



DEPARTMENT OF NURSING
School of Health Sciences, Human Services, and Nursing



White Coat Ceremony

**Master of Science Degree & Post-Master's Certificate in
Nursing Student Handbook**

2026-2028

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ABOUT THIS STUDENT HANDBOOK

This Nursing Student Handbook is intended as a resource for students in the **Master of Science in Nursing and Post-Master's Certificate Programs** at Lehman College (CUNY), as well as prospective applicants to the programs. It was designed to make information about each program structure as well as policies easily available to you. If you have any questions about the content of this handbook, please speak to your faculty advisor, program faculty, staff or the Director of the Graduate Nursing program. Department of Nursing policies, procedures and course requirements are updated and revised periodically. Please review the Nursing Student Handbook for current information.

In addition to this handbook, graduate students are responsible for knowing and adhering to the College policies and requirements outlined in the *Graduate Bulletin* available at <https://lehman-graduate.catalog.cuny.edu/programs?page=2&pg=>

Student Handbook at

<https://www.lehman.edu/student-affairs/Training-and-Policies/student-handbook/>

On the last page of this handbook is a form that you must sign. Print a copy of the form, sign and date it, and return to the Department of Nursing.

CHAIR'S WELCOME

Welcome to Lehman College Master of Science in Nursing Program

We are pleased to welcome you to Lehman College's graduate nursing program, established in 1976. Our program offers Master of Science degrees, and Post-Master's Certificates in both Family and Pediatric Nurse Practitioner tracks.

Rooted in the mission of Lehman College and the Department of Nursing, our program is committed to meeting the healthcare needs of the Bronx and surrounding communities. Students benefit from access to diverse clinical settings, a rich multicultural learning environment, and a faculty dedicated to clinical excellence and academic rigor. Our curriculum emphasizes a strong, clinically based research approach to improving patient care, with a special focus on addressing health disparities and serving underserved populations.

As you begin this journey, be prepared for the dedication it requires. Success in the program depends on consistent study, active class participation, engagement with study groups, timely completion of assignments, and collaboration with faculty mentors.

Our accomplished faculty work closely with healthcare partners across hospital and ambulatory settings, supporting your development as a skilled and compassionate nurse practitioner.

We look forward to supporting your academic and professional growth and welcoming the contributions you'll make to our community and the nursing profession.

Once again, welcome to Lehman College.

Natasha Nurse-Clarke

Natasha Nurse-Clarke, PhD, RN, FAAN
Chair and Professor, Department of Nursing

LEHMAN COLLEGE DEPARTMENT OF NURSING

Department of Nursing Mission

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 4/7/25)

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 4/7/25)

MASTER OF SCIENCE DEGREE IN NURSING & POST-MASTER'S APRN CERTIFICATE PROGRAMS

The Department of Nursing offers a Master of Science Degree in Nursing and Post-Master's APRN Certificate programs in both Family Nurse Practitioner and Pediatric Nurse Practitioner tracks. Each program is designed with creative and individualized plans of study to support students' academic goals and professional aspirations.

These programs prepare nurses for advanced practice through diverse clinical experiences with a wide range of clients in community and healthcare settings. Following a **Cohort Model**, the curriculum is structured for full-time study, with classes and seminars held **one day a week** on campus to support student success. Clinical placements are arranged across hospitals, community and mental health centers, and various healthcare facilities throughout the metropolitan and tri-state area.

Master of Science Degree in Nursing Program

Family Nurse Practitioner

Pediatric Nurse Practitioner

Post-Master's APRN Certificate Program

Post-Master's Certificate in Family Nurse Practitioner

Post-Master's Certificate in Pediatric Nurse Practitioner

Admission Requirements (MS Program)

- Baccalaureate degree in nursing from ACEN, CNEA or Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>) accredited nursing program.
- Minimum 3.0 GPA in undergraduate nursing; and, minimum 3.0 cumulative GPA.
- Unencumbered registered nurse license, and current registration in New York State.
- At least one year working experience as a Registered Nurse.
- Two letters of recommendation attesting to the applicant's scholastic and professional performance (*one reference from a former instructor/academic adviser and the second from a recent employer/supervisor.*)
- Current professional resume
- A 500-word essay outlining career goals, intellectual and academic interests, and accomplishments that support a Master of Science degree in Nursing.
- Prior to matriculation, an earned graduate-level statistics course with a minimum 3.0 GPA or better. (This course may be taken during the first term of the program.) *
- Interview with members of the graduate admissions committee.

Admission Requirements (Post-Master's APRN Certificate Program)

- Master's Degree in Nursing from an accredited college or university.
- Unencumbered registered nurse license, and current registration in New York State.
- At least one year working experience as a Registered Nurse.
- Two letters of recommendation attesting to the applicant's scholastic and professional performance (*one reference from a former instructor/academic adviser and the second from a recent employer/supervisor.*)
- Current professional resume
- A 500-word essay outlining career goals, intellectual and academic interests, and accomplishments that support a post-master's nursing certificate.
- Interview with members of the graduate admissions committee.
- A conference with an advisor in the graduate nursing program before starting the certificate program. (During their first semester, matriculated students are required to plan their program with an advisor. All students must complete the 30-credit curriculum with a cumulative index of 3.0 or better.)

GRADUATE PROGRAM GOALS AND OBJECTIVES

Graduate Program Goals

- Develop graduates with excellence in practice, research, scholarships and teaching
- Optimize the university and college's resources for faculty and staff development in support of student learning and advancement
- Recruit, retain and graduate a highly qualified, diverse student body prepared for successful professional practice.
- Prepare alumni who are engaged in continuous improvement and lifelong learning with a commitment to the college and the profession.
- Engage in collaborative efforts with multiple stakeholders in improving the health and wellness of diverse populations and a commitment to community service.

Graduate Program Objectives

The Lehman College Department of Nursing prepares graduates of Master of Science in FNP and PNP, and Post-Master's Certificate in FNP and PNP) to:

1. Synthesize knowledge from nursing, natural, social, and human sciences as the foundation for improving practice outcomes and developing an evidence-based approach to professional practice.
2. Demonstrate ways of knowing through research, analysis, evaluation of nursing theory, reflective practice, and implementation of best practices.
3. Demonstrate leadership role development through clinical expertise, negotiation and collaboration with multiple stakeholders that influence advanced nursing practice.
4. Develop inter-subjective awareness of health care systems in addressing the needs of culturally diverse populations, providers, and other stakeholders.
5. Contribute to the advancement of healthcare policy and practice through the analysis of large complex systems and collaboration with others using theory, research and clinical knowledge.
6. Collaborate with other healthcare professionals and community members to identify and analyze ethical, legal and social issues in health care practices, research, and policies.
7. Demonstrate specialized strategies and skills, including the use of technology, in facilitating complex decision making in the delivery of quality care.

(Revised 9/2019)/ Reviewed 6/2024

MASTER OF SCIENCE DEGREE IN NURSING PROGRAM

Prerequisite course: Graduate-level statistics – **NUR 600** Biostatistics in Healthcare (4 credits)

The Curriculum Plans for the Master of Science degree (MS) in Nursing program consist of 45 credits of graduate-level coursework. A total of 12 transfer credits are allotted for courses taken within the last five (5) years. The MS programs are designed for full-time commitment and follow a Cohort Model, allowing students to attend classes on campus for just one day a week to ensure successful completion. Students have up to five years after matriculation to complete their program. **All students must complete the curriculum with a cumulative index of 3.0 (B) or better. The graduates of this program are qualified for NYS license as a nurse practitioner and eligible to take the national certification exam in their specialty area.**

FNP/PNP Program Academic Standing

- After attempting 9 graduate credits, those whose GPA falls below a 3.0 (earn a grade of B- or less in any NUR course) will not be granted an automatic probation period. Continuation in the program is granted only upon successful appeal to the Office of Graduate Studies.
- A letter of support from the program director or chair must accompany such appeals.

<https://lehman-graduate.catalog.cuny.edu/programs/FNP-MS>

<https://lehman-graduate.catalog.cuny.edu/programs/PNP-MS>

Basic Core Courses required for all the master's degree programs in nursing:

Basic Core Courses—Credits (15)

NUR 720	Concepts and Theories for Advanced Nursing Practice	3 credits
NUR 721	Essentials of Clinical Research	3 credits
NUR 723	Strategies for Advanced Nursing Practice	3 credits
NUR 726	Health Planning and Policy Making: Leadership Issues	3 credits
NUR 787	Advanced Professional Seminar (<i>Master's Project</i>)	3 credits

Curriculum Plan for M.S. in Family Nurse Practitioner (45 Crs)

(15 basic core credits / 30 major credits)

Credits (30)

NUR 766	Advanced Pathophysiology	3 credits
NUR 767	Advanced Pharmacology	3 credits
NUR 769	Family Development Theory	3 credits
NUR 773	Advanced Health Assessment	3 credits
NUR 774	Advanced Family Nursing Practice I	6 credits
NUR 775	Advanced Family Nursing Practice II	6 credits
NUR 776	Advanced Family Nursing Practice III	6 credits

Curriculum Plan for M.S. in Pediatric Nurse Practitioner (45 Crs)

(15 basic core credits / 30 major credits)

Credits (30)

NUR 767	Advanced Pharmacology	<i>3 credits</i>
NUR 766	Advanced Pathophysiology	<i>3 credits</i>
NUR 769	Family Development Theory	<i>3 credits</i>
NUR 773	Advanced Health Assessment	<i>3 credits</i>
NUR 770	Advanced Clinical Practice I	<i>6 credits</i>
NUR 771	Advanced Clinical Practice II	<i>6 credits</i>
NUR 772	Advanced Clinical Practice III	<i>6 credits</i>

Curriculum Plan/ Sequence of Courses

FNP/ PNP COHORT

TOTAL 45 CREDITS (4 Cr Pre-req)/ 600 Clinical Practicum Hours
 Enter Summer Semester (2.5 years)

Semester I – Summer (11 wks.)	Semester II – Fall I	Semester III – Winter (4wks)	Semester IV – Spring I
NUR 600 (4Cr) Biostatistics in Healthcare <i>(Pre-requisite course)</i>	NUR 721 (3 Cr) Essentials of Clinical Research	NUR 726 (3 Cr) Health Planning and Policy Making: Leadership Issues	NUR 767 (3 Cr) Advanced Pharmacology
NUR 720 (3 Cr) Concepts and Theories for Advanced Nursing Practice	NUR 766 (3 Cr) Advanced Pathophysiology		NUR 773(3 Cr) Advanced Health Assessment
NUR 723 (3 Cr) Strategies for Advanced Nursing Practice			OCSC Test Out: <i>Clinical Evaluation Exam Clinical Orientation</i>
Semester V – Fall II	Semester VI – Spring II	Semester VII – Fall III	After Graduation
NUR 774 (6 Cr) Advanced Family Nursing Practice – I <u>or</u> NUR 770 (6 Cr) Advanced Clinical Practice I	NUR 775 (6 Cr) Advanced Family Nursing Practice – II <u>or</u> NUR 771 (6 Cr) Advanced Clinical Practice II	NUR 776 (6 Cr) Advanced Family Nursing Practice – III <u>or</u> NUR 772 (6 Cr) Advanced Clinical Practice III	
NUR 769 (3 Cr) Family Development Theory	NUR 787 (3 Cr) Advanced Professional Seminar	Ongoing Workshop Series: Curriculum Review & Certification Prep	<i>Take Certification exam for FNP/ PNP</i>

Certification Exam Policy Change

Starting **January 1, 2026**, American Nurses Credentialing Center (ANCC) will implement a policy change to the **certification eligibility** for APRN applicants. Candidates for ANCC APRN certification must pass their examination **within five (5) years of degree conferral** from their applicable APRN degree or post-graduate certification program.

[\(https://www.nursingworld.org/certification/faqs/\)](https://www.nursingworld.org/certification/faqs/)

POST-MASTER'S APRN CERTIFICATE PROGRAM

The Curriculum Plans for the Post-Master's Certificate (PMC) program consist of 30 credits of graduate-level coursework. **A total of nine (9) transfer credits are allotted for courses taken within the last five (5) years.** The PMC programs follow a Cohort Model, allowing students to attend classes on campus for just one day a week to ensure successful completion. *Students must consult with an adviser in the nursing program before starting their certificate program.* **The graduates of this program are qualified for NYS license as a nurse practitioner and eligible to take the national certification exam in their specialty area.**

FNP/PNP Program Academic Standing

- After attempting 9 graduate credits, those whose GPA falls below a 3.0 (earn a grade of B- or less in any NUR course) will not be granted an automatic probation period. Continuation in the program is granted only upon successful appeal to the Office of Graduate Studies.
- A letter of support from the program director or chair must accompany such appeals.

<https://lehman-graduate.catalog.cuny.edu/programs/FNP-MS>

<https://lehman-graduate.catalog.cuny.edu/programs/PNP-MS>

Curriculum Plan for Post Master's APRN Certificate in Family Nurse Practitioner (30 Crs)

The Certificate in Family Nurse Practitioner program consists of a sequence of seven courses for a total of 30 credits as listed below:

NUR 766	Advanced Pathophysiology	3 hours, 3 credits
NUR 767	Advanced Pharmacology	3 hours, 3 credits
NUR 769	Family Development Theory	3 hours, 3 credits
NUR 773	Advanced Health Assessment	3 hours, 3 credits
NUR 774	Advanced Family Nursing Practice I	6 credits, 200 clinical hours
NUR 775	Advanced Family Nursing Practice II	6 credits, 200 clinical hours
NUR 776	Advanced Family Nursing Practice III	6 credits, 200 clinical hours

Curriculum Plan for Post Master's Certificate in Pediatric Nurse Practitioner (30 Crs)

The certificate in Pediatric Nurse Practitioner program consists of a sequence of seven courses for a total of 30 credits as listed below:

NUR 766	Advanced Pathophysiology	3 hours, 3 credits
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NUR 767	Advanced Pharmacology	3 hours, 3 credits
NUR 769	Family Development Theory	3 hours, 3 credits
NUR 773	Advanced Health Assessment	3 hours, 3 credits
NUR 770	Advanced Clinical Practice I	6 credits, 200 clinical hours
NUR 771	Advanced Clinical Practice II	6 credits, 200 clinical hours
NUR 772	Advanced Clinical Practice III	6 credits, 200 clinical hours

All students must complete the curriculum with a cumulative index of 3.0 (B) or better. The graduates of this program are qualified for NYS license as a nurse practitioner and eligible to take the national certification exam in their specialty area.

Curriculum Plan/ Sequence of Courses

Post-Master’s APRN Certificate

TOTAL 30 CREDITS

Enter **Fall** Semesters (2.5 years)

<i>(Pre-requisite course) *offered during summer*</i>	<i>Semester I – Fall 1</i>	<i>Semester II – Spring 1</i>
NUR 600 (4Cr) Biostatistics in Healthcare	NUR 766 (3 Cr) Advanced Pathophysiology	NUR 767 (3 Cr) Advanced Pharmacology
		NUR 773(3 Cr) Advanced Health Assessment
		OCSC Test Out - Clinical Evaluation Exam Clinical Orientation
	<i>Semester III – Fall 2</i>	<i>Semester IV – Spring 2</i>
	NUR 774 (6 Cr) Advanced Family Nursing Practice – I or NUR 770 (6 Cr) Advanced Clinical Practice I	NUR 775 (6 Cr) Advanced Family Nursing Practice – II or NUR 771 (6 Cr) Advanced Clinical Practice II
	NUR 769 (3 Cr) Family Development Theory	
	<i>Semester V – Fall 3</i>	
	NUR 776 (6 Cr) Advanced Family Nursing Practice – III or NUR 772 (6 Cr) Advanced Clinical Practice III	<i>Take Certification exam for FNP/ PNP</i>
	Ongoing Workshop Series: Curriculum Review & Certification Prep	

Certification Exam Policy Change

Starting **January 1, 2026**, American Nurses Credentialing Center (ANCC) will implement a policy change to the **certification eligibility** for APRN applicants. Candidates for ANCC APRN certification must pass their examination **within five (5) years of degree conferral** from their applicable APRN degree or post-graduate certification program.

(<https://www.nursingworld.org/certification/faqs/>)

GRADUATE PROGRAM COURSE DESCRIPTIONS

NUR 600: Biostatistics in Health Care

See Smart Catalog E-bulletin for prerequisite course for admission to Nursing Program

NUR 720: Concepts and Theories for Advanced Nursing Practice.

3 hours, 3 credits. This course provides a base for graduate Nursing students by analyzing selected conceptual frameworks and theories. By utilizing these concepts and building on knowledge of the nursing process, the student explores a view of human beings, health, and health care. Emphasis on development of those concepts that have particular relevance for research and nursing practice. **PRE- COREQ: NUR 600.**

NUR 721: Essentials of Clinical Research. 3 hours, 3 credits.

This course focuses on inquiry through research. Students will critique research reports and apply the research process as they develop their own proposal. **PRE- COREQ: NUR 720.**

NUR 723: Strategies for Advanced Nursing Practice.

3 hours, 3 credits. This course introduces theoretical frameworks for advanced practice modalities such as consultation, education, management, collaboration, and independent practice. **PREREQ: NUR 720.**

NUR 726: Health Planning and Policy Making: Leadership Issues. 3 hours, 3 credits. An identification and critical analysis of the major issues in

leadership, health planning, and policy making that confront members of the healthcare discipline. **PREREQ: NUR 721, and a minimum of one course in the advanced Nursing clinical specialization.**

NUR 731: Total Quality Management (TQM). 3 hours, 3 credits.

Major concepts of total quality management/continuous quality improvement, including process of change, effective teams, and rapid improvement.

NUR 759: Independent Study: Extra-Clinical Research. 1-6 hours, 1-6 credits.

This course is designed to provide the student with an opportunity to develop selected areas of knowledge and expertise in nursing. Specific objectives and description of projects will be developed by students with faculty approval.

NUR 760: Topics in Nursing.

3 hours, 3 credits. (May be reelected once if the topic changes). The course provides various sections on topics in nursing. For specific topics and sections, consult the Department. **PREREQ: Permission of the instructor.**

NUR 766: Advanced Pathophysiology. 3 hours, 3 credits.

This course will examine abnormal biological processes that result in health deviations. Students will select modules specific to their chosen areas of practice. **PREREQ: NUR 721.**

NUR 767: Advanced Pharmacology. 3 hours, 3 credits.

This course provides an in-depth understanding of

pharmacology across all physiological systems. Mechanism of general drug actions provide a framework for discussion of content-specific drugs. Includes 3 hours of required laws and prescription writing. **PREREQ: NUR 766.**

NUR 769: Family Developmental Theory. 3 hours, 3 credits.

Concepts common in family theory will be addressed from the perspective of the family as an adaptive system. The goal is to understand what will enhance individual and family functioning. Theoretical models that serve as the foundation for family interventions and family therapy are emphasized. **PREREQ: NUR 720.**

NUR 770: Advanced Practice I. 230 hours per semester (45 hours, lecture; 185 hours, clinical lab), 6 credits.

This clinical course focuses on health assessment of infants, children, and adolescents. Clinical laboratory emphasizes primary health care maintenance and assessment skills for advanced practice nursing. **PREREQ: NUR 766, 767 & 773; PRE-COREQ: 769.**

NUR 771: Advanced Nursing Practice II. 230 hours per semester (45 hours, lecture; 185 hours, clinical lab), 6 credits.

This clinical course focuses on the management of primary healthcare of infants, children, and adolescents. Clinical laboratory focuses on management of common acute health problems, utilizing advanced practice nursing skills. **PREREQ: NUR 770.**

NUR 772: Advanced Nursing Practice III. *235 hours per semester (45 hours, lecture; 190 hours, clinical lab), 6 credits.*

This clinical course will focus on the management of infants, children, and adolescents with chronic conditions and special health needs. Legal, ethical, and health policy issues related to the role of the pediatric nurse practitioner are emphasized. **PREREQ: NUR 771.**

NUR 773: Advanced Health Assessment. *4 hours (2, lecture; 2, lab), 3 credits.*

Theories and methods of comprehensive assessment of clients across the life span, including physical, psychosocial, and pathophysiological signs and symptoms; refinement of ability to utilize sophisticated techniques to assess, identify, and differentiate deviations from normal; incorporate cultural and developmental variations and needs of client. **PREREQ: NUR 726.**

NUR 774: Advanced Family Nursing Practice I – Using a nursing science framework

245 hours per semester (45 hours, lecture; 200 hours, clinical lab), 6 credits. Using a Nursing Science Framework this course stresses promotion and maintenance of levels of wellness, protection of health, and prevention of illness of children in families, groups and communities, as well as early detection, treatment and symptom management of selected minor and major health problems. Intervention and health care protocols emphasizing the control and/or resolution of the acute phase are included. Supervised practicum

in a variety of primary health care and acute care settings provides for implementing clinical decision making and intervention strategies within the context of advanced practice. **PREREQ: NUR 766, 767 & 773; PRE- COREQ: 769**

NUR 775: Advanced Family

Nursing Practice II – Using a nursing science framework *245 hours per semester (45 hours, lecture; 200 hours, clinical lab), 6 credits.* Using a Nursing Science Framework this course stresses promotion and maintenance of levels of wellness, protection of health and prevention of illness of adults and older adults in families, groups and communities, as well as early detection, treatment, and symptom management of selected minor and major health problems of adults and older adults in families, and groups and communities. Intervention and health care protocols emphasizing the control and/or resolution of the acute phase are included. Supervised practicum in a variety of primary health care and acute care settings provides for implementing clinical decision-making and intervention strategies within the context of advanced practice. **PREREQ: NUR774**

NUR 776: Advanced Family Nursing Practice III – Using a nursing science framework

245 hours per semester (45 hours, lecture; 200 hours, clinical lab), 6 credits. Focuses on primary care for all family members. Content stresses acute, chronic and/or rehabilitation interventions, care management strategies, and protocols for selected

health problems of children/adults/older adults in families, groups and communities. A preceptor supervised practicum, emphasizing case management, provides for experiences in clinical decision making, intervention, and management strategies within the context of the advanced practice nursing role. **PREREQ: NUR 775.**

NUR 787: Advanced Professional Seminar. *3 hours, 3 credits.*

This course provides the experience for graduate Nursing students to complete and present their clinical research project, including formal presentation (oral and written) of the results.

DEPARTMENT OF NURSING POLICIES & PROCEDURE

Admission & Progression

GRADUATE ONLINE APPLICATION DEADLINE FOR:

Spring Semester: No Enrollment
Fall Semester: March 15th

- **All newly admitted graduate students**, regardless of status, must meet with a graduate nursing advisor before registering for any first semester courses.
- All graduate students must receive permission from a nursing advisor prior to registering for any nursing course. **Students will receive permission from a nursing advisor for only course(s) in sequence with the graduate curriculum plan.**

Transfer Credits

Students who wish to have graduate credits earned prior to matriculation at Lehman counted toward their master's degree or post-master's certificate should apply for transfer of credit during their first semester in attendance as a matriculated student using the transfer credit evaluation form available in the Office of Academic Standards and Evaluation/Graduate Studies (Shuster Hall, Room 275). All credits to be applied toward Lehman College **master's degree or post-master's certificate** requirements are subject to the approval of the graduate adviser or Department Chair from the student's particular academic program. Transfer of credit must also be approved by the Graduate Studies Office. Transfer credits must conform to the regulations for the program and the curriculum in which the student is matriculated. **Grades of B (3.0) or better in courses taken outside of Lehman College are required in order for courses to be eligible for transfer.**

With appropriate permission, matriculated graduate students may apply to transfer a total of 12 credits of graduate courses toward their master's degree. Students matriculated in post-master's advanced certificate programs may transfer previously completed graduate credits totaling the lesser of nine (9) credits or one-half of the total credits required for their certificate.

The credits transferred may include:

- Courses applied toward a previously awarded master's degree program at Lehman or at another accredited college (maximum 6 credits);
- Courses taken at Lehman in a non-matriculated status; and
- Courses taken at other accredited colleges where no degree has been awarded.

Transfer credits are subject to the following limitations:

- Courses must be graduate-level and must be taken at accredited institutions offering master's degree programs.
- Courses taken five years or more prior to matriculation at Lehman are NOT considered for transfer. Exceptions to this time limit may be made only for compelling educational reasons. In such cases, the transfer of credit must be approved by the student's graduate program adviser and the Graduate Studies Office.
- Only six (6) credits counted toward a previously awarded master's degree can be applied to any master's degree or advanced certificate earned at Lehman College.
- Graduate courses previously applied toward an undergraduate degree are not acceptable toward Lehman College master's degree programs.
- Where students have taken more than 12 credits prior to matriculation, courses taken at Lehman College will be given priority in counting toward the 12 credits transferable, provided they meet the College's requirements.
- Students who have taken more than the maximum allowable credits (12 credits) while in a non-matriculated status must consult with their Graduate Program Adviser to determine which of those credits will count toward the degree. The program adviser will notify the Graduate Studies Office of this decision, using the transfer credit form.
- Graduate courses taken at any non-CUNY institution after matriculation into a graduate program at Lehman College are included in the 12-credit maximum allowable and must receive prior approval from the Graduate Program Adviser and the Graduate Studies Office. (See also Courses Taken on Permit at Other CUNY Institutions.)
- These and other culminating master's degree projects taken at Lehman College or at institutions outside of Lehman are not considered for transfer to Lehman College master's degree programs.

Progression

In order to advance in the program students must:

- Maintain a minimum cumulative 3.0 (B) GPA
- Meet all the course objectives.
- **In addition to the Lehman College policy on [Good Academic Standing and Probation](#), a student enrolled in the Master's and Doctoral Nursing programs who fails a course must repeat the course with a grade of B or higher to continue in that program. Failure to do so will result in dismissal from the program. Further, students may only fail and repeat one course during their course of study at Lehman. Failing more than one course will result in dismissal from the program. (Approved by DON, 1/07/22)**

Graduation Criteria

In order to graduate with the Master of Science degree in nursing, students must:

- Complete all course work, including clinical practicum hours, within the specified five-year period from matriculation.
- Earn a minimum cumulative GPA of 3.0 (B)
- Complete all 600 clinical practicum hours. (the **Exxat system**, implemented in Fall 2026 to track graduate students' clinical hours [replacing the previously used Typhon system].)

Certification Review Course

The Department of Nursing provides graduating students in the master's and post-master's certificate programs the opportunity to participate in a **Certification Review Course**. This course is designed to familiarize students with the format of certification exam questions, boost their confidence, and help identify areas of strength and improvement. The cost of the review is covered by the Department through academic excellence fees.

Time Limit to Pass ANCC APRN Certification

Starting **January 1, 2026**, ANCC (*American Nurses Credentialing Center*) will implement a policy change to the certification eligibility for APRN applicants. Candidates for ANCC APRN certification must pass their examination **within five (5) years of degree conferral** from their applicable APRN degree or post-graduate certification program.

DEPARTMENT GRADING POLICIES

The College grade symbols, corresponding numerical grades, and quality points for 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

GRADING / PROGRESSIVE CRITERIA

Letter grades and corresponding numerical grades (as listed above)

Cumulative Grade Point Average

In order to be awarded a master's degree or post-master's certificate, a graduate student must finish his/her program with a cumulative grade point average (GPA) of **3.0 (B) or better**. Grades counted in the cumulative GPA must be earned in graduate-level courses taken at Lehman College or in graduate courses taken on permit at other CUNY institutions and all courses must appear on the student's Lehman transcript. All grades in graduate-level courses will be counted in computing grade point average with the following exceptions:

- Grades earned in courses given by other institutions for which transfer credit has been allowed.
- Grades earned in undergraduate courses taken for undergraduate credit.

Grades earned in graduate-level courses can be excluded from the grade point average only through a successful appeal supported by the graduate program adviser and submitted to the Graduate Studies Committee (see [General Appeals in Graduate Bulletin: https://lehman-graduate.catalog.cuny.edu/graduate-programs-and-policies/grading-system/cumulative-gpa](https://lehman-graduate.catalog.cuny.edu/graduate-programs-and-policies/grading-system/cumulative-gpa)). Graduate courses taken five (5) or more years prior to the current matriculation, or grades earned in courses unrelated to the current master's degree program are **excluded only upon appeal**.

Grade Replacement Policy

See College's Grade Replacement Policy on repeating a course <https://lehman-graduate.catalog.cuny.edu/pages/PUYoRlzb17reTBS3KEQ>:

As of **September 1, 2017**, graduate students are entitled to the following grade-replacement policy, which is limited to graduate-level courses:

- Students may **repeat only one course** for grade replacement within any one graduate program. The last grade received replaces the previous grade in the cumulative GPA, and credit will only be awarded once.
- Students will not be permitted to repeat courses in which they have previously received a grade of B or better. Courses in which a grade of B-, C+, C, F, WN, WU, or FIN is earned may only be repeated with both departmental and Office of Graduate Studies approval.
- The Grade Replacement Policy may not be used to replace grades in practicum, internship, thesis courses or any grade resulting from a violation of CUNY's policy on academic integrity.

In all cases, the original grade remains on the transcript, along with an indication that the course grade is not included in the computation of the GPA.

Academic Probation

Low Grade Point Average

Graduate students whose cumulative Grade Point Average (GPA) falls below 3.0 will be placed on academic probation. **Students on academic probation have one semester in which to raise their GPA to 3.0.** During this probationary period, students who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. **Any student, whose Grade Point Average remains below 3.0 at the end of the probationary period, will be dropped from the College.** To be allowed to continue, graduate students dropped from the College following a semester of probation must file a successful appeal with the Office of Graduate Studies.

Unsatisfactory Academic Progress

A graduate student is deemed not to be making satisfactory academic progress if he or she has accumulated more than two open grades (INC). INC grades in thesis and other culminating master's degree projects are not considered in determining satisfactory academic progress.

Students placed on probation for unsatisfactory progress will be given a strict deadline for completing the open grades on their transcript. They also may be limited as to the number of credits for which they can register or may be prevented from registering in any semester until letter grades are entered on their transcripts for the courses involved. The INC grades in question cannot be made up after the assigned deadline. After that date, any courses remaining on the transcript with INC grades will become FIN.

Note: A student enrolled in the Master's or Post-master's Certificate program who fails a course must repeat and successfully complete it with a grade of "B" or higher to remain in the program. Failure to meet this requirement will result in dismissal. Additionally, students are permitted to fail and repeat only one course during their time at Lehman. A second course failure, regardless of whether the first was repeated successfully, will result in dismissal from the program.

(Approved by the Nursing Dept on 1/07/22; approved by College Graduate Studies)

INC Grades

An **INC grade** is granted if the following conditions are met:

- Attendance requirements are met and have a passing average in the course.
- Instructor believes that the amount of work to be completed can reasonably be finished within the **first ten weeks of the following semester**.
- Instructor believes that student has good and sufficient reason(s) for not completing the coursework by the end of the semester.
- Instructor will be available at least until a specified deadline date to evaluate student work and submit final grade for the course.

The standard deadline is printed in the [Academic Calendar](#), but the instructor can set an earlier deadline if he or she chooses to do so. When the work is completed the instructor will submit a *Change of Grade Form* indicating the letter grade earned.

PLEASE NOTE: If students wait more than ten weeks into the following semester to complete the missing work, **neither the instructor nor the Department Chair** is obligated to accept the completed work. **INC grades are not a student "right"—instructors have the right to refuse any and all requests for INC grades.** (See <https://lehman-graduate.catalog.cuny.edu/graduate-programs-and-policies/grading-system/change-of-grade-policy-and-process>)

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

STATEMENT ON ACADEMIC INTEGRITY

<https://lehman-graduate.catalog.cuny.edu/graduate-programs-and-policies/academic-probation/academic-integrity>

Academic integrity is a cornerstone of graduate study and research. All members of the academic community are expected to uphold the highest standards of honesty and ethical conduct. The most common forms of academic dishonesty include cheating on examinations and plagiarism.

Procedure for Addressing Suspected Academic Dishonesty

When an instructor suspects a student of academic dishonesty, the instructor must notify the student and inform them of the following rights:

- To receive a written statement of the charges;
- To remain silent without assumption of guilt;
- To receive a copy of the College's Academic Integrity Statement;
- To be informed of the instructor's intended sanction.

The instructor and the student may choose to resolve the matter by determining that the suspicion is unfounded or by mutually agreeing upon a sanction. In such cases, the instructor must submit a written report detailing the charges and the agreed-upon resolution to both the department chair and the Office of Graduate Studies.

If no agreement is reached, the instructor must submit a written statement of the charges and the proposed sanction to the student and the department chair as promptly as possible.

Appeals Process

- The student has the right to appeal the instructor's sanction in writing to the department chair within three weeks of receiving the written notification. If the instructor is also the department chair, the most senior member of the department's Personnel and Budget Committee will assume this role.
- The chair will convene an ad hoc committee of three faculty members from the department to review the case. This committee must reach a decision within three weeks by majority vote.
- A written copy of the committee's decision will be provided to the department chair, the student, the instructor, and the Office of Graduate Studies.
- Within three weeks of receiving this decision, either the instructor or the student may submit a written appeal to the Senate Committee on Graduate Studies. This committee's decision is final. No further appeals will be accepted. The committee will notify all relevant parties of its decision.
- • If any portion of the three-week appeal period falls outside the academic semester, the timeline will be extended to include the first three weeks of the following regular semester.

Disciplinary Action

If a charge of academic dishonesty is upheld, additional disciplinary sanctions may be recommended by the Vice President for Student Affairs to the Faculty-Student Disciplinary Committee in accordance with the due process provisions outlined in Article 15.3 of the CUNY Board of Trustees Bylaws. Disciplinary sanctions may include, but are not limited to:

1. Suspension from the College
2. Expulsion from the College

These penalties may only be imposed through the formal disciplinary process as outlined in the Bylaws.

CUNY POLICY ON ACADEMIC INTEGRITY

<https://lehman-graduate.catalog.cuny.edu/appendix/cuny-policy-on-academic-integrity>

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

1. Definitions and Examples of Academic Dishonesty.

1.1 Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Example of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/ dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

1.2 Plagiarism is the act of presenting another person's ideas, research or writing as your own.

Examples of plagiarism include:

- Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.

- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or “cutting & pasting” from various sources without proper attribution.

1.3 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. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student’s work

1.4 Falsification of Records and Official Documents

Examples of falsification include:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document

2. Methods for Promoting Academic Integrity

1.5 Orientation sessions for all new faculty (full and part-time) and students shall incorporate a discussion of academic integrity. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college’s procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed. These packets also shall be posted on each college’s website.

1.6 All college catalogs, student handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

1.7 Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall encourage faculty members to use such services and to inform students of their use of such services.

3. Reporting

- 1.8 Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leader. The Academic Integrity Officer may be the college's Student Conduct Officer, another student affairs official, an academic affairs official, or a tenured faculty member. Additional duties of the Academic Integrity Officer are described in Sections 4.1, 4.21, 4.22, 4.3 and 4.4.
- 1.9 Faculty members shall report all incidents they consider to be academic dishonesty on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever possible prior to making a determination triggering submission of a Faculty Report Form. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number, the date of the incident, an explanation of the incident and the instructor's contact information.
- 1.10 The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless they exonerate the student, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files. Procedures for Imposition of Sanctions.

4. Procedures for Imposition of Sanctions.

1.11 Determination on academic vs. disciplinary sanction.

The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. Prior violations include both violations at the student's current college and violations that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY college and, if so, shall request and be given access to the academic integrity file, if any, at such other CUNY college.

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; (ii) the student has previously violated the Policy; or (iii) academic sanctions may not be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include infractions that are similar to criminal activity (such as forging a

grade form; stealing an examination from a professor or a university office; or forging a transcript); having a substitute take an examination or taking an examination for someone else; sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

1.12 Procedures in Cases Involving Only Academic Sanctions.

4.2.1 Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction.

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation. The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

4.2.2. Student Admits to the Academic Dishonesty but Contests the Academic Sanction.

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

4.2.3. Student Denies the Academic Dishonesty

In a case where a student denies the academic dishonesty, a factfinding determination shall be made, at each college's option, by an Academic Integrity Committee established by the college's governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each college's Academic Integrity Committee shall adopt procedures for hearing cases. Those procedures, at a minimum, shall provide a student with (i) written notice of the charges against him or her; (ii) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and the administrator presenting the case. Academic Integrity Committees shall issue written decisions and send copies of their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

4.3. Procedures in Cases Involving Disciplinary Sanctions.

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty-Student Disciplinary Committee. If the college seeks to have both

a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance pending the Committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

4.4. Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty- Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

5. Implementation

Each college shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy.

PROFESSIONAL CONDUCT

Professional nursing preparation extends beyond academic success and competent clinical performance. The Department places equal importance on professional behavior, alongside intellectual and clinical skills. All participants in the program are expected to demonstrate respect toward peers, staff, faculty, and clients, in alignment with the program's philosophy and goals. Professional conduct should be evident in classroom settings, clinical practice, attire, language, and all interpersonal interactions. Any observations or reports of unprofessional behavior by nursing students should be submitted to the Student Affairs Committee, the Director of the Graduate Program, and, when appropriate, the Dean of Students for review and potential action.

Clinical Dress Code & Professional Etiquette

When in clinical settings or interacting with clinical agency representatives or clients, students represent both Lehman College and the Department of Nursing. Professional appearance and behavior are essential. The following policies apply:

1. Required Attire:

Students must adhere to the dress code of the clinical site where they are assigned.

2. Acceptable Attire Includes:

- Clean white lab coat worn over professional street clothes
- Scrubs or nurse's uniform
- White or colored shoes with non-skid soles
- Jewelry should be minimal: stud earrings, a watch with a second hand (do not use a mobile device to assess vital signs), and either a wedding band or no rings
- Hair must be neat and worn above the collar

3. Unacceptable Attire:

- Jeans
- Sneakers
- Open-toe sandals
- Excessive jewelry such as bracelets or dangling earrings

4. Scheduling & Punctuality:

- Coordinate your schedule in advance with your preceptor and the clinical facility
- Arrive on time as scheduled
- Be flexible and prepared for variability in patient volume and acuity, as clinical environments are dynamic
- Your goal during practicum hours is to maximize learning opportunities

5. **Preceptor Documentation:**

Ensure your preceptor's resume has been submitted to the Nursing Department for official acknowledgment. Remember, preceptors volunteer their time as a professional courtesy.

6. **Identification:**

Carry your Lehman College student photo ID at all times while in the clinical area, and be prepared to present it when requested.

Reviewed: 08/22/14; 09/14/20

CLINICAL POLICIES & PROCEDURES

Exxat Electronic Clinical Management System

The Nursing Department uses an electronic clinical management system, **Exxat**. This data management tool houses all affiliated clinical sites/preceptors, 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 no later than 4 weeks prior to the first day of classes:**

- 1) An unencumbered nursing license as a registered professional nurse and registration
- 2) 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
- 3) Malpractice Liability Insurance (at least \$6,000,000) (*for practitioner programs only, students must have student nurse practitioner liability insurance*) and
- 4) Basic Cardiac Life Support (BCLS) card (American Heart Association) for healthcare providers
- 5) Criminal Background Check and Drug Testing (**Ordered through Exxat**)
- 6) Other requirements as mandated by specific affiliating clinical agencies

Failure to upload completed clinical forms and documents by the required deadline will result in delays in clinical placement and progression in the program.

Criminal Background Check/ Drug Testing Policy

The Department of Nursing at Lehman College requires a criminal background check and drug testing for admittance into the program as they are preconditions for students to participate in

clinical rotations at the training health institutes. The Lehman College Department of Nursing (DON) drug testing and background check policies have been established to meet contractual requirements established by clinical facilities used by the DON for clinical placements of its nursing students.

The need for drug testing policies in health care facilities and health profession education programs is grounded in the evidence on the prevalence of chemical substance abuse and chemical dependency in health care providers. 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**

Drug testing analysis allows for a determination to be made that non-prescribed drugs are being used by the person being tested. Students on prescription medications can identify the drug to the laboratory before testing is done.

Drug Screening and a Criminal Background check are ordered through **Exxat**.

Clinical Placement Requirements

Students can view the list of affiliated clinical sites/preceptors on Exxat. Students will use Exxat to select their clinical sites/preceptors and submit their Wishlist to the Clinical Coordinator.

Requests for new clinical sites require additional time for new affiliation agreements to be established. These requests should be submitted to the Clinical Coordinator at least 2 semesters prior to enrollment in the clinical course. Provide the following to Clinical Coordinator via email:

- Name of Site/Preceptor
- Contact Person Name
- Address
- Email
- Phone Number

Submission Deadline Dates for Clinical Placement

- Spring semester: **October 1st**
- Fall semester: **March 15th**

Clinical Experience

All students taking a clinical nursing course must satisfactorily complete all 200 practice hours **and** complete the following documentation on Exxat to progress to the next clinical nursing course.

1. Clinical Timesheet indicating dates and times of practicum experiences.
 - a. Students must input documentation of patient encounters within 30 days of contact during the semester of clinical experience.
 - b. **Logged hours must be approved and signed by the preceptor. ****
2. Evaluation of preceptor
3. Evaluation of clinical site

Clinical Grading Policy

Students who have not completed the clinical hours during the semester will receive an **INC grade, see page 24.** ****No grade will be issued for the clinical course unless requirements are completed.** Students must complete all hours in order to progress to the next clinical course.

Students with an INC grade will not be eligible to progress in the program. Clinical hours not completed within one year of starting the clinical course will receive a grade of F.

Practicum Responsibilities (Faculty/ Student/ Preceptor)

The following table summarizes the responsibilities of course faculty, graduate students, and practicum preceptors.

Faculty/ Department of Nursing Responsibilities	Student Responsibilities	Preceptor Responsibilities
Negotiates clinical affiliation placements.	Complete all course assignments and objectives.	Provides direct instruction, supervision, and guidance relative to clinical application of course content.
Collects pertinent information from students to draft practicum agreements with health agencies.	Meet with course faculty to discuss progress	Negotiates schedule for student practicum experiences
Provides preceptors with course syllabi, student assignments, and evaluation forms.	Convenes with preceptor prior to practicum experience to discuss details of the assignment.	Orients students to clinical environment
Supports communication among faculty, students and preceptors.	Seeks feedback from preceptor regarding assignments and progress.	Evaluates student's performance in collaboration with Department of Nursing faculty
Assumes responsibility for providing guidance and assessment of student learning experiences.	Provide nursing program with attendance and practicum evaluation information	

STUDENT COMPLAINT POLICY

When a student has a complaint about a course, an instructor, or a department policy, the student should first consult with the individual faculty member involved. 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 director of the graduate program. If the student is still dissatisfied with the resolution, the student should file a written complaint with the Department Chair.

If the Director of the Program is the instructor in question, the student should write to the Department Chair. If the Chair of the Department is the instructor in question, the senior member of the Department Personnel and Budget Committee will act for the Chair. 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://policy.cuny.edu/policyimport/manual_of_general_policy/article_v_faculty_staff_and_administration/policy_5.20_student_complaints_about_faculty_conduct_in_academic_settings/document.pdf

Complaints should be addressed as soon as possible after the issue arises or is identified.

DEPARTMENT OF NURSING RESOURCES

Nursing Computer and Multimedia Laboratory

The Computer/Multimedia Laboratory of the Nursing Department is located on the first floor of the new **Nursing Education Research Practice Center** (NERPC) Building. The lab houses computer work stations where students can access computer-assisted instruction (CAI) programs, word processing, and the Internet. Also available in the laboratory are many videotapes, DVDs, CAI programs, and interactive videos. The lab has video set-ups for viewing tapes and a video camera which can be used for selected teaching-learning experiences. LCD projectors are available to faculty and students for class presentations or nursing course activities. The chief college laboratory technician is available to assist students following the College schedule. Evening and weekend hours may be available.

Simulation/ Physical Assessment Labs

The Department of Nursing is now located in the **Nursing Education Research Practice Center** (NERPC) building (*see Appendix E for details*):

- 20-bed nursing skills lab (2 units)
- Physical assessment lab with 8 exam tables
- Simulation suite with 4 Med surgical rooms:
 - ICU
 - maternity and pediatric unit
 - 2 debriefing rooms
 - ADL- simulating a typical one-bedroom NYC apartment

Dry Lab/ Student Lounge

Room 209 of the NERPC Building is a dedicated space for graduate students to attend classes, study, work on group projects, and complete assignments using computers equipped for research tools such as SPSS. The room features cubicles, lounge chairs, and other resources to support academic work.

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.

Special Services for Students with Special Needs

The services are available to Lehman students who provide documentation of a disability.

The Services include, but are not limited to:

- Advocacy/Advisement
- Assistance during registration
- Individual test administration (timed/unlimited)
- Tutoring/Note-taking
- Provision of technical equipment and Referrals to outside agencies

In providing these services, the office arranges for the hiring of trained specialists, such as: Sign Language Interpreters, Note-Takers, Proctors, Learning Disability Specialist

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 Support 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.

The ACE also provides workshops and support for students who need to pass the CUNY Proficiency Exam (CPE) and the CUNY ACT Reading and Writing Basic Skills Tests. Read our bulletin, distributed widely on campus, for the schedule of workshops each semester.

Science Learning Center

The Science Learning Center (SLC) 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 Services and Cooperative Education (Shuster Room 254) prior to graduation. This will facilitate students in preparing for the realities of the workplace and acquiring employment. (See [Graduate Bulletin](#) for additional information).

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.

GRADUATE STUDENT SURVEYS

Graduate students are invited to participate in the following online surveys to assist the Department of Nursing in its assessment of the effectiveness of the **M.S. and Post-Master's Certificate programs. Students' responses are anonymous:**

Exit Survey

Student satisfaction data are analyzed using descriptive statistics (i.e. percentages). Responses to open-ended questions are reviewed using content analysis and raw data in reporting key statements. Survey outcomes are reported to the Chair for dissemination to faculty. Outcomes are reviewed at faculty assemblies and assigned workshops.

Alumni Survey

Alumni are asked to respond to eight questions related to 1) adequacy of training—satisfaction with their preparedness to provide quality nursing care, 2) current job status, 3) professional achievements, including continued career development, and 4) a global question to draw further information

Employer Survey

Employers are surveyed every three years by the DON. Alumni completing the online survey are directed to the employer survey, which they forward the link to their employer to complete. Employers are invited to comment on the strengths and weaknesses of the graduate as well as make any suggestions perceived to be beneficial to the program.

Appendix A: Graduate Student Checklist

Requirement	Deadline
Application (online) (See Graduate Student Bulletin)	Spring: No Enrollment Fall: March 15th
Clinical Practicum	
<ul style="list-style-type: none"> • <i>Health Clearance Form</i> 	4 weeks prior to start of clinical course
<ul style="list-style-type: none"> • <i>BCLS</i> 	4 weeks prior to start of clinical course
<ul style="list-style-type: none"> • <i>Malpractice Insurance (at least \$3,000,000)</i> • <i>(FNP & PNP – at least \$6,000,000)</i> 	4 weeks prior to start of clinical course
<ul style="list-style-type: none"> • <i>Application for Clinical Placement</i> 	Spring: Oct 1st Fall: March 15th
Clinical Reporting	
<ul style="list-style-type: none"> • <i>Graduate clinical attendance log</i> 	Submit at the end of each assignment
<ul style="list-style-type: none"> • <i>Graduate evaluation of preceptor</i> 	Submit at the end of each assignment
<ul style="list-style-type: none"> • <i>Graduate evaluation of program</i> 	Submit at the end of each assignment

Appendix B: Other Educational Expenses

The following are some additional expenses required of nursing students, and for which they should budget. They are approximate costs.

TEXTBOOKS

Required Textbooks	Varies/ listed in course syllabi each /semester
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CLINICAL EXPENSES

Annual Physical Exam and lab work.....	Varies
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BCLS Training: American Heart Association–Health Care Provider	\$95.00
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Liability Insurance.....	\$varies/year
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Enrollment Fee for Exxat.....	\$215.00
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Academic Excellent Fee

Resident Full-time students (per semester)	\$500
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Resident Part-time students (per credit)	\$50.00
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Non-Resident students (per credit)	\$90.00
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Travel expenses to clinical sites	\$varies/semester
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ANCC CERTIFICATION EXAM

Non-member.....	\$395
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American Nurses Association members.....	\$295
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American Association of Nurse Practitioners members	\$340
---	--------------

American Association of Nurse Practitioners student member.....	\$290
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Appendix C: Student Complaint Form

LEHMAN COLLEGE
Department of Nursing

Student: _____ EMPL 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 _____

Date received by Graduate Program Director: _____

Date Graduate Program Director met with student: _____

Referred to: _____

Graduate Director Signature

Appendix D: Student Handbook Acknowledge Form

Lehman College
Department of Nursing

ACKNOWLEDGEMENT FORM

Students admitted to the Nursing Program, following the review of the *Master of Science Degree in Nursing & Post-Master's Certificate Student Handbook*, are required to print this page, sign it and **upload this form to [Dropbox](#)**.

I have read and understand the policies and procedures, and other information contained in the *Master of Science Degree in Nursing & Post-Master's Certificate Student Handbook*. I agree to adhere to all policies contained therein.

Name (Print)

Signature

Date

Appendix E: Nursing, Education, Research & Practice Center (NERPC)

<i>Room Assignment</i>	<i>Room Number</i>	<i>Notes</i>
<i>BASEMENT LEVEL</i>		
<i>Lounge Area</i>	01A	
<i>Lactation Room</i>	014	
<i>Simulation Lab</i>	03	
<i>SIMS Control Room</i>	020	
<i>Debriefing Room (1)</i>	019	
<i>Debriefing Room (2)</i>	07	
<i>Physical Assessment Lab</i>	021	FNP/ PNP Lab
<i>Skills Lab</i>	022	
<i>Nursing Skills 1</i>		
<i>Nursing Skills 2</i>		
<i>Activities of Daily Living Lab</i>	02	
<i>ICU Unit</i>	05	
<i>Med-Surg Unit 1</i>	09	
<i>Med-Surg Unit 2</i>	011	
<i>Med-Surg Unit 3</i>	013	
<i>Med-Surg Unit 4</i>	015	
<i>Maternity & Pediatrics</i>	017	
<i>Nurses Station</i>	018	
<i>Nurses Station Medication Room</i>	018A	
<i>FIRST FLOOR</i>		
<i>Classroom</i>	103	
<i>Classroom</i>	107	
<i>Classroom</i>	111	
<i>Student Lounge</i>	105	
<i>Learning & Testing Center</i>	113	
<i>Computer Lab</i>	117	
<i>SECOND FLOOR</i>		
<i>Classroom</i>	201	
<i>Classroom</i>	202	
<i>Classroom</i>	203	
<i>Classroom</i>	204	
<i>Classroom</i>	205	
<i>Classroom</i>	206	
<i>Dry Research Lab</i>	207	
<i>Wet Research Lab</i>	211	
<i>DNP Seminar Room</i>	209	

A Guide to the Lehman Campus

Bedford Park Boulevard West

Bedford Park Stations, #4 and D Lines →

