



**SUNY EMPIRE**  
**STATE COLLEGE**

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School of Nursing

# School of Nursing Catalog/Student Handbook

2020

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## Letter From the Dean



Dear Student/Prospective Student,

**I**t is with great pleasure that I introduce you to SUNY Empire State College's School of Nursing. Our mission is congruent with the college's mission to create and foster learning environments that promote critical thinking, social responsibility and lifelong learning. Our undergraduate and graduate nursing programs are designed to prepare nurses to function as leaders and full partners on interdisciplinary teams in complex health care environments within a global community.

The School of Nursing's faculty and staff are a committed and talented group of individuals who are very interested in helping students achieve their academic and professional goals. Our curricula provide opportunities to obtain the knowledge and skills required to fulfill the role of a baccalaureate-prepared registered nurse, a master's-prepared nurse educator or a nurse administrator. Our students and graduates are at the center of everything we do.

I hope you find the information in this document helpful. If you have questions about anything you read here, please do not hesitate to contact me or any member of our School of Nursing team.

On behalf of all our faculty and staff, I wish you all the best in achieving your academic and professional goals.

With sincere best wishes,

A handwritten signature in black ink that reads "M. Bridget Nettleton". The signature is written in a cursive, flowing style.

M. Bridget Nettleton, Ph.D., RN  
Dean, School of Nursing  
SUNY Empire State College

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**It is the responsibility of the student to read, understand and adhere to the policies and procedures contained in this document. All information contained within this document is subject to change without prior notice.**

# Overview: State University of New York (SUNY) Empire State College and the School of Nursing

**S**UNY Empire State College is one of the 13 arts and sciences colleges within the State University of New York, awarding associate, bachelor's and master's degrees. Offices of the college can be found in more than 30 communities throughout New York state. The college also is the largest online provider in the SUNY system. SUNY Empire State College counts more than 87,000 graduates since its founding in 1971, and annually enrolls more than 17,500 adult students.

The mission of SUNY Empire State College is to provide innovative, alternative and flexible approaches to higher education through rigorous academic programs of study. The mission also includes connecting students' unique and diverse lives to their personal learning goals, thus transforming people and communities.

The School of Nursing offers a bachelor's degree program for registered nurses (RN to BSN) and a Master of Science (M.S.) in Nursing Education and a Master of Science (M.S.) in Nursing Administration programs. These online programs are flexible, affordable and designed for licensed registered nurses who reside in New York state. Because most students are working full time, they engage in part-time study and complete degree requirements within two to three years.

The curricula are aligned with the American Association of Colleges of Nursing's Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) and The Essentials of Master's Education in Nursing (AACN, 2011), as well as the American Nurses Association standards of professional performance (ANA, 2010). Clinical and capstone experiences take place in the student's home community. Bachelor's degree students may complete general learning requirements via online or face-to-face courses at any regionally accredited institution. In addition, requirements can be met via assessment of prior learning, independent study and successful completion of selected examinations.

Distinctive program features include access to

- High quality baccalaureate and graduate level courses developed by teams of nursing faculty, curriculum and instructional designers, and subject matter experts.
- An array of rich learning resources designed specifically for adult learners.
- Opportunities to earn college-level credit through assessment of learning and independent study.
- Curricula that involve active and collaborative learning and is relevant to contemporary nursing practice in a variety of roles and settings.

## COLLEGE MISSION

SUNY Empire State College's dedicated faculty and staff use innovative, alternative and flexible approaches to higher education that transform people and communities by providing rigorous programs that connect individuals' unique and diverse lives to their personal learning goals.

SUNY Empire State College provides motivated adult learners with access to innovative, flexible and quality academic programs that empower people and strengthen communities. We build on the diversity of our students, their work and life experiences and their individual personal and professional goals as the cornerstone for each academic program.

## Vision

By 2021, SUNY Empire State College will be the leading public college for students across New York state and around the world seeking affordable and flexible, quality degrees. We will be distinguished by our outstanding faculty and staff, our record of student success, our innovative programs and personalized learning opportunities, our rich continuum of student support services, our social and economic impact, and our commitment to a diverse and engaged academic community.

## OUR COMMITMENTS

As a community of learners at a public institution, the college is committed to:

- Fostering critical reflective inquiry that encourages active engagement in the local and the global community
- Promoting social justice and a sustainable world through responsiveness to human and social circumstances
- Ensuring a healthy democracy that recognizes and respects diversity in all its forms
- Supporting the individual goals of our students in a collaborative mentoring environment
- Acknowledging multiple avenues of learning and prior college-level learning through rigorous evaluation
- Developing, implementing and assessing new approaches to learning that recognize and adapt to the diverse needs of our learners
- Fostering respectful, creative and vibrant learning environments for students, faculty and staff
- Supporting the scholarly, creative and professional goals of the college community
- Serving students and the public with a high level of courtesy and effectiveness, advocating at the regional, state and national levels for the needs of our students and of higher education
- Expanding access to affordable, high-quality educational opportunities through partnerships with employers, unions, government agencies, the armed forces, community organizations and other educational institutions.

## SCHOOL OF NURSING MISSION AND GOALS

The mission of the SUNY Empire State College School of Nursing is congruent with the college's mission in creating learning environments that promote critical thinking, social responsibility and lifelong learning. The School of Nursing prepares nurses as leaders and full partners on interdisciplinary teams in complex health care environments within a global community.

The goals of the School of Nursing are to:

1. Provide seamless academic progression
2. Promote collaborative and dynamic learning environments through both mentoring relationships and the use of technology
3. Promote professional values, including lifelong learning and professional role development, allowing students to reach their full potential
4. Provide accessible, affordable and flexible programs of study to meet the academic needs of the adult learner
5. Facilitate faculty development related to teaching, scholarship and service to the college and community.

## ACCREDITATION

The college is accredited by the Middle States Commission on Higher Education (MSCHE), which is recognized by the U.S. secretary of education to conduct accreditation activities for institutions of higher education in Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and the U.S. Virgin Islands. MSCHE also is recognized by the Council on Higher Education Accreditation.

The Middle State Commission on Higher Education is located at 3624 Market Street, Philadelphia, PA 19104. Phone: 267-284-5000.



The RN to BSN, the M.S. in Nursing Education and the M.S. in Nursing Administration programs at SUNY Empire State College are accredited by the Commission on Collegiate Nursing Education. [www.aacn.nche.edu/about-aacn](http://www.aacn.nche.edu/about-aacn)

## Tau Kappa At-Large Chapter, Sigma Theta Tau International Honor Society of Nursing



SUNY Empire State College School of Nursing is affiliated with Tau Kappa at-Large Chapter of Sigma Theta Tau International (STTI) Honor Society of Nursing. The chapter's membership works to further the mission of STTI, which is advancing world health and celebrating nursing excellence in scholarship, leadership and service. Eligible students and graduates are invited to join the chapter each year and be active participants in chapter activities throughout their professional lives.

## How to Apply

To apply, simply begin the application process by going to <http://suny-empire.esc.edu/admissions/nursing-admissions/>

## Application Deadlines and Criminal Background Checks

### APPLICATION DEADLINES

The School of Nursing accepts applications for the fall and spring terms only, and has limited capacity. If students cannot be accommodated in the term that is their first choice, their application will be given preference in the next available term.

All accepted students must complete an Online School of Nursing Orientation. Information about the online orientation is provided with the official acceptance notification. Upon completion of the online orientation, students are assigned a mentor and are able to register for classes.

### CRIMINAL BACKGROUND CHECKS

All students enrolled in the nursing program must complete a criminal background check prior to completing any clinical practice experience.

## Technical Requirements

The college identifies hardware and software requirements for engaging in online learning. These requirements can be found at [https://esc.service-now.com/kb\\_view\\_customer.do?sysparm\\_article=KB0010061](https://esc.service-now.com/kb_view_customer.do?sysparm_article=KB0010061)

## Bachelor of Science Degree in Nursing (RN to BSN) Program

### RN TO BSN PROGRAM ADMISSION REQUIREMENTS

RN to BSN program:

- An admissions application and essay,
- An active, unencumbered New York state RN license, and
- An associate degree or diploma from a New York state approved nursing program or equivalent.

### RN TO BSN PROGRAM OUTCOMES

By the end of the program, graduates will be able to:

1. Integrate knowledge from the nursing, biological and social sciences, and the humanities to provide culturally competent care to individuals, families and communities;
2. Apply a variety of communication strategies in establishing positive relationships with patients, families and members of the health care team;
3. Use evidence and information technology to enhance patient safety and promote quality care outcomes;
4. Integrate principles of leadership in promoting collaboration with interdisciplinary teams;
5. Analyze how the baccalaureate-prepared nurse develops professional role identity, including consideration of values, and legal and ethical aspects to nursing practice.

### RN TO BSN PROGRAM REQUIREMENTS

The RN to BSN program requires a total of 124 credits completed through a combination of nursing component requirements, transfer credits and credits earned by meeting SUNY Empire State College general learning requirements.

This upper-division nursing program includes online courses and two, community-based, precepted experiences. Most students enroll on a part-time basis and complete the program in 24-36 months.

Students should be prepared to spend approximately the following hours per week (reading, research, discussions, and writing) in a 4 credit hour course:

8-week course – 22.5 hours per week

15-week course – 12 hours per week

### Nursing Component – 41 Credits

#### Core – 37 Credits

Course descriptions and course syllabi may be found here: [https://drive.google.com/folderview?id=0B\\_MQFi-Mv1-yTWFBaHNUYURNcXc&usp=sharing](https://drive.google.com/folderview?id=0B_MQFi-Mv1-yTWFBaHNUYURNcXc&usp=sharing)

- NURS 3005 Educational Planning: Transition to Baccalaureate Nursing (4 credits) – This requirement may not be met via transfer credit or prior learning assessment.
- NURS 3010 Health Assessment (4 credits)
- NURS 3015 Pharmacology (4 credits)
- NURS 3020 Nursing Informatics (4 credits)
- NURS 3025 Nursing Research (4 credits)
- NURS 4005 Health Care Delivery Systems and Policy (4 credits)
- NURS 4010 Professional Issues and Leadership in Contemporary Nursing (4 credits)
- NURS 4015 Community Health Nursing (4 credits)

*Prerequisites: NURS 3005, NURS 3010, NURS 3015, NURS 3020, NURS 3025*

- NURS 4020 Baccalaureate Nursing Capstone (5 credits)

This requirement may not be met via of transfer credit or prior learning assessment.

*Prerequisites: NURS 3005, NURS 3010, NURS 3015, NURS 3020, NURS 3025*

#### Elective Requirement – 4 credits

Examples of nursing courses that can be used to meet the elective requirement are:

- NURS 3035 Interdisciplinary Perspectives in Global Health (4 credits)
- NURS 3040 Foundations of Palliative Care (4 credits)

More than 50 online courses have been approved by the nursing faculty to meet the elective requirement.

[https://drive.google.com/file/d/0B\\_MQFi-Mv1-yVjJUMVY1aE14Y1U/view](https://drive.google.com/file/d/0B_MQFi-Mv1-yVjJUMVY1aE14Y1U/view)

In addition, the following professional certifications also have been approved to meet the elective requirement:

AACN Certification Corporation: Certification for Adult Critical Care Nurses (CCRN Adult) 4 credits

AACN Certification Corporation: Certification for Neonatal Critical Care Nurse (CCRN Neonatal) 4 credits

AACN Certification Corporation: Certification for Pediatric Critical Care Nurses (CCRN Pediatric) 4 credits

AACN Certification Corporation: Certification for Progressive Care Nurses (PCCN) 3 credits

American Board of Neuroscience Nursing (ABNN): Certified Neuroscience Registered Nurse (CNRN) 3 credits \*see date

American Board of Perianesthesia Nursing Certification: Certified Ambulatory Perianesthesia Nurse (CAPA) 4 credits

American Board of Perianesthesia Nursing Certification: Certified Post Anesthesia Nurse (CPAN) 4 credits

American Board of Wound Management (ABWM): Certified Wound Specialist (CWS) 3 credits \*See R&C for dates

American Heart Association (ACLS) 2 credits

American Heart Association (PALS) 2 credits

American Nurses Credentialing Center: Certified Gerontological (ADN) Nurse 3 credits

American Nurses Credentialing Center: Psychiatric and Mental Health Nurse Generalist 3 credits

Board of Certification for Emergency Nursing: Certified Emergency Nurse (CEN) 3 credits

Competency and Credentialing Institute: Certified Perioperative Nurse (CNOR) 3 credits

Medical-Surgical Nursing Certification Board: Certified Medical-Surgical Registered Nurse (CMSRN) 4 credits

National Board for Cert of Hospice and Palliative Nurses: Certified Hospice and Palliative Nurse (CHPN) 3 credits

Nursing Case Management Certification (ANCC) 4 credits

Oncology Nursing Certifications Corporation (ONCC): Certified Breast Care Nurse (CBNC) 3 credits \*see R&C for dates

Pediatric Nursing Certification Board: Certified Pediatric Nurse (CPN) 3 credits

Wound, Ostomy, and Continence Nurse Cert Board: Certified Continence Care Nurse (CCCN) 3 credits

Wound, Ostomy, and Continence Nurse Cert Board: Certified Ostomy Care Nurse (COCN) 3 credits

Wound, Ostomy, and Continence Nurse Cert Board: Certified Wound Care Nurse (CWCN) 3 credits

## General Learning Component – 79 Credits

The remaining 79 credits are obtained via the transfer of credits and by completing SUNY Empire State College general learning requirements. Students are required to meet all of the SUNY undergraduate General Education Requirements outlined in the Undergraduate Catalog. [www.esc.edu/academic-affairs/catalogs-guides/undergraduate-catalog/](http://www.esc.edu/academic-affairs/catalogs-guides/undergraduate-catalog/)

## UNDERGRADUATE PRECEPTED PRACTICE EXPERIENCES

Precepted practice experience requirements are embedded in the Community Health Nursing and Baccalaureate Nursing Capstone courses. These practice experiences are designed to meet both predetermined and personal learning objectives. Students design practice experiences with a faculty member, in collaboration with a local preceptor.

These courses are completed near the end of the program and are offered in the fall, spring and summer terms. Advance planning to integrate the clinical experiences and course work into employment and family schedules is required. The faculty recommend that students begin the planning process at least six months before course registration.

Students initiate the planning process by contacting the School of Nursing's clinical coordinator to receive approval for both the preceptor and clinical agency. **This contact should be made by Oct. 1 for a spring precepted experience, Feb. 1 for a summer precepted experience and June 1 for a fall precepted experience.**

### Guidelines for Practice Experiences

The Community Health Nursing course requires 45 direct practice experience hours working with a preceptor in a community health setting. This course focuses on community health nursing and involves viewing populations and aggregates as the client. Some examples are entire communities within a geographic region, migrant workers, teen parents, older adults, veterans or children with special needs. Some examples of appropriate settings include, a public health agency, school, community hospice, and parish nurse program or outpatient clinic with community outreach programs.

The preceptor for this experience must be an experienced RN with a minimum of a bachelor's degree in nursing. In some instances, upon approval from the dean or her designee, a professional colleague from another licensed health care discipline, such as a physician or social worker may be deemed an appropriate preceptor for the clinical practice experience.

The Baccalaureate Nursing Capstone requires 90 direct practice hours over the 15-week term. This is a nursing leadership course with four specialty tracks, including administration, clinical, education and informatics. Students choose practice sites based on their area of interest. Examples of appropriate settings include: a hospital, long-term-care facility, school, clinic, medical office or hospice. Community settings also may be utilized as long as

the experience focuses on leadership. The preceptor must be an experienced RN in a leadership role with a minimum of a bachelor's degree in nursing.

### **Professional Expectations**

The nursing program prepares nurses to function as professional nurses. In completing their academic program, nursing students come into direct contact with health agency staff and patients as part of their precepted practice experience. SUNY Empire State College has an obligation to protect patients and staff; cannot tolerate student behavior that exploits, endangers, compromises or threatens the welfare, safety or rights of staff and patients. SUNY Empire State College expects students to demonstrate a set of values and attitudes consistent with the highest professional standards, and to comply with professional nursing standards and institutional codes of conduct.

As noted by the ANA, The Standards of Professional Performance (2010) are as follows:

The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, education, evidence-based practice and research, quality of practice, communication, leadership, collaboration, professional practice evaluation, resource utilization and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their health care consumers, their peers and ultimately to society.



**RN TO BSN PROGRAM SAMPLE DEGREE PLAN**

Degree: **Bachelor of Science**  
 Registered Area: **Nursing**  
 Concentration: **Nursing**

Source	Concentration	Credits	General Learning	Credits
<b>TRANSCRIPT CREDIT</b>				
<b>SUNY/Westchester Community College</b>				
	Nursing III – PNA	7	* College Algebra: Functions and Models	3
	Nursing IV – PNA	7	* Anatomy and Physiology I and Lab	4
	Associate Degree Nursing – Nursing I	8	* Composition and Literature I	3
	Associate Degree Nursing – Nursing III	8	* General Psychology	3
	Associate Degree Nursing – Nursing IV	12	* Spanish Conversation I	3
	Dosage Calculations	1	* Introduction to Sociology	3
			* Anatomy and Physiology II	4
			* Composition and Literature II	3
			* General Microbiology	4
			Community First Aid and CPR	1
			Exercise and Conditioning	1
			<b>TOTAL TRANSCRIPT CREDIT</b>	<b>75</b>
			<b>TOTAL ADVANCED STANDING</b>	<b>75</b>
<b>EMPIRE STATE COLLEGE STUDIES</b>				
	* + Educational Planning: Transition to Baccalaureate Nursing	4	* + The American Cinema	4
	+ Health Assessment	4	* Statistics: An Activity Based Approach	4
	* + Pharmacology	4		
	+ Nursing Informatics	4		
	* + Nursing Research	4		
	* + Health Care Delivery Systems and Policy	4		
	* + Professional Issues and Leadership in Contemporary Nursing	4		
	* + Community Health Nursing	4		
	* + Baccalaureate Nursing Capstone	5		
	* + Foundations of Palliative Care	4		
			<b>TOTAL EMPIRE STATE COLLEGE</b>	<b>49</b>
			<b>DEGREE PROGRAM TOTAL</b>	<b>124</b>

## School of Nursing Undergraduate Policies

The college has academic and student life policies and procedures that pertain to all students. Please see the college's undergraduate and graduate catalogs for specific academic policies, including the grievance and academic appeal policies.

Undergraduate and Graduate Catalogs –  
[www.esc.edu/academic-affairs/catalogs-guides/](http://www.esc.edu/academic-affairs/catalogs-guides/)

**In addition to collegewide policies, the School of Nursing also has the following policies.**

### TRANSFER CREDIT POLICY

- Transfer credit is not accepted for Educational Planning and Baccalaureate Nursing Capstone courses.
- Grades of C- and below are not accepted as transfer credit for BSN core courses.

### GPA EVALUATION AND GRADING POLICY

Students receive letter grades for all nursing courses. Students must earn a minimum of a C grade in all nursing courses and achieve a cumulative GPA of 3.00 or higher in nursing core courses.

### COURSE REPEAT POLICY

#### Undergraduate

Students who attempt a required nursing course and are unsuccessful (i.e., receive a grade of C-, D+, D, D-, F, ZW or WD after day 28) may repeat the course one time. A student must receive a passing grade on the second attempt at the required course. If a student is unsuccessful in passing the repeated required courses, he/she will be dismissed from the nursing program. A student may repeat a maximum of two core nursing courses within the undergraduate program. A Repeat Study Form must be filled out before the course may be repeated.  
[www.esc.edu/registrar/forms-services/repeat-study/](http://www.esc.edu/registrar/forms-services/repeat-study/)

### TIME LIMIT FOR PROGRAM COMPLETION POLICY

The undergraduate program is designed to be completed at a student's own pace, but all degree requirements must be completed successfully within six years of date of matriculation.

### CONCURRENCE POLICY

Students with catalog year of 2018-2019 and later are not required to have a concurred degree program. Please contact your mentor with any questions.

### NONMATRICULATED STUDENT ENROLLMENT IN NURSING COURSES POLICY

For more information on enrolling as a nonmatriculated student, please visit [www.esc.edu/nursingalliedhealth/nondegree-study/](http://www.esc.edu/nursingalliedhealth/nondegree-study/)

### PROFESSIONAL CONDUCT WARNING AND DISMISSAL POLICY

The dean may issue a warning or may dismiss a student from the School of Nursing if the student:

- Fails to provide information required for clinical experience placement, including a criminal background check or other prescreening or immunization requirements;
- Is ineligible for participation in the clinical experience at a health facility for any reason;
- Fails to successfully complete the required number of clinical experience hours for course completion;
- Demonstrates a lack of commitment to the values of the nursing profession as evidenced through behavior and attitudes demonstrated during a clinical experience or within an online learning environment.

The procedure for warning or dismissal is as follows.

- Upon recommendation of a faculty or preceptor and after reviewing all available evidence, the dean places the student on warning or dismisses the student from the School of Nursing. Once all the available evidence is considered, the dean notifies the student of the decision in writing. The notification will include the effective date of the warning or dismissal and will be shared with the student's mentor.
- If a student's behavior appears to present an immediate danger to the welfare and safety or rights of staff or patients, the dean suspends the student pending an investigation and decision. A student who receives a warning or is dismissed from the School of Nursing may appeal the decision according to the college's Grievance policy.  
[www.esc.edu/academic-affairs/catalogs-guides/](http://www.esc.edu/academic-affairs/catalogs-guides/)

## Student Representation on School of Nursing and College Committees

Students have the opportunity to represent the student body on various college and School of Nursing committees. Please see the undergraduate and graduate catalogs for opportunities on collegewide committees. In addition, student representation is encouraged on the following committees:

School of Nursing Advisory Committee

School of Nursing Governance Committee

Empire State College Student Affairs Committee

Students who are interested in serving on committees should contact their mentor or advisor.

## Master of Science Degree in Nursing Education and Master of Science Degree in Nursing Administration

### **M.S. IN NURSING EDUCATION AND M.S. IN NURSING ADMINISTRATION ADMISSION REQUIREMENTS**

M.S. in Nursing Education and M.S. in Nursing Administration programs:

- An admissions application and essay,
- An active, unencumbered RN license
- A bachelor's degree in nursing with a GPA of 3.00 or higher, and
- A resume that clearly demonstrates a minimum of one year of clinical practice as a registered nurse.

### **M.S. IN NURSING EDUCATION AND M.S. IN NURSING ADMINISTRATION PROGRAM OUTCOMES**

By the end of the program, graduates will be able to:

1. Integrate advanced principles and theories from nursing and related sciences to effect changes in health care practices and policies;
2. Assume a leadership role on interprofessional teams and facilitate collaboration by using advanced communication skills;
3. Critique strategies for ethical decision making in nursing research, education, and clinical practice management;
4. Engage in lifelong learning activities that further professional role development (as a nurse educator or a nurse administrator);
5. Synthesize evidence to inform decision making and evaluate outcomes in a variety of practice settings;
6. Design person-centered and culturally responsive approaches to promote optimal health outcomes;
7. Use informatics and health care technologies to enhance practice.

## **M.S. IN NURSING EDUCATION REQUIREMENTS**

The M.S. in Nursing Education program requires a total of 36 credits, including six core courses, one graduate-level course, four courses within the nursing education specialty, and one graduate-level elective course. All courses are 3 credits each.

Course descriptions and syllabi may be found here:  
[https://drive.google.com/drive/folders/0B\\_MQFi-Mv1-ybzEybTdxNExoNDQ](https://drive.google.com/drive/folders/0B_MQFi-Mv1-ybzEybTdxNExoNDQ)

### **Core – 18 credits**

- NURS 6005 Theoretical Foundations of Nursing Practice
- NURS 6010 Professional Role Development and Ethics
- NURS 6015 Nursing Research and Evidence Based Practice
- NURS 6020 Contemporary Issues in Health Care
- NURS 6025 Informatics and Health Care Technology
- NURS 6030 Population Health, Human Diversity and Social Issues

### **Additional Graduate-Level Courses – 3 credits**

- NURS 6080 Advanced Pathophysiology, Health and Physical Assessment, and Pharmacology

### **Nursing Education Specialty Courses – 12 credits**

- NURS 6050 Curriculum and Program Development
- NURS 6055 Instructional Design and Teaching with Technology
- NURS 6060 Measurement, Assessment and Evaluation of Learners and Programs
- NURS 7005 Nursing Education Capstone

### **Graduate-level Elective Requirement - 3 credits**

## **M.S. IN NURSING ADMINISTRATION REQUIREMENTS**

Course descriptions and syllabi may be found here:  
[https://drive.google.com/drive/folders/0B\\_MQFi-Mv1-ybzEybTdxNExoNDQ](https://drive.google.com/drive/folders/0B_MQFi-Mv1-ybzEybTdxNExoNDQ)

The M.S. in Nursing Administration program requires a total of 33 credits, including six core courses, four courses within the nursing administration specialty, and one graduate-level elective course. All courses are 3 credits each.

### **Core – 18 credits**

- NURS 6005 Theoretical Foundations of Nursing Practice
- NURS 6010 Professional Role Development and Ethics
- NURS 6015 Nursing Research and Evidence Based Practice
- NURS 6020 Contemporary Issues in Health Care
- NURS 6025 Informatics and Health Care Technology
- NURS 6030 Population Health, Human Diversity and Social Issues

### **Nursing Administration Specialty Courses – 12 credits**

- NURS 6065 Healthcare Finance and Budgeting
- NURS 6070 Organizational Theory and Human Resource Management
- NURS 6075 Innovative Leadership in Healthcare Organizations
- NURS 7010 Nursing Administration Capstone

### **Graduate-level Elective Requirement – 3 credits**

## School of Nursing Graduate Program Policies

The college has academic and student life policies and procedures that pertain to all students. Please see the college's graduate catalog for specific academic policies, including the grievance and academic appeal policies.

In addition to collegewide policies, the School of Nursing also has the following policies.

### **GPA EVALUATION, GRADING POLICY**

Students receive letter grades for all nursing courses. Students must earn a minimum of a C grade in all nursing courses and achieve a cumulative GPA of 3.00 or higher in nursing core courses.

Students who do not successfully complete a nursing course are permitted a second attempt (i.e., earns an C-, D+, D, D-, F, ZW or WD after day 28).

### **COURSE REPEAT POLICY**

#### **Graduate**

Students who attempt a required nursing course and are unsuccessful (i.e., receive a grade of F, ZW or WD after day 28) may repeat the course one time. A student must receive a passing grade on the second attempt at the required course. If a student is unsuccessful in passing the repeated required courses, he/she will be dismissed from the nursing program. A student may repeat a maximum of two required nursing courses within the graduate program.

A repeat study form must be filled out before the course may be repeated. [www.esc.edu/registrar/forms-services/repeat-study/](http://www.esc.edu/registrar/forms-services/repeat-study/)

### **TRANSFER CREDIT POLICY**

Students may transfer up to 9 credits into the master's program. To be eligible for consideration, these credits must be:

- Graduate level;
- From a regionally accredited college or university;
- Not more than seven years old;
- A final grade of B or better; and
- Related to the student's program/content area.

A student begins the transfer request process by having an official transcript and course syllabus of all credit he/she wishes to be considered sent to the School of Nursing.

### **TIME LIMIT FOR PROGRAM COMPLETION POLICY**

The graduate program is designed to be completed at a student's own pace, but all degree requirements must be completed successfully within six years of date of matriculation.

### **NONMATRICULATED STUDENT ENROLLMENT IN GRADUATE NURSING COURSES POLICY**

For more information on enrolling as a nonmatriculated student, please visit [www.esc.edu/nursingalliedhealth/nondegree-study/](http://www.esc.edu/nursingalliedhealth/nondegree-study/)

### **MINIMUM STUDY POLICY**

To remain active, a student must enroll for a minimum of 6 credits per calendar year. If a student is not enrolled for a minimum of 6 credits and have not been granted a leave of absence by the dean, or designee, the student will be considered inactive and administratively withdrawn from the program.

If the student is administratively withdrawn, have been inactive for less than three years and wants to return to the program, the student may request permission, in writing, from the dean of the School of Nursing. In the request, the student should state the reason(s) for wanting to return and any explanation about the absence from the program.

If the student has been administratively withdrawn from the program and has been inactive for three years or more and wishes to return, the student will need to reapply to the college. The request for re-admission will be reviewed under the admission standards that are in place at the time of the new application. The student also may be administratively withdrawn for failure to pay the tuition and/or fees required by the program.

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**SUNY EMPIRE**  
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**School of Nursing**

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