

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK



Hunter-Bellevue School of Nursing

Student Handbook

Revised November, 2013

NOTE: This Student Handbook is available on-line (with hyperlinks) by going to <http://www.hunter.cuny.edu/nursing> and clicking on "Current Students."

All items in this Handbook are subject to change. The on-line version will be updated regularly to reflect changes.



The City University of New York
Hunter-Bellevue School of Nursing
Office of the Dean

Dear Hunter-Bellevue School of Nursing Student:

Welcome to the Hunter-Bellevue School of Nursing (HBSON). The HBSON has a long and distinguished history. Hunter College has provided nursing education since 1943, but we trace our roots much further back. In 1969, Hunter's nursing program relocated to the site of the former Bellevue Hospital School of Nursing, founded in 1873 as one of the first nursing schools in the U.S.

As an integral part of Hunter College of the City University of New York, the HBSON is committed to educating providers of compassionate, high-quality nursing care to the people of New York City and beyond. Our school includes diverse groups of students: many of you are preparing to enter the nursing profession, while others are registered nurses advancing your preparation towards a Bachelor's, Master's or Doctor of Nursing Practice degree. Regardless of which program you are enrolled in, you are a valued member of the HBSON community.

As part of your HBSON education, I urge you to familiarize yourself with the School's programs and with your obligations and rights as an HBSON student. This Student Handbook is an important source of information for you. Please review it and refer to it throughout your academic experience here.

All members of our faculty and staff look forward to working with you to make your experience at HBSON stimulating and rewarding. I wish you great success in your studies and in your career.

Sincerely,

Gail McCain, PhD, RN, FAAN
Joan Hansen Grade Dean and Professor
Hunter-Bellevue School of Nursing

MISSION *of the* HUNTER-BELLEVUE SCHOOL *of* NURSING

The mission of the Hunter-Bellevue School of Nursing is to provide quality nursing education to promote health and provide care in culturally diverse, urban and global communities through research, scholarship and service.

VISION *of the* HUNTER-BELLEVUE SCHOOL *of* NURSING

The Hunter-Bellevue School of Nursing will be nationally recognized as a center of excellence in teaching, research and service to promote the health of urban populations.

VALUES *of the* HUNTER-BELLEVUE SCHOOL *of* NURSING

Diversity, Empathy, Excellence, innovation and Respect

A. HUNTER COLLEGE POLICIES

A. NON-DISCRIMINATION

Hunter College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence in its student admissions, employment, access to programs, and administration of educational policies. Questions or concerns may be forwarded to the [Office of Diversity and Compliance](#). Hunter College and The City University of New York are committed to addressing discrimination complaints promptly, consistently and fairly.

B. ACADEMIC INTEGRITY

Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the [Hunter College Academic Integrity Procedures](#). (Also see the City University of New York [Policy on Academic Integrity](#).)

C. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

In compliance with the ADA and with Section 504 of the Rehabilitation Act, Hunter is committed to ensuring educational access and accommodations for all its registered students. Hunter College's students with disabilities and medical conditions are encouraged to register with the [Office of AccessABILITY](#) for assistance and accommodation. For information and appointment contact the Office of AccessABILITY located in Room E1214 on the 68th Street campus or call (212) 772-4857 /or VRS (646)755-3129.

D. DRUG-FREE CAMPUSES AND SCHOOLS

Hunter College is in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Details of Hunter's [drug-free policy](#) may be found in the current undergraduate and graduate catalogs.

E. TOBACCO-FREE POLICY

Smoking and tobacco use, including the use of electronic cigarettes, is strictly prohibited in all areas, including indoor, outdoor, and vehicles, that are owned, leased, operated, or maintained by Hunter College. There is no sale of cigarettes, cigars, chewing, or pipe tobacco at any facility, location, or vending machine owned, leased, operated, or maintained by Hunter College or its contractors.

B. POLICIES APPLICABLE TO STUDENTS IN ALL PROGRAMS OF THE HUNTER-BELLEVUE SCHOOL OF NURSING

A. ACADEMIC ADVISING

Each HBSON student is assigned to a faculty member who serves as the student's academic adviser. Every student must meet with his/her academic adviser prior to registering for classes or more frequently if necessary.

1. Generic undergraduate and RN Pathway: Each student will be notified of his or her adviser's name and contact information soon after entering the program.
2. Accelerated second-degree pathway: Students should meet with the coordinator of the accelerated second-degree program for advisement.
3. Master's and post-master's concentrations: The graduate coordinator for each specialization serves as adviser for students in that concentration.
4. Non-matriculated Master's students: The Graduate Director serves as advisor.
5. Doctor of Nursing Practice program: The coordinator of the DNP program serves as advisor for DNP students.

B. SIMULATION LETTER OF UNDERSTANDING AND CONFIDENTIALITY STATEMENT

Students entering any clinical experience that involves the use of simulation, a method for clinical teaching will be given the following statement to acknowledge:

1. Simulation has been shown to be an effective teaching tool that promotes positive clinical interactions, judgment and clinical reasoning. Hunter College School of Nursing (SON) is excited about our opportunity to provide our students with access to the latest technologies, which include high-fidelity simulators.
2. I understand that during my participation in activities at Hunter College SON simulation experience, I may observe individuals managing simulated medical events under conditions that may exacerbate the likelihood of errors. Furthermore, I understand that the effectiveness of the training may be greatly diminished and the individuals may be subjected to unwarranted criticism and judgment should information about their performance be disclosed outside the training sessions. Therefore, as a condition of my participation in the activities, I agree to maintain and hold strictly confidential all information regarding the performance by such individuals and details of the exercises performed and the simulation scenarios presented.
3. I understand that I will be videotaped during the simulation experience for the sole purpose of education

C. ELECTRONIC COMMUNICATION AND RESOURCES

1. **NetID and Hunter Email:** Each student is assigned a [Hunter College NetID](#) to access various web-based resources; the NetID also serves as the student's Hunter email address. Students must use their Hunter email for all communications related to the College or School—e.g., when communicating with faculty, staff or with outside clinical agencies. Students are also responsible for checking their Hunter email on a regular basis.
2. **Blackboard:** Each Hunter course has a course [Blackboard](#) site. Students are responsible for checking each course site regularly. (Registration for Blackboard access is through the [CUNY Portal](#)).
3. **Other electronic resources:** Students also use the NetID to access the Hunter College library website, which includes access to a wide range of journals, databases and other important resources. All HBSON students also have full access to the Nursing Central software package from Unbound Medicine. Access is available following an [initial onsite and online registration](#)

D. GRADING

The Hunter-Bellevue School of Nursing follows the [Hunter College grading system](#).

Grade	UNDERGRADUATE		GRADUATE	
	Grade points	Grade Scale %	Grade points	Grade Scale %
A+	4.0	97.5 -100	4.0	97.5 -100
A	4.0	92.5 - 97.4	4.0	92.5 - 97.4
A-	3.7	90.0 - 92.4	3.7	90.0 - 92.4
B+	3.3	87.5 - 89.9	3.3	87.5 - 89.9
B	3.0	82.5 - 87.4	3.0	82.5 - 87.4
B-	2.7	80.0 - 82.4	2.7	80.0 - 82.4
C+	2.3	77.5 - 79.9	2.3	77.5 - 79.9
C	2.0	70.0 - 77.4	2.0	70.0 - 77.4
D	1.0	60.0 - 69.9	N/A	N/A
F	0.0	0-59.9	0.0	0-69.9

All HBSON students must take all required courses for a letter grade; no required course may be taken on a Credit/No-Credit basis.

Incomplete Coursework. If a student is unable to complete coursework by the end of a term, the instructor may assign a grade of “IN” (Incomplete) if (1) the student provides a reason for not completing the coursework; (2) the instructor believes that the reason is valid; and (3) the instructor believes that the student has a reasonable chance of achieving a passing grade in the course. If an undergraduate student fails to complete the coursework by the end of the following semester (or an earlier deadline, if the instructor provides one), the “IN” grade becomes a “FIN”. Graduate students should complete the coursework by the end of the following semester (or an earlier deadline, if the instructor provides one). Further details are available in the Hunter College [undergraduate](#) and [graduate](#) catalogs.

E. HBSON GRADE APPEAL PROCEDURES

1. Student-initiated discussion with instructor

When a student considers a final grade in a nursing course to be unsatisfactory, the student should first contact the instructor to confer with him or her regarding the accuracy of the grade received. This conference should be held within the first three weeks of the semester following receipt of the grade¹. At this time errors may be corrected. If the grade is not an error, the student and instructor should together review all class material pertinent to the grade.

2. Student Request for School Grade Appeal

a. Written Appeal by Student

If the student is not satisfied, or if the instructor does not confer with the student within the first three weeks of the semester, the student should promptly contact the Dean of the School of Nursing by submitting a written appeal. The appeal should consist of a statement giving the factual reasons and basis for the complaint. The student has the right to request in writing that the Dean appoint a student as a member to the School Grade Appeals Committee (described below). The student must submit this School-level appeal within the first five weeks of the semester following receipt of the grade*. The Dean shall be responsible for giving the student a copy of the [Hunter College Grade Appeals Procedures](#) and these Hunter-Bellevue School of Nursing Grade Appeals Procedures.

b. School Grade Appeals Committee

Upon receiving the grade appeal, the Dean shall forward a copy to the Chair of the Policy & Student Affairs Committee, who will make recommendations to the Dean regarding appointment of members to a School Grade Appeals Committee. Within one week of receiving the grade appeal, the Dean shall convene a School Grade Appeals Committee of three members who are familiar with the course in question. The purpose of the School Grade Appeals Committee is to consider all of the evidence within the grading standards previously established by the instructor of the course, and on this basis render a decision either to sustain or to change the original grade.

At least two members of the School Grade Appeals Committee shall be members of the School of Nursing faculty. At least one shall also be a member of the Policy & Student Affairs Committee, who shall serve as Chair of the School Grade Appeals Committee. The third member shall be a faculty member unless the student has requested that a student be appointed to the committee.

¹ A student who is appealing a failing course grade, particularly in a nursing course with a clinical component, should file an appeal *immediately upon receipt of the final course grade*, since registration and progression in the program are dependent upon the outcome of the grade appeal.

The Chair of the School Grade Appeals Committee shall be responsible for gathering the pertinent materials from the student and instructor into a file for review by the Committee. This should include the work submitted by the student, the instructor's grading criteria for this course, including the course syllabus, and the instructor's evaluation of the work submitted, as well as any other pertinent evidence.

The School Grade Appeals Committee must notify the student and the instructor in writing that they have the right to appear separately before the committee. Within three weeks of its appointment, after considering all the evidence, the Department/School Grade Appeals Committee will meet in closed session, render its decision, prepare a written report of its findings, and submit it to the Dean. All proceedings are confidential. The Dean immediately shall inform the student and instructor in writing of the committee's decision. The Dean shall also inform the relevant Program Director, who shall submit a change of grade if recommended.

If the student or the instructor is dissatisfied with the decision of the School Grade Appeals Committee, either may appeal to the Senate Grade Appeals Committee.

If the School has not notified the student of its decision by the 10th week of the semester, the student may appeal directly to the Senate Grade Appeals Committee at that time. Procedures for submitting these appeals are specified in the *Hunter College Grade Appeals Procedures, Section II: Appeal at the Senate Level* (pp. 2-3 of the [Hunter College Grade Appeals Procedures](#)).

F. STUDENT USE OF RECORDING DEVICES

The student use of any video recording devices (including cameras) in any classroom, laboratory or clinical setting is strictly prohibited. (The only exception is when the use of such equipment is expressly authorized by the instructor as part of a class assignment or other assigned class activity). The student use of audio recording devices in any classroom or laboratory is allowed only with the permission of the faculty member, which may be granted or denied at the faculty member's discretion. Student use of audio recording devices in the clinical setting is allowed with the permission of the instructor only if it is consistent with facility policy.

This policy applies both to stand-alone video and audio recording devices and to use of video or audio recording functions on other devices, including but not limited to cell phones and other hand-held devices.

G. ABSENCE DUE TO RELIGIOUS BELIEFS

The School of Nursing complies with New York State Education Law, Sec. 224-a, "[Students unable because of religious beliefs to register or attend classes on certain days.](#)"

H. PROFESSIONAL ATTIRE AND APPEARANCE IN THE CLINICAL SETTING

Students in all HBSON academic programs, undergraduate and graduate, are expected to dress appropriately in all instructional settings – classroom, laboratory and clinical. The guidelines below reflect the particular importance that the School places on maintaining a professional appearance in the clinical setting. Even beyond the specific requirements listed below, however, each student should be governed by his or her own sense of professionalism in representing the School to other health care professionals, patients and families.

1. **The following guidelines apply in all clinical settings:**
 - a. **Clothing** should be neat, clean and pressed.
 - b. **Shoes**: Closed shoes are to be worn at all times. Sneakers, pumps, and clogs are not acceptable footwear.
 - c. **Hair** should be neat, clean and must be worn off the collar. Male students should keep any facial hair neatly trimmed.
 - d. **Body jewelry**: No body jewelry or piercings including studs or rings may be worn in the eyebrows, lips, nose, or tongue.
 - e. **Tattoos**: Body art of any kind must be covered while in the clinical area.
 - f. **Scents**: Students should avoid wearing any detectable scents or fragrances in the clinical area.

2. **The following guidelines (in addition to #1, above) apply in settings in which a uniform is required:**
 - a. **Uniform**: Students must wear the Hunter-Bellevue School of Nursing uniform made of specified fabric specified by the School and purchased from an authorized uniform company.
 - b. **Name pin**: A name pin bearing the student's first initial and last name is to be worn at all times the student is in the clinical area.
 - c. **Shoes**: In addition to the requirements noted above, shoes should be white leather (not cloth) nursing shoes. Footwear must not bear colored trade names or logos.
 - d. **Hosiery**: Men and women are to wear white hosiery (socks or stockings) with no ornamentation (no decorations, textures, colored stripes, etc.).
 - e. **Undergarments** must be white. Women wearing a dress as uniform must wear a white slip. Men must wear a solid white crew-neck T-shirt under the uniform top.
 - f. **Nails** must be short. If nails are polished, only clear polish may be worn.
 - g. **Jewelry**: No dangling earrings may be worn; stud earrings may be worn. No rings with stones (other than wedding rings), bracelets, or visible chains are to be worn.
 - h. **Supplies**: Each student must wear a watch with a second hand and have his or her own stethoscope, bandage scissors, and penlight.
 - i. **Exceptions**: Instructors will inform students of any exceptions, modifications or additional requirements applicable in a specific site or placement.

3. **The following guidelines (in addition to #1, above) apply in settings in which a uniform is not required:**
 - a. Students must follow instructions regarding any specific requirements (such as wearing a white lab coat) and follow all applicable agency policies for health professional personnel.
 - b. Women should wear a dress or a combination of a skirt or trousers and a top (such as a blouse or dress shirt). Dresses and skirts should be of reasonable length.
 - c. Men should wear a collared shirt and trousers with a belt.
 - d. *Jeans are unacceptable attire in the clinical setting.* Other unacceptable attire includes shorts, ripped or soiled clothing, T-shirts (except when worn as undershirts), visible undergarments, miniskirts, low-cut tops, tops with exposed midriffs, or other revealing clothing.

I. HEALTH REQUIREMENTS AND CLINICAL PRACTICE CLEARANCE

Prior to beginning any clinical placements, all students must submit required health and professional clinical practice clearance documents by the deadlines announced by the School. Students should make three copies of each document and keep a set with them while in the clinical setting.

1. Clearance forms are available on the HBSON website. Students should follow instructions posted on the website and sent via email regarding where and when to submit required documents. Students will not be permitted to begin any course with a clinical component if these materials are not filed by the required date.
2. Students must submit:
 - a. Documentation of health history and physical examination
 - b. All laboratory test results, immunizations and titer records listed in the HBSON health clearance form
 - c. Any additional documentation required by the clinical placement setting/agency
 - d. Documentation of health insurance
 - e. Evidence of malpractice insurance: minimum coverage of \$1,000,000 per incident/\$3,000,000 aggregate. (Graduate students in nurse practitioner programs must submit evidence of student nurse practitioner malpractice insurance)
 - f. Current certification in Basic Cardiac Life Support for health care workers
 - g. HIPAA Certificate of Completion
 - h. Consent to Background Check
 - i. For RN Pathway and graduate students: Current New York State RN registration

J. AWARDS FOR OUTSTANDING GRADUATING STUDENTS

Each Spring, the School recognizes the accomplishments of several graduating students. The Dean confers the Dean's Prize for Outstanding Student to one student in each program. The faculty of the School of Nursing confers awards for excellence in clinical practice, school leadership, community leadership, professional leadership and service learning. Upon recommendation of the faculty, the Alumni Association confers the Ann Dillon Award for Caring and the Sara Aronson Award for Community Health and the Alpha Phi Chapter of Sigma Theta Tau (also upon the recommendation of the faculty) confers the Award for Creative or Scholarly Project.

The Policy & Student Affairs Committee will solicit nominations (including self-nominations) from students for the awards listed and described below. The faculty then selects the award recipients. The awards are conferred at the School of Nursing Spring Convocation.

AWARD	RECIPIENTS	CRITERIA
Excellence in Clinical Practice	One student graduating from each of the following: <ul style="list-style-type: none"> • Generic undergraduate program • RN Pathway program • Accelerated second-degree program • Each graduate specialization 	Presented to a student who consistently demonstrates outstanding commitment to nursing practice, the core professional values of nursing, evidence based practice and institutes innovative clinical practices. The nominee must possess a minimum 3.0 cumulative index for undergraduate students and a minimum 3.5 for graduate students
Excellence in School Leadership	One student graduating from each program: <ul style="list-style-type: none"> • Generic undergraduate program • RN Pathway program • Accelerated second-degree program • Graduate program 	Presented to an outstanding student who consistently demonstrates excellence by: <ol style="list-style-type: none"> 1. Making contributions toward facilitating student participation in the School, College and University by holding class offices, committee membership, engaging in fundraising activities, and problem resolution 2. Acting as liaison between administration, faculty and students. 3. Participating in debate on social and ethical issues in the school and college. 4. Contributes to the positive, social milieu of the School through participation in orientations, planning affairs, parties, dormitory activities, and shows and informal exchanges.
Excellence in Community Leadership	<ul style="list-style-type: none"> • Generic undergraduate program • RN Pathway program • Accelerated second-degree program • Graduate program 	Presented to an outstanding student who consistently demonstrates excellence by: <ol style="list-style-type: none"> 1. Volunteering services to community-based groups and organizations: 2. Serving as a community advocate. 3. Participating in developing public policy as a citizen and health professional.
Excellence in Professional Leadership	<ul style="list-style-type: none"> • Generic undergraduate program • RN Pathway program • Accelerated second-degree program • Graduate program 	Presented to an outstanding student who consistently demonstrates excellence by <ol style="list-style-type: none"> 1. Participating and contributing to nursing and interdisciplinary professional groups and activities at the local, state, national and global levels. 2. Disseminating ideas through publications and professional presentations.
Ann Dillon Award for Caring (conferred by Alumni Association)	<ul style="list-style-type: none"> • Generic undergraduate program • RN Pathway program • Accelerated second-degree program • Graduate program 	Presented to the individual in each program who best demonstrates caring in the classroom, community and clinical setting.
Sara Aronson Award for Community Health (conferred by Alumni Association)	One award to a student graduating from the RN pathway program	Presented to an RN Pathway student who demonstrates a commitment to promoting community health.

C. ACADEMIC POLICIES APPLICABLE TO UNDERGRADUATE STUDENTS IN THE HUNTER-BELLEVUE SCHOOL OF NURSING

A. ACADEMIC PROGRAMS

The Hunter-Bellevue School of Nursing offers three programs leading to the Bachelor of Science degree. Admission requirements for each program are described in the [Hunter College undergraduate catalog](#) and at the [HBSON website](#).

Students in all three programs must meet Hunter College's General Education Requirements (GER) in addition to completing required nursing courses. For a description of GER requirements, refer to the current undergraduate catalog.

Elective offerings vary from semester to semester. Information on course offerings is distributed prior to registration for each semester. Selected graduate nursing elective courses are open to generic undergraduate students in their senior year and to RN Pathway students. Permission to enroll in graduate electives must be obtained from the Graduate Program Director. (Please note that graduate courses that are used to satisfy bachelor's degree requirements cannot also be counted for graduate credit).

[Course titles and descriptions for HBSON undergraduate courses](#) are listed in the Hunter College undergraduate catalog.

1. ***Generic Pathway (Old Curriculum- The last cohort of undergraduate students admitted to this program will be in the fall of 2013 semester. Once this cohort graduates (spring of 2015 semester) this program will be retired and replaced with the newly revised Generic Pathway Program described below).*** This generic pathway program is a four-semester, upper-division course of study. **Students must complete the following required nursing major courses:** NURS 200, 310, 312, 331, 332, 380, 410, 412, 419, 421, and six credits of nursing electives.
2. ***Generic Pathway – (Revised Curriculum- the first cohort of undergraduate students will begin this program in fall semester of 2013 with an expected date of graduation the spring semester of 2016).*** This revised generic pathway program is a six-semester, course of study that begins in the admitted student's sophomore year of study. Students must complete **the following required nursing major courses:** NURS 200, 210, 240, 220, 331, 380, 339, 352, 332, 343, 349, 360, 455, 460, 470, 490, 492, 422, and 2 credits of nursing electives.
3. ***Accelerated Second-degree Program*** - The accelerated second-degree program is a 16-month upper-division program designed for students who already possess a bachelor's degree in another field. Required nursing major courses are: NURS 200, 210, 220, 331, 339, 343, 352, 360, 455, 460, 420, 470, 490, and 492.
4. ***RN Pathway*** - The RN pathway program is for students who possess an associate degree in nursing and who wish to obtain a Bachelor of Science degree in nursing. Students complete NURS 379, 380, 381, 384, 480, 482, and nine credits of nursing electives.

B. SATISFACTORY PERFORMANCE AND PROGRESSION

Satisfactory performance in the undergraduate nursing major requires that each student earn a grade of “C” (2.0) or above in all required nursing courses and maintain a minimum grade point average of 2.0.

A student who receives less than a “C” (2.0) in a required nursing course must repeat that course before progressing to the next required course. However, a student may repeat only one course and may repeat that course only one time. Any student who earns more than one course grade below a “C” (2.0) will not be permitted to continue in the nursing major.

C. REVIEW OF EXAMINATION RESULTS

After grading of a course examination is complete, course faculty will review examination results with the class. A student who has scores below 72.5% on an examination may arrange an appointment with the instructor to review the questions the student has answered incorrectly. An appointment request by the student to the instructor must be made within one week after examination grades have been posted.

D. LEAVES OF ABSENCE

A reserved placement in a clinical/field placement course will be held for the student for only one year from the date of the Leave of Absence. The School cannot guarantee the placement for any longer period of time. It is the responsibility of the student to submit to the Undergraduate Program Director a Letter of Intent to return, one semester prior to returning to the program and enrolling in the course (April 1st for a Fall course and Sept. 1st for a Spring course).

E. ABSENCE FROM AND LATE ARRIVAL TO clinical and laboratory sessions

Absence: Students must attend all scheduled clinical and laboratory assignments. More than two absences in any semester may result in failure of the clinical and/or laboratory components of the course. In the event of a clinical absence due to an emergency or personal illness, the student must notify the instructor as soon as possible and must submit a written explanation. The instructor may also request that the student submit appropriate documentation.

Late arrival to clinical and laboratory sessions is not permitted. In the event that a student arrives late, the instructor may—at his/ her discretion—send the student home. If this occurs, the student may be considered absent from that day’s clinical or laboratory session.

F. ACADEMIC HONORS

Hunter College policies regarding the Dean’s List, Graduation with General College Honors and Graduation with Departmental Honors are contained in the undergraduate catalog section on [academic honors](#).

IV. POLICIES APPLICABLE TO GRADUATE STUDENTS IN THE HUNTER-BELLEVUE SCHOOL OF NURSING

A. PROGRAMS OF STUDY

The Hunter-Bellevue School of Nursing offers graduate programs leading to the Master of Science, post-Master's certificate and Doctor of Nursing Practice (DNP). Admissions criteria for each program are listed in the [Hunter College graduate catalog](#). Fact sheets describing each program, admission requirements and curricula are available on the [HBSON website](#).

Graduates of these programs meet the educational requirements for specialty certification by the [American Nurses Credentialing Center](#) and/or other nursing certification bodies.

Graduates of the nurse practitioner (NP) programs are eligible to be certified as NPs by the [New York State Education Department](#).

Course titles, descriptions and pre-requisites for HBSON graduate courses are listed in the Hunter College [graduate catalog](#).

1. MASTER'S DEGREE PROGRAMS

- a. Each MS program requires completion of an approved program of study consisting of a minimum of 42 credits except for the dual degree MS/Master of Public Health and the dual degree MS/Master of Public Administration programs, each of which requires completion of 57 credits.
- b. All Master's students complete four core courses: NURS 700, 702, 704 and 749.
- c. Advanced practice core and specialization courses for each Master's concentration are:
 1. **Gerontological/adult nurse practitioner**: NURS 717, 750, 751, 755, 757, 768, 769 and three elective credits.
 2. **Clinical nurse leader**: NURS 717, 750, 751, 761, 762 and six elective credits.
 3. **Clinical nurse specialist**: NURS 717, 750, 751, 761, 766, 767 and six elective credits.
 4. **Community/public health nursing**: Public Health (PH) 750, 752, 754, NURS 771, 772, 773 and six elective credits.
 5. **Community/public health nursing and urban public health**: (dual degree with the CUNY School of Public Health at Hunter College): PH 750, 752, 754, 755, 756, NURS 771, 772 and 773, three elective credits, and choice of either Community Health (COMHE) 751, 752 and 753 or Environmental and Occupational Health (EOHS) 702, 757 and 754.
 6. **Nursing administration/public administration** (dual degree with the Baruch College School of Public Affairs): Public Affairs (PAF) 9100, 9103, 9120, 9130, 9140, 9172, NURS 735, 740, 745, three nursing elective credits and nine public affairs elective credits. PAF 9170 is highly recommended as an elective (and is a prerequisite for PAF 9170).
 7. **Psychiatric and mental health nurse practitioner**: NURS 717, 742, 743, 744, 750, 751 and six elective credits. NURS 699.03 and 719 are highly recommended as electives.
- d. Each master's program requires completion of a specified number of clinical hours in conjunction with the specialization courses.

- e. Students may also choose to complete a sub-specialization. Currently available sub-specializations are in HIV/AIDS, Complementary Modalities and Nursing Education.
- f. As a requirement for graduation, all Master's students will complete a professional portfolio that leads to a capstone project. Upon admission into the graduate nursing program and through discussion with their specialization coordinators, students will identify a general area of concern related to advanced nursing practice. Starting in the first core nursing course, students will begin compiling a professional portfolio. Each of the four nursing core courses will have an assignment identified on the syllabus designed to help build the depth and breadth of the portfolio, as will the first two advanced nursing practice specialization courses. Students will show their expanding portfolios to specialization faculty in those courses and to core nursing faculty. During the last specialization course, students will complete the culminating capstone project, which will be part of the Methods of Evaluation for that course. The capstone project incorporates all aspects of acquired knowledge throughout graduate work and must be completed by the end of the course and graded by that course instructor. By completing assignments related to the focus area within differing perspectives of the core courses (theoretical framework, research utilization, determinants of wellness, urban health systems) along with their specialization courses, students will develop a strong knowledge base in their selected areas of specialization.

2. POST-MASTER'S ADVANCED CERTIFICATE PROGRAMS

The Hunter-Bellevue School of Nursing offers advanced certificate programs for students who already possess a Master's degree in nursing:

- a. ***Psychiatric Nurse Practitioner Advanced Certificate***. Students complete NURS 717, 742, 743, 744, 750, and 751. In addition, NURS 719 is highly recommended as an elective.
- b. ***Nursing Education Advanced Certificate***. Students complete NURS 701, 730, 752 and 731.

3. DOCTOR OF NURSING PRACTICE PROGRAMS

The Hunter-Bellevue School of Nursing offers post-baccalaureate programs in four tracks leading to the Doctor of Nursing Practice (DNP) degree, each requiring completion of 90 credits and 1000 clinical hours. [Descriptions](#) are available at the HBSON website.

Graduates of these programs meet the educational requirements for specialty certification by the [American Nurses Credentialing Center](#) and/or other nursing certification bodies.

Graduates of the nurse practitioner (NP) programs are eligible to be certified as NPs by the [New York State Education Department](#).

- a. **Core courses**. All DNP students complete the following core courses: NURS 700, 702, 704, 716, 717, 749, 750, 751, 780, 800, 801, 802, 810, 850 and Public Health (PH) 750 and 752.
- b. **Advanced practice core and clinical courses**.
 - i. Students in the Family Nurse Practitioner track take NURS 755, 757, 769, 826, 827, 851, 855, 857, and 869.
 - ii. Students in the Adult/Gerontological Nurse Practitioner track take NURS 755, 757, 768, 769, 855, 857, 869, 870 and 851.

- iii. Students in the Psychiatric and Mental Health Nurse Practitioner track take NURS 742, 743, 744, 842, 843, 844, 845 and 851.
- iv. Students in the Community/Public Health Nursing track take NURS 771, 772, 773, 871, 872, 873, 874 and 851.
- c. Capstone and elective. All DNP students take two DNP Capstone seminars (NURS 900 and 901) and one cognate elective.

B. TYPHON

Graduate students use the Typhon Student Tracking System to manage their online portfolios and to document their clinical experiences in specialization courses. Typhon is also used to submit specified assignments in each of the core courses. Once a student's Typhon account has been established, the student will receive log-in information, including links to quick reference documents with step-by-step instruction on accessing and using the system.

C. ADVISEMENT AND REGISTRATION

It is critically important that all graduate students meet with their specialization coordinators prior to registering for courses. This is to ensure that students are taking courses in proper sequence and that they are aware of planning and scheduling of clinical courses. Coordinators' pre-registration advising hours are announced each semester.

D. TRANSFER OF CREDIT

Students may apply to transfer up to 12 credits of prior graduate coursework. The student's specialization coordinator will determine whether specific prior graduate courses will be considered equivalent to any courses required for the student's graduate program at Hunter. Conditions and procedures for transferring graduate credit, along with a Graduate Transfer of Credit Approval Form, may be found under "[Transfer of Credit](#)" at the Graduate Admissions website.

E. TRANSFER INTO A DIFFERENT CONCENTRATION OR PROGRAM

1. A currently enrolled Master's student who wishes to transfer into a different Master's concentration must first meet with the specialization coordinator for the concentration he or she wishes to transfer into. The student must submit a new application for admission by the application deadline announced by the College. Students should be aware that admission is competitive.
2. A currently enrolled Master's student who wishes to transfer into a DNP program must first meet with the specialization coordinator for the DNP program. The student must submit a new application for admission by the application deadline announced by the College. Students should be aware that admission into some concentrations is based on undergraduate GPA and Graduate Record Examination scores results, and that an interview is required.

F. SATISFACTORY PERFORMANCE, ACADEMIC PROBATION, DISMISSAL AND APPEAL

1. Minimum required grades in NURS 750 and 751. Students in the NP programs must earn a grade of "B" (3.0) or better in NURS 750 and 751.

2. ***Minimum GPA.*** All students must maintain a minimum cumulative GPA of 3.0. A student whose cumulative GPA falls below this standard is required to raise it to at least 3.0 within one semester.
3. ***Academic probation and dismissal.*** A student whose cumulative GPA falls below 3.0 is placed on academic probation for the following semester and must raise his or her cumulative GPA to at least 3.0 by the end of that semester. Students who fail to do so will be academically dismissed.
4. ***Appeal of academic dismissal.*** A graduate student who faces dismissal after a semester of academic probation may submit an appeal to the Dean. (Hunter College policy regarding appeal of academic dismissal, “Appeals Procedure for Students on Probation,” may be found in the [Hunter College Graduate Catalog](#).) The appeal should explain the student’s plan for successfully raising his or her GPA to at least 3.0 by the end of the semester. The Dean, in consultation with the Graduate Director, will convene a faculty committee to consider the student’s appeal. The committee may invite the student to meet with it before deciding on the appeal. The decision of the committee is final. If the appeal is successful, the committee shall send official notification to the Registrar that the student will be retained on probation and allowed to register.

The student’s appeal must be submitted in writing to the Dean prior to the first day of the new semester. However, students are strongly encouraged to file appeals as soon as possible in order to allow sufficient time to register if the appeal is successful.

G. PROFESSIONAL ATTIRE

Graduate students are expected to dress professionally. Guidelines for appropriate attire in the clinical area are included in Section I (G) of this Handbook, “Professional Attire and Appearance in the Clinical Setting.”

H. LEAVES OF ABSENCE

A graduate student who wishes to take a leave of absence for a specific period should apply for approval to his or her graduate adviser after completing a [Graduate Leave of Absence Request](#). Leaves are approved only for documented disabling illness, maternity, military service, or other unusual circumstances. Leaves may be approved up to a maximum of any two semesters. Prior to returning after an approved leave of absence, a student must file an [application for graduate readmission](#) by the deadline posted on the [Graduate Admissions](#) website.

V. ADDITIONAL RESOURCES FOR ALL HBSON STUDENTS

A. HEALTH PROFESSIONS EDUCATION CENTER (HPEC)

The Health Professions Education Center (HPEC) supports student learning and faculty teaching by providing state-of-the-art instructional media and technologies, highly specialized computer learning modules, and state board certification support to enhance the curriculum of the School of Nursing.

The HPEC combines traditional approaches to teaching with new instructional technologies that reflect the dynamic nature of all health professions. Detailed information about the Center and its services can be found at

<http://www.hunter.cuny.edu/shp/centers/hpec/index.htm>

B. STUDENT ORGANIZATIONS

1. Undergraduate Students

There are three student organizations in which HBSON undergraduate students are encouraged to become active: the Hunter Student Nurses Association (HSNA), the Hunter chapter of the [National Student Nurses Association \(NSNA\)](#) , and the Nurses Student Press (NSP). All HBSON undergraduate students are members of the HSNA and are required to be members of the NSNA.

HSNA sponsors both in-school and community events to foster collegiality among students and awareness of current healthcare issues. The NSNA, with a national membership of 60,000 nationwide, mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. The NSP publishes several newsletters each semester as well as the undergraduate student Yearbook.

2. Graduate Students

The HBSON Graduate Student Organization (GSO) is a community dedicated to enhancing graduate nursing students' experience at Hunter College. There are no membership dues; all matriculated HBSON graduate students are members of the GSO, and are encouraged to participate actively in all GSO events, activities, and service opportunities.

For information, visit the GSO website: <http://hbsongso.commons.gc.cuny.edu/>.

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C. SIGMA THETA TAU INTERNATIONAL

Founded in 1922, the Honor Society of Nursing, Sigma Theta Tau International, seeks to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people. The Alpha Phi Chapter of STTI, based at HBSON, was established in 1970. New members are inducted annually. Information on eligibility and the application process is distributed to students each Fall. Please consult the [chapter's web page](#) for further information.

D. CONTACT INFORMATION

1. BROOKDALE CAMPUS:

Public Safety—EMERGENCY: **212-481-4444** (or **4444** from a campus phone)
Public Safety—Non-emergency: 212-481-4374
Health Professions Library: 212-481-5117
Health Professions Education Center: <http://www.hunter.cuny.edu/shp/centers/hpec/>

2. HUNTER-BELLEVUE SCHOOL OF NURSING:

HBSON general website: <http://www.hunter.cuny.edu/nursing>
Undergraduate Program Office: 481-7598
Graduate Program Office: 212-481-4465
Office of the Dean: 212-481-7596
Nursing Skills Lab: 212-481-5162

3. CITY UNIVERSITY OF NEW YORK:

CUNY general website: <http://www.cuny.edu>
CUNY Portal: <https://cunyportal.cuny.edu/>

HUNTER COLLEGE:

Academic Support Services: <http://www.hunter.cuny.edu/student-services/current/support>

Bursar's Office: <http://www.hunter.cuny.edu/bursar/>

Center for Health Media and Policy: <http://centerforhealthmediapolicy.com/>

Hunter College general website: <http://www.hunter.cuny.edu>

Hunter College Libraries: <http://library.hunter.cuny.edu/>

International Students Office: <http://www.hunter.cuny.edu/student-services/is>

Office of ACCESSability: <http://www.hunter.cuny.edu/student-services/access>

Office of Financial Aid: <http://www.hunter.cuny.edu/financialaid>

Office of Student Services: <http://www.hunter.cuny.edu/student-services/>

Registrar's Office: <http://registrar.hunter.cuny.edu/>

Undergraduate and Graduate Catalogs:

<http://registrar.hunter.cuny.edu/subpages/collegecatalog.shtml>