center
The Science Learning Center (SLC), located in Gillet Hall (Rm. 133), provides tutoring in the natural and computer sciences as well as in upper-level mathematics. Computers at the Science Learning Center feature several science learning software programs.

CAREER COUNSELING AND PLACEMENT

It is strongly recommended that students register with the office of Career Exploration & Development Center (Shuster Room 254) prior to graduation.

EXTRACURRICULAR ACTIVITIES

A wide range of extracurricular activities and programs are available. In addition to departmental activities, there are social, political, religious and athletic activities. Creative events such as art displays in the college art gallery, literary displays in the library, musical and dramatic performances in the Lehman College Center for the Performing Arts are among the many opportunities to engage in the vibrant life of the college community. Extracurricular lectures on varied topics, a student newspaper and other publications provide opportunity for student involvement.

There are a variety of clubs on campus. Clubs make their presence known through the **Meridian** (**college newspaper**) and through wide posting on bulletin boards throughout the college.

The **APEX building** brings new excitement to the athletic and fitness facilities on campus. Students may participate in formal fitness and competitive athletic challenges such as tennis, baseball, track, swimming, etc.

CAMPUS INFORMATION CENTER

The **Campus Information Center** is a service of Campus Life. The center is conveniently located in the Student Life Building. The center is staffed during major class hours and provides information and discounted theater vouchers for Broadway productions, etc.

GOVERNANCE

Lehman College Student governance is a vital part of college activities. The **Campus Association for Student Activities** (CASA) plans and administers programs and allocates funds for student groups.

Officers of the Nursing Society and other students planning activities, such as the Mental Health Fair on campus, work closely with CASA officers in budgeting, procuring and managing funds. The use of space and facilities on campus, such as the Student Life Building, is facilitated through contact with CASA. (See Undergraduate Bulletin for additional information regarding student activities.)

NURSING STUDENT ORGANIZATIONS

There are two Nursing Student Organizations:

- **Nursing Student Association (NSA)**
- **African Nursing Student Association (ANSA).**

The Nursing Student Organizations membership includes all students currently enrolled in the Department of Nursing. It provides a forum for students to address issues of interest and concern to nursing students and acts as a structure for participation in departmental and student activities. The strength of the Nursing Student Organizations lies in its membership and leaders.

The Chair and a designated faculty member work closely with the officers of the nursing students' organization in providing guidance in such student activities as the annual pinning ceremony and other student sponsored activities. These organizations plan activities that must be approved in advance by the faculty advisor to ensure that all College policies are followed.

STUDENT PARTICIPATION ON DEPARTMENT COMMITTEES

One student officer from each Nursing Student Organization (**NSA** and **ANSA**) is encouraged to be active participants on the Student Affairs Committee. The Faculty Liaison will communicate the meeting schedule accordingly.

Appendix A: OTHER EDUCATIONAL EXPENSES

The following are some additional expenses required of nursing students, and for which they should budget (**approximate costs):**

I.	**Textbooks**	
-	Required Textbooks & Course Resources	$600.00/semester
II.	**Clinical Expenses**	
-	Annual Physical Exam and lab work	Varies
-	Exxat Prism	$215/one-time fee
-	CPR Training (American Heart Association – Health Care Provider)	$95.00 - $165.00
-	Uniforms	$60.00 - $80.00
-	White shoes	$30.00 - $50.00
-	Stethoscope and equipment	$85.00 - $125.00
-	Travel expenses to clinical sites	$150/semester
-	Drug Testing	$33/semester
-	Background Check	$138.50/year

Office of Academic Affairs

205 East 42 Street, 9th Floor
New York, NY 10016
646.664.8065

APPENDIX B: REVISED CUNY NURSING PROGRAMS ADMISSION POLICY

(June 24, 2020)

Effective immediately, all CUNY nursing programs will consider applicants for admission who are eligible for licensing in New York under the regulations of the New York State Education Department. The regulation provides eligibility for citizens and non-citizens who are "not unlawfully present," including those with Deferred Action for Childhood Arrivals (DACA) and those permanently residing in the United States under color of law (PRUCOL).

Applicants may demonstrate eligibility through documents that verify that they meet the required criteria. The most common documents include:

1. Proof of U.S. citizenship through a birth certificate, U.S. passport, naturalization certificate, or a certificate of citizenship.
2. Proof of legal permanent resident status with what is known as a "Green Card".
3. Proof of various eligible categories, listed below, generally through an employment authorization document (EAD) or other satisfactory documentation.

Eligible immigration categories:

1. International student with F-1 status
2. Asylee
3. Refugee
4. Temporary Protected Status (TPS)
5. Deferred Action for Childhood Arrivals (DACA)
6. Individuals paroled into the United States whose parole has not expired
7. Persons residing in the U.S. pursuant to an Order of Supervision
8. Persons granted a stay of deportation/removal
9. Persons granted an indefinite voluntary departure
10. Persons on whose behalf an immediate relative petition has been approved
11. Persons who have filed an application for adjustment of status to permanent resident
12. Persons granted Deferred Action Status
13. Persons who entered and have continuously residency in the U.S. before 01/01/1972
14. Persons granted suspension of deportation or cancellation of removal
15. Cuban/Haitian entrants
16. Persons with a pending application for asylum, withholding of removal or deportation, protection under the Convention Against Torture (CAT), cancellation of removal, or TPS
17. Persons in T or U non-immigrant status
18. Self-petitioner under the Violence Against Women Act
19. Other persons living in the U.S. who are not unlawfully present

https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/registrar/resources/Revised-Nursing-Programs-Admission-Policy-June-25-2020.pdf

DEPARTMENT OF NURSING
LEHMAN COLLEGE
Department of Nursing

Appendix C: STUDENT COMPLAINT FORM

Student: _____ ID #: _____

Date: _____ Course #:_____ Instructor: _____

Nature of Complaint (describe) (attach additional sheet of paper if needed)

What steps were taken to resolve the issue (describe):

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Date received by Director of Program _____ Undergraduate ( ) Graduate ( )

Date Program Director met with student: _____

Referred to: _____

_____ _____
Director Signature

Undergraduate ( ) Graduate ( )

Lehman College
Department of Nursing

ACKNOWLEDGEMENT FORM

After reviewing the Undergraduate Nursing Program Student Handbook, students admitted to the Nursing Program are required submit this form online along with other Admission Documents.

I have read and understand the policies and procedures, and other information contained in the Undergraduate Nursing Program Student Handbook. I agree to adhere to all policies contained therein.

_____
Name (Print)

_____
Signature

_____
Date