

# Registered Nursing Program Student Handbook Fall 2025



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LAGUARDIA COMMUNITY COLLEGE  
CITY UNIVERSITY OF NEW YORK

## REGISTERED NURSING PROGRAM

### RN Student Handbook Acknowledgement

This handbook contains important information and guidelines with which all students must become familiar. Students are responsible for reading, understanding and following all policies and procedures printed in the handbook. Application of these policies and procedures will not be waived because of negligence or other contradictory information received from other sources. The information and guidelines found in this handbook are in addition to those found in the College's Catalogue and should be used in conjunction with the College's Catalogue. Student must be aware that entry into the Registered Nursing Program establishes a contract governed by the policy and procedures discussed in this handbook.

**I accept terms and conditions of the policies of the Registered Nursing Program contained in this Handbook.**

STUDENT NAME							
EMPIL ID							
STUDENT SIGNATURE						Date:	





# LaGuardia Community College

31-10 Thomson Avenue - Long Island City, New York 11101– Health Sciences: (718) 482-5774

Dear Students,

Welcome to the Registered Nursing Program at LaGuardia Community College. This program is fully accredited by the Accrediting Commission for Education in Nursing (ACEN) and registered by the New York State Education Department.

The Registered Nursing Student Handbook will familiarize you with the information pertinent to the program and nursing. You are responsible for knowing the material in this handbook and seeking clarification as needed. Each student should have a current copy of the LaGuardia Community College Catalogue (available online).

Nursing is rich in opportunities and offers enormous flexibility in career development. New graduates must be able to identify and meet patient needs according to the parameters of professional practice in a variety of settings, have solid communication skills and be familiar with computer technology.

There are approximately seventy-five different specialties in nursing. Nurses practice in hospitals, ambulatory care facilities, patients' homes, schools, long-term care facilities, industry and community agencies. Nurses are engaged in direct patient care, administration, education, and research.

Nationwide, there continue to be advances in health care technology, a consistently growing aged population, social changes, and ongoing restructuring of the health care system. The Institute of Medicine encourage all nurses to work to the full scope of their practice. Faculty strongly encourage all graduates to regularly update their knowledge and continue education in baccalaureate and graduate programs in nursing.

May you enjoy success and deep satisfaction in the pursuit of a nursing career here at LaGuardia.

Best,

A handwritten signature in black ink, appearing to read "Faith Armstrong", with a stylized flourish at the end.

Faith Armstrong, MS, RN  
Director of Nursing Programs,  
Health Sciences Department  
LaGuardia Community College  
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## Overview of the Registered Nursing Program

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The Registered Nursing Program at LaGuardia Community College offers a course of study leading to the Associate in Applied Science (AAS) degree. The Registered Nursing Program is accredited by the Accrediting Commission for Education in Nursing (ACEN) and approved by the New York State Education Department. This program prepares men and women to function as registered nurses in acute and chronic care facilities. Graduates will possess the ability to:

- 1) Communicate effectively.
- 2) Provide direct nursing care to patients of all ages who exhibit common, well-defined health problems.
- 3) Provide health education to patients and/or their significant others.
- 4) Manage patient care.
- 5) Practice within the legal and ethical framework of the profession.

The program consists of 66 credits, with a balance between nursing and general education KEY COURSES required by the curriculum. If accepted into the clinical phase of nursing, courses begin in either the Fall or Spring, each nursing course is offered twice a year. Classroom instruction for each clinical nursing course is complimented by campus laboratory experience and clinical practice in local health care facilities.

Graduates are eligible to take the National Council of State Boards Examination for Registered Nurses (NCLEX-RN). The nursing faculty suggests that the student take the RN Assessment Exam for RN Licensure that is administered by ATI prior to the live NCLEX-Review at the end of the semester. This exam helps identify student learning, and identifies strengths and weaknesses to help you better prepare for the NCLEX-RN.

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## Registered Nursing Program Philosophy

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The philosophy of the Registered Nursing Program is consistent with the mission statement of the college (see LaGuardia College Catalogue) and expresses faculty's beliefs about human beings, health, nursing education and the role of the associate degree nurse.

We believe that human beings have intellect and free will, are capable of self-direction and of assuming responsibility for their own behavior. People do not exist alone but as members of a family, the community, and society. People's social, religious, and cultural beliefs exert influence upon their development, self-image, and health. Individuals have certain basic needs which are affected by each stage of a person's development and life circumstances. A nurse identifies a patient's priority human needs to manage safe and effective care.

Health is a dynamic state of being which can be viewed as a continuum ranging from wellness to illness. An individual is in a state of wellness when basic needs are met. Each individual possesses various strengths and limitations that affect the ability to meet basic needs. Failure to meet any of these needs may create a health problem for which an individual and the family may require varying degrees of assistance from health care providers.

Professional nursing represents that segment of the health care team that diagnoses and treats human responses to actual or potential health problems. Nursing encompasses a wide range of independent and dependent functions and responsibilities which are shared with other health care disciplines. The spectrum of nursing functions ranges from assisting with activities of daily living, to the performance of complex skills requiring a high level of clinical judgement, to the establishment of independent practice.

Nursing is directed toward the delivery of preventative, supportive, and restorative aspects of health within the ethical and legal framework of nursing. Nursing practice applies scientific principles to the use of the nursing process which consists of a systematic assessment of patient needs, determination of nursing diagnoses, and the development, implementation and evaluation of individualized plans of care. The goal of nursing is to assist human beings to attain or regain a state of optimal physical, psychosocial and spiritual wellness during the life span. When this goal is not possible, nursing lends dignity and meaning to death.

The nursing faculty believe that nursing education should be accessible to diverse segments of society and take place in institutions of higher education. Associate degree nursing education, offered in a two-year community college, has its foundation in the natural sciences, social sciences, and social and cultural activities selected to enhance the learner's understanding of human beings.

The Registered Nursing Program includes classroom teaching, campus laboratory instruction with computer based interactive programs and clinical experience, all of which are founded upon clearly stated behavioral objectives. The program incorporates faculty beliefs about the goals of associate degree nursing education, and the many ways learning occurs.

The nursing faculty believes that the major goal of nursing education is the acquisition and transfer of knowledge through the development of inquiry and clinical decision-making skills. The educational process is an on-going one, which is manifested by measurable change in the behavior of the learner in the cognitive, psychomotor, and affective domains. These changes in behavior are best achieved in an environment with mutual student-faculty interaction. The student is an active participant in the learning process. Students are encouraged to utilize self-directed learning materials made available in the internet-based nursing computer laboratory, where students can further understand the health needs of human beings through guided learning experiences.

Our faculty believe that learning which proceeds from the simple to the complex increases understanding and that reinforcement of desired behavior contributes to retention of learning. Nursing faculty cultivate partnerships in the community and work in concert with other educators in the college community to aid and assist students with learning difficulties. Faculty are committed to support, encourage, and assist students with learning differences, to assume responsibility for learning, and are responsive to the special needs of culturally and ethnically diverse students.

Associate degree nursing graduates are prepared to seek employment in entry level nursing positions, to continue formal education in upper division nursing programs and further their professional development through continuing education courses, workshops, and individual study. The faculty believe that the associate degree nurse functions in three interrelated roles: provider of care, manager of care and member within the discipline of nursing.

When functioning in the role of provider care and using the nursing process, the associate degree nurse provides health care by working within established protocols. Care is administered in acute settings, extended care facilities and in the community. Faculty maintain trended theoretical content and clinical rotations in response to current changes in health care. The nursing care provided by the associate degree nurse demonstrates a high level of skill based upon principles from an ever-expanding body of scientific knowledge. The care is directed toward patient's responses to health problems as well as the impact such responses might have on their personal relationships within the family and community, and within the context of developmental levels and cultural background. Supplemental experiences for delivering direct patient care include on campus pharmacological administration experiences and low/high fidelity clinical simulation. Simulation experiences augment skill acquisition, reinforce the role of provider of care, and the level of increase safety when delivering patient care.

In the role of manager, the graduate is prepared to collaborate with the interdisciplinary team, to organize and delegate the patient's care and to serve as an advocate for patients. Accountability and respect for the other members of the interdisciplinary health care team are inherent in this role.

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## Mission Statement

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In accordance with the mission of LaGuardia Community College, the mission of the Registered Nursing Program is to prepare graduate professional nurses to use clinical reasoning to provide safe, evidence-based, and patient-centered care for the benefit of the global community with a focus on the underserved. This is accomplished through transformational education and clinical practice with a focus on life-long learning.

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## Legal Definitions of Nursing

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Definition of the practice of nursing as it appears in the New York State Nurse Practice Act follows:

6901. Definitions. (As used in Section 6902)

1. “Diagnosing” in the context of nursing practice means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis.
2. “Treating” means selection and performance of those therapeutic measures essential to the effective execution and management of the nursing regimen and execution of any prescribed medical regimen.
3. “Human Responses” means those signs, symptoms and processes which denote the individual’s interaction with an actual or potential health problem.

6902. Definition of practice of the profession of nursing.

The practice of the profession of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as case-finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed or otherwise legally authorized physician or dentist. A nursing regimen shall be consistent with and shall not vary any existing medical regimen.

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## Conceptual Framework

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The Nursing Faculty chose three entities to guide the program and serve toward meeting the educational objectives (outcomes) of each course: First, The New York State (NYS) Department of Education guidelines and mandates are followed. Secondly, concepts within the Accreditation Commission for Education in Nursing (ACEN) Standards and Criteria are embedded within each course. Thirdly, concepts within the American Nurses Association (ANA) Code of Ethics and Quality and Safety Education for Nurses (QSEN) competencies are also infused into each course.

The NYS Education Department publishes laws, rules and regulations that determine the definition of nursing practice within the state, licensure of nurses and advanced practice certificates and disciplinary procedures, all of which pertain to vetting faculty.

The ACEN standards guide the faculty to ensure that the Registered Nursing Program follows established guidelines, remains accredited and is therefore a meaningful investment for student nurses.

Competencies for nursing students, established by QSEN, exist to ensure that future nurses will have the knowledge, skills and attitudes necessary to meet the respond appropriately to the evolving needs of healthcare systems and continuously improve the quality and safety of the healthcare systems they work in. These six competencies include engaging in the following:

**Patient Centered Care**- recognition that the patient or designee is the source of control and a full partner in provision of coordinated, compassionate care that respects the person's needs, values and preferences.

**Teamwork and Collaboration**- effective functioning within nursing teams and interprofessional teams, fostering effective communication, mutual respect and shared decision-making to achieve quality patient care.

**Evidence-based Practice**- integration of best evidence with clinical expertise and patient values and preferences to deliver optimal healthcare.

**Quality Improvement**- use of data to monitor outcomes of patient care processes and engaging in methods for improvement.

**Safety**- minimizing risk of harm to patients and providers via individual performance and system effectiveness.

**Informatics**- using information and technology to communicate, manage knowledge, prevent error, and support decision- making.

The Registered Nursing Program faculty also chose three major concepts from the Registered Nursing Program Philosophy to frame nursing courses in the clinical phase of the curriculum because they underpin professional nursing practice on every level. The three major concepts previously discussed philosophical concepts that form the foundation of nursing courses relate to persons, health and nursing.

All the conceptual ideas within the above frameworks give direction to the structure, content and guided learning experiences of each nursing course to forge a view of, and a rational method for, practicing nursing on a professional level. The faculty believe that when these concepts are integrated throughout the educational process, graduating students will possess an understanding that they are pivotal health care professionals with discipline-specific knowledge, skills, and caring behaviors. This is in keeping with the program educational objectives that graduates will be able to provide competent care, utilize critical clinical decision making in a variety of structured settings, and function well in a culturally diverse society.

Human beings have common basic needs which have varying characteristics based on stages of growth and development and cultural backgrounds. Several theories about basic human needs apply to nursing care. Basic needs are uniquely affected by factors such as a patient's stages of development, cultural influences, background, and ability to communicate. The state of health is typified by a continuum ranging from wellness to illness. Wellness is that state of being which exists when needs are met. Any interference in the ability to meet needs can result in health problems and/or subsequent illness.

Nursing is the diagnosis and treatment of human responses to actual or potential health problems. Such problems reflect an interference in the ability to meet needs. In order to assist human beings to meet needs, the associate degree nurse functions in three interrelated roles: provider of care, manager of care and member within the discipline of nursing.

The steps of the nursing process, which include assessment diagnosis, planning, implementation and evaluation, are used to diagnose and treat actual or potential health problems. The expectations of the student within this structure become increasingly complex with successive courses, thus preparing the associate degree graduate to meet the educational objectives of this program.

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## Registered Nursing Program Outcomes

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The Registered Nursing Program effectiveness is measured by the following outcomes:

1. The annual pass rate of graduates on their first attempt at taking the NCLEX-RN will meet or exceed the New York State first time pass rate for all candidates.
2. Within one year of graduation, at least 75% of the graduates will be:
  - a. Employed as registered nurses.
  - OR**
  - b. Enrolled in upper division institutions to continue their nursing education towards their baccalaureate degrees
  - OR**
  - c. Employed as registered nurses and enrolled in baccalaureate degree completion programs.

### **Registered Nursing Program Graduate Competencies (End of Program Learning Outcomes)**

1. Employ clinical decision-making skills and apply the nursing process in the provision of safe and effective nursing care to patients experiencing alterations in physiological and psychological functioning.
2. Employ and reflect on the effectiveness of therapeutic communication skills regarding interactions with patients, families, and inter-professional team members in patient care settings.
3. Demonstrate nursing practice incorporating legal, ethical, and professional standards to care for diverse and multicultural patients experiencing alternations in physiological and psychological functioning.
4. Collaborate with patients, families, and communities the college serves by providing health education for the promotion of health and prevention of illness.
5. Engage in therapeutic interventions for patients experiencing alternations in physiological and psychological functioning using evidence-based practice, and information technology.
6. Demonstrate nursing knowledge, skills, and attitudes reflecting professionalism and commitment to lifelong learning when providing patient-centered care.

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## Ethical Behavior

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Professional obligations are a part of ethical codes that govern the behavior of the members of a profession. Ethical behavior goes beyond the actual patient setting. It should be a part of one's daily life. In addition to nursing students' rights, there are nursing students' responsibilities. These responsibilities require student behavior that maintains the integrity of the profession and the safety of patients. These responsibilities apply to students on school grounds, while traveling to and from the clinical site, as well as within the clinical site.

### **THE FOLLOWING STUDENT BEHAVIORS MAY LEAD TO PROGRAM DISMISSAL (INVOLUNTARY PROGRAM WITHDRAWAL):**

- Unexcused absences beyond the maximum according to Nursing Program requirements.
- Any performance or negligence which causes, or puts the patient at risk for, physical or emotional injury.
- Unprofessional conduct (Rules of the NYS Board of Regents, Part 29, Unprofessional Conduct).
- Failure to immediately report a patient care error to clinical instructor and /or responsible staff nursing personnel.
- Being under the influence of alcoholic beverages, drugs which impair judgement, or illegal drugs.
- Fraudulent or untruthful charting in a medical record.
- Dishonesty, e.g., stealing from the college or a clinical agency, plagiarism, cheating on examinations (see Policy on Academic Integrity).
- Failure to improve unsatisfactory clinical performance following counseling.
- Determination of any “direct threat” - This condition consists of a significant risk to the health or safety of a student(s) or patient(s) with a high probability of substantial harm that cannot be eliminated by reasonable accommodation.
- Use of foul language in the classroom, laboratories and/or clinical facility.
- Disrespectful or aggressive behavior towards faculty, staff, other students or personnel at the Health Care facilities, including all LaGuardia Nursing Program vendors. This includes intimidation and/or harassment through words or actions.
- Inappropriate communication including but not limited to verbal communication, written notes, emails, bodily gestures.
- Disruptive behaviors on Zoom, Blackboard Collaborate, or any remote platform.
- Any violations to HIPAA (see General Information and Policies & Appendix G: Social Media Policy)

### **Policy On Academic Integrity:**

- I. When there is evidence of a student cheating on examinations or written assignments, the student in question will receive an automatic zero for the examination or assignment.
- II. When there is evidence of falsifying records during a clinical assignment, the student in question will receive an automatic Unsatisfactory for the clinical day, which will be reflected on the Faculty Student Conference form and placed in the student's file.
- III. When there is evidence that any of the aforementioned activities occurring, the student in question will be dismissed from the Registered Nursing Program.
- IV. Students who have been dismissed from the Registered Nursing Program for a violation of Academic Integrity will **not** be considered for readmission to the RN Program.

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## Student Rights and Responsibilities

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### **Student Opinions:**

The suggestions and opinions of students regarding all aspects of the Registered Nursing Program are highly valued. At the conclusion of every semester, students are given the opportunity to anonymously evaluate the nursing course they have just completed in relation to the theory, campus laboratory and clinical learning experiences offered. Based on this student input, faculty have incorporated significant changes into the program.

In addition, when students complete the entire Registered Nursing Program, they are asked to evaluate the total curriculum, survey the value of all courses in relation to their applicability to nursing. This has helped faculty to make curricular adjustments to best meet the needs of students.

The ideas and opinions of graduates are also solicited in order to ensure that the Registered Nursing Program is adequately preparing its students for the work situations they will experience.

### **Grievance Procedures**

It is the intent of the program to encourage the timely and informal resolution of student grievances as they occur and to provide a set of procedures leading to satisfactory disposition of complaints. Grievances should be resolved at the earliest possible step. Students may bring a complaint when there has been a violation, misinterpretation or inequitable application of policy or procedure. The procedure for the resolution of complaints is as follows:

- STEP 1:** Student will make a formal written or verbal complaint to the faculty member in question. A conference should be arranged to resolve the issue.
- STEP 2:** If unresolved, the student will register said complaint with course coordinator and a conference will be arranged with the affected parties to resolve the issue.
- STEP 3:** If unresolved, the student will make a formal written to Program Director. Program Director will listen to complaint and respond in writing with a decision.
- STEP 4:** Complainant may accept decision of Program Director or appeal decision.
- STEP 5:** If a resolution is not agreed upon the grievant may appeal to the Chairperson of Health Science Department.
- STEP 6:** Complainant may accept decision of Chairperson of Health Science Department or appeal decision to the Student Advocate/Ombuds Office.

**The complainant may at any step request representation from the student council.**

### **Group Concerns:**

**Students who face problems or have issues to raise during a course should not wait until the end of the semester to voice concerns.** At the start of each semester, every class or section of a class will elect a representative to bring any concerns of that group to the nursing faculty. The representatives may attend regularly scheduled Student Representative Meetings to present and discuss issues and concerns brought to them by their peers. Faculty decisions will be made known to the class by the representatives who met with the nursing faculty.

### **Individual Grievances (Due Process)**

The student is entitled to the following due process. It is the intent of the faculty and administration to seek a speedy resolution of student problems. The following procedure will be followed in the event that a student is dismissed from the Registered Nursing Program for any of the conditions described previously (See pages 38).

1. The student will be sent a written notice describing the issue and the Registered Nursing Program's consideration of involuntary withdrawal.
2. An opportunity will be provided for the student to present evidence to a faculty committee of at least 3 Registered Nursing Program faculty (Number based on the Rules of the NYS Board of Regents, Part 28.5 Hearing) on his/her behalf.
3. A written notice of the decision by the committee will be sent to the student within 30 days of the presentation of evidence (Time frame based on the Rules of the NYS Board of Regents, Part 28).
4. If the committee upholds the involuntary withdrawal and if the student chooses to appeal, it must be done in writing to the Health Sciences Department Chairperson within one year of the original dismissal notice.
5. If the Health Sciences Department Chairperson upholds the involuntary withdrawal, the student may then appeal, in writing, to the Vice President for Academic Affairs or Vice President of Student Affairs (depending on the nature of the problem).
6. Finally, if additional appeal is required, the student can appeal to the President of the College.

### **Student Responsibilities in the Clinical Area**

Nursing students are legally responsible for their own actions during clinical experiences. Students must be assigned appropriate activities and be given reasonable guidance and supervision while carrying out those activities. In order to fulfill their responsibilities to their assigned patients, nursing students must:

- be prepared to carry out previously learned skills in a competent manner,
- ask for help and supervision when needed,
- document completely and accurately,
- be familiar and comply with the policies of the agency and
- be familiar and comply with the policies of the Registered Nursing Program.

Inappropriate behavior and/or attitude toward faculty, healthcare facilities staff or peers will not be tolerated. Professional classroom and clinical behavior must be maintained at all times. If a student is experiencing difficulty, he or she should make arrangements to speak with the assigned faculty member and/or a college counselor.

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## Know the Law

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**In order to practice as a registered nurse (RN) an individual must complete and officially graduate from a certified/accredited registered nursing education program.** Upon successful completion these requirements, the graduate can then file an application for licensure with the State Board for Nursing.

The application for licensure requires that the individual state whether they have ever been convicted of or has charges pending for a crime (felony or misdemeanor) in any state or country or ever been found guilty of or has charges pending for professional misconduct, unprofessional conduct or negligence in any state or country.

Nursing students who answer “yes” to any of these questions must be apprised that it is the prerogative of the State Board of Nursing, upon recommendation of the Office of Professional Discipline, to deny an application for licensure even though a student has successfully completed the program’s curriculum. It is also the prerogative of the Board to withhold licensure upon investigation of a case, even if the candidate has successfully passed the licensure examination.

**International students** must maintain their official government documentation throughout the program. If any of these documents expire, NYS Education Department Office of Professions who provide the NCLEX and State Board licensure may prevent processing of your application until your status is clarified.

**Please Note:** the CUNY Citizenship Now! Program provides free, confidential immigration law services to help you and your family on your path to U.S. Citizenship. Their attorneys and paralegals will assess your eligibility for legal benefits and help you apply if you qualify. For more information, visit <https://www.cuny.edu/about/administration/offices/communications-marketing/citizenship-now/>

Any student who anticipates difficulty with the application for licensure for any of these reasons may discuss this matter, in confidence, with the Director of the Nursing Programs.

Check the following web sites for further information regarding licensure and regulations by the NYS Board of Nursing, <https://www.op.nysed.gov/registered-professional-nursing> and the NYS Board of Regents <https://www.op.nysed.gov/title8/rules-board-regents>

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## Admission of Registered Nursing

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All students are admitted directly to the pre-clinical phase of the Registered Nursing Program as Undeclared Pre-Health Sci/Nursing. Progression to the clinical phase is competitive and students must be aware that a high GPA is necessary (see policy under Progression to Clinical Phase).

I. **New Freshmen**

Applicants who have never attended college are admitted to the pre-clinical phase provided they meet the college criteria pertaining to the admission of any new freshman applicant to LaGuardia, i.e.: possess a high school diploma or its equivalent GED (General Equivalency Diploma). The acceptable GED scores are established by the college.

II. **Transfers from other Colleges**

LaGuardia accepts applicants who have previously attended or graduated from another accredited college or university provided they meet the same basic requirements for new freshmen. **Applicants must have a minimum general GPA of 2.75.**

- A. Applicants may, upon submission of official college transcripts, receive transfer credit only for the following general education courses which are required in the LaGuardia Nursing Program curriculum:

ENG101 English Composition I	3 Credits
ENG102 Writing Through Literature	3 Credits
SSY101 General Psychology	3 Credits
SSY240 Developmental Psychology I	3 Credits
SCB203 Human Anatomy & Physiology I (valid within 7 years)	4 Credits
SCB 204 Human Anatomy & Physiology II (valid within 7 years)	4 Credits
SCC 110 Foundations of Chemistry (valid within 10 years)	4 Credits
SCB 260 General Microbiology (valid within 10 years)	4 Credits
MAT119 Statistics with Elementary Algebra/MAT120 Elementary Statistics	3 Credits
SCN195 Community Health	2 Credits

- B. **The Registered Nursing Program follows the transfer policy of the College as it appears in the College Catalog.** Credit for the above courses taken and passed elsewhere may be granted only if the courses are deemed comparable to those which meet the degree requirements of the LaGuardia Registered Nursing Program. Transfer credits will be determined by the Admissions/Transfer Credit Office (C-102) through the appropriate academic departments according to established College policies and procedures.
- C. Applicants who have earned fewer than 24 college credits must submit a high school diploma or its equivalent (GED) as well as any official college transcripts.

- D. If students are not accepted into the clinical phase of the program or decide to change their majors, a maximum of 30 transfer credits may be granted toward any other degree in the College.
- E. If more than one transfer course equally meets a requirement has been passed, credit will be granted for the course grade that was achieved first.
- F. As of Fall 2014, *SCC 210 – Foundations of Chemistry* has been re-numbered SCC 110. *SCC 110 – Foundations of Chemistry* is the required key course to satisfy Chemistry.
- G. Transfer credit for clinical phase nursing courses will not be awarded. Transferring Science courses *SCB 203 – Human Anatomy & Physiology I* and *SCB 204 – Human Anatomy & Physiology II* need to be within 7 years while *SCB 260 – General Microbiology* and *SCC 110 – Foundations of Chemistry* needs to be within 10 years for Registered Nursing Candidacy.
- H. Courses finalized for permanent transfer credit may **not** be retaken unless the course grade is a “C-” or lower. (See policy under Progression into Clinical Phase.)
- I. All grades earned in the required course which have been transferred to LaGuardia will be included in calculations to determine eligibility for movement from the pre-clinical to the clinical phase of the generic Registered Nursing Program. Please note that your first attempt within the key courses will be used for your candidacy ranking calculations.
- J. **Transfer Students** must **file for candidacy (NUR 000.4399 – Nursing Candidacy) within the 12-week semester prior** the semester they plan to enter into the clinical phase. The Candidacy Application process is done by completing an online application that can be obtained by contacting the Health Science Department via email, [HealthSci@lagcc.cuny.edu](mailto:HealthSci@lagcc.cuny.edu)

Change of major (#470-**Undeclared Pre-Health Sci/Nursing Major**) **does not automatically apply student for candidacy.** *This is the student's responsibility!*  
**Students must provide documentation required for CUNY prior to applying for Candidacy.** (See policy under Progression to Clinical Phase.)

### III. **Transfers from Other Majors within LaGuardia (In-House Transfer)**

Beginning Fall 2010, LaGuardia students interested in applying for candidacy in Registered Nursing (RN) will not be enrolled as a Registered Nursing Major until they have successfully been accepted following candidacy. New students who wish to apply for Candidacy must file for a change of major to “Undeclared Pre-Health Sci/Nursing” provided they have been a student at LaGuardia for at least one enhanced semester and have a **minimum overall GPA of 2.75**. Students must email the Health Science Department, [HealthSci@lagcc.cuny.edu](mailto:HealthSci@lagcc.cuny.edu), to obtain a Change of Major link/form.

For clinical nursing course sequence, please see “Registered Nursing Program Curriculum”

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## Progression into the Clinical Phase

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To be considered eligible for progression to the first nursing course (SCR110), a student must have met EACH of the following requirements:

- a. **Beginning Fall 2010**, be a matriculated student at LaGuardia C.C., and must be registered as and “Undeclared Pre- Health Sci/Nursing” major (CODE 470).
- b. Satisfactory completion of all remediation course(s) per CUNY policy.
- c. Earned at least a 2.75 GPA in each pre-clinical requirement. \*
- d. Apply for **Registered Nursing Candidacy (NUR000.4399)** in either the Spring I session (for entrance in the Fall) or the Fall I session (for entrance in the Spring).
- e. **All KEY Courses must be completed by the end of the 12-week session (Session I) in which you are applying for Nursing Candidacy or prior.**
- f. **SCB204 and HSF090 are pre-clinical requirements, but NOT KEY COURSES, so they can be completed no later than the 6-week session (Session II) in which you are applying for candidacy.**
- g. Must successfully pass the ATI TEAS exam with a minimum proficient score of 58.7% overall **AND** in each of the 4 categories (Reading, Math, Science, and English & Language Usage). The TEAS Exam must be taken remotely and must be proctored by ATI (ATI TEAS by ATI Testing – Nursing). Please be aware that students only have two (2) attempts to take the TEAS Exam. Results are valid for 2 years.
- h. Attend a mandatory IN-PERSON Program Orientation upon acceptance into the clinical phase of the Registered Nursing Program.
- i. Complete Health Screening as required by the clinical affiliated agencies.

There is a **deadline to apply for Registered Nursing Candidacy (NUR000 during each 12-week session.** It is the student’s responsibility to check the academic calendar for this date. The student can **only** register for candidacy through the health sciences department. Please be advised students must initiate communication with the Health Sciences Department regarding Change of Major Forms and Candidacy Applications. All applications must be requested prior to the deadline listed on the Academic Calendar. Health Sciences Email: [HealthSci@lagcc.cuny.edu](mailto:HealthSci@lagcc.cuny.edu)

**Students may only apply for candidacy twice for entrance into the clinical phase, excluding Official Withdrawal and Medical Leaves of Absences. Change of Major DOES NOT automatically apply student for candidacy. Changing majors and applying for candidacy are two separate processes.**

To qualify, students must earn **a minimum of 2.75 GPA** \* in the four (4) “**KEY**” pre-clinical courses listed below:

**SCC 110 Foundations of Chemistry**  
**SSY 101 General Psychology**  
**ENG 101 English Composition I**  
**SCB 203 Human Anatomy & Physiology I**

\* While GPA of 2.75 in the key courses is the minimum requirement for consideration, it does not guarantee progression to clinical phase. Seats are competitive and they are determined by a rank order scoring system and the number of seats available in the RN Program.

**As of Spring 2020 semester in order to advance into Registered Nursing clinical coursework, students must provide documentation in one of the following categories to the Office of Registrar (C107):**

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

**Eligible immigration categories:**

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

\*CUNY has added several additional categories of student status for entry into the Registered Nursing program. Please contact the Registrar’s Office for a complete list.

**Please Note: the CUNY Citizenship and Immigration Project provides free counseling and assistance to all CUNY students who need help with their immigration status.**

**CONFIGURING YOUR RANK:**

The maximum ranking score is twelve (12). The score is determined by:

1. Doubling the GPA (calculated to two decimal places) of the four (4) key courses.
2. Adding to this the GPA of all general education courses taken to date, which are required in the nursing curriculum: (This includes the “Key courses” which are calculated into the score for the **third time!**)

**See bolded courses below and APPENDIX C-Sample of Scoring System):**

**REGISTERED NURSING PROGRAM REQUIRED GENERAL EDUCATION COURSES**

HSF090 First Year Seminar for Health Sciences	0 Credit
<b>ENG101 Composition I (KEY)</b>	3 Credits
ENG102 Writing through Literature	3 Credits
<b>SSY101 General Psychology (KEY)</b>	3 Credits
SSY240 Developmental Psychology I	3 Credits
<b>SCB203 Human Anatomy &amp; Physiology I (KEY) within 7 years</b>	4 Credits
<b>SCB 204 Human Anatomy &amp; Physiology II (Pre-Clinical Course!** ) within 7 years</b>	4 Credits
<b>SCC 110 Foundations of Chemistry (KEY) within 10 years</b>	4 Credits
SCN 195 Community Health	2 Credits
SCB 260 General Microbiology (within 10 years)	4 Credits
MAT119 Statistics with Elementary Algebra/MAT120 Elementary Statistics	3 Credits

**\*\* As of Fall 2009, SCB 204 is a PRE-CLINICAL Registered Nursing Program course and REQUIRED to apply for Nursing Candidacy.**

No grade lower than a “C” will be accepted for the required Math (MAT 119/120) and Science courses (SCC 110, SCB 203, SCB 204, SCB 260) throughout the Registered Nursing Program.

If the student achieves a C-, D+, D, D-, F grade in MAT 119/120 or any of the required science courses, these may be repeated **only with permission** from the Academic Chair of Department related to the requested course to be repeated. **When key courses with grades of C-, D+, D, D- and F are repeated, the C-, D+, D, D- and F grade and the repeated course grade will be calculated in the key course average.**

Grades for any courses other than those required by the Registered Nursing Program will not be included in the candidacy calculation.

The Registrar’s Office will calculate for each candidate the GPA of key courses and the GPA of all required courses taken. The key course GPA will be multiplied by 2 and the GPA of all general education courses taken will be added to that figure to determine a point score for every candidate. (See Candidacy Calculation & Ranking, Appendix B).

Candidates who attain the maximum score of 12.00 will be the first to be admitted to the clinical phase, with other admitted in descending order of points scored **until the class space is filled.** The number of seats varies from semester to semester. The stronger the group of candidates in any given semester, the higher the point score that will be needed for admission.

The selection of candidates for the clinical phase of nursing will be completed at the end of each 12-week session.

**Students who wish to be considered for the Registered Nursing Program must apply for candidacy (NUR000.4399) in either the Fall or Spring 12-week session immediately preceding the semester they plan to begin the clinical nursing courses.**

When students are notified that they have earned a seat in *SCR 110 – Fundamentals of Nursing* or *SCR 100 - Bridge Course*, additional requirements must be met by specified due dates in order to register. The medical forms including lab results and immunization dates must be submitted, as well as a current CPR (BLS – American Heart Association) Card. The student must be able to purchase ATI and the Live Review (See Expected Program Expenses, Appendix C).

Once a student is admitted into the clinical phase of the Registered Nursing Program, deferment will only be considered on an individual basis. Students are to provide documentation as to why they are unable to enter the program at the time of acceptance. Deferment will only be granted **once**. Students who are unable to begin the program in the subsequent semester must then re-apply for candidacy, given only the first attempt was exhausted. **Students who are permitted to defer, must begin within the next starting class.**

Nursing education involves intellectually and physically challenging activities, and moreover, involves critical decisions that will affect the well-being of patients. It is essential that every candidate meet these standards so as not to endanger other students, faculty or patients. The American with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants to public institutions have the ability to pursue program admission. Students will not be barred from admission on the basis of color, religion, sex, sexual orientation, age, national origin, disability, Acquired Immune Deficiency Syndrome, or status as a disabled or Vietnam Era Veteran as long as they are capable of meeting the Essential Nursing Program Performance Standards (see Appendix A). All nursing Students must meet these Essential Nursing Performance Standards for admission and progression to each nursing course.

Students who are not accepted into the clinical phase and wish to apply for a second time may continue to take other general education courses which are required in the curriculum. Students have a total of two (2) attempts to apply for candidacy.

When students re-apply for entrance into the clinical phase, they will again be ranked according to the previously described scoring system. **Students may only apply for candidacy twice for entrance into the clinical phase, excluding Official Withdrawal and Medical Leaves of Absences (MLOA).** Therefore, it is important for students to officially withdraw in CUNYfirst from candidacy if they have a change of plans or need to withdraw from a required pre-clinical KEY COURSE REQUIREMENTS and the pre-clinical requirement of *SCB204 – Human Anatomy & Physiology II*.

Students who apply for candidacy and are unsuccessful in gaining admission to the clinical phase should seek support and advisement. They may ask for a re-evaluation of their transcripts, including transfer credits, to assist in planning their future course of study and possible change of major.

**Please Note:** Beginning in October 2016, science courses required for the Registered Nursing Program (SCB 203, SCB 204) will only be accepted for seven (7) years and SCC 110, SCB 260 will only be accepted for ten (10) years from their completion date. Any student who enters the major Undeclared Pre-Health Sci/Nursing (470) will be subject to the seven to ten (7 - 10) year science course requirement.

## Registered Nursing Program Curriculum

<b><u>PRE-CLINICAL COURSE</u></b>		<b>CREDITS</b>
HSF 090	First Year Seminar for Health Sciences	0
SCC 110	Foundations of Chemistry (KEY)*	4
SSY101	General Psychology (KEY)*	3
SCB203	Human Anatomy & Physiology I (KEY)*	4
ENG101	English Composition I (KEY)*	3
SCB 204	Human Anatomy & Physiology II ( <i>As of Fall 2009</i> )	4
 <b><u>CLINICAL NURSING COURSES</u></b>		
<b>YEAR ONE</b>		
<b>FALL/SPRING</b>		
<b>12 Week Session</b>		
SCR 110	Fundamentals of Nursing	6
MAT 119/120	Statistics with Elementary Algebra/Elementary Statistics	3
<b>6 Weeks Session</b>		
SSY 240	Developmental Psychology I	3
 <b>SPRING/FALL</b>		
<b>12 Week Session</b>		
SCR 210	Medical Surgical Nursing I (6 Week Clinical)	5
SCL 103	Concepts in Pharmacology and Nutrition	3
SCB260	General Microbiology **	4
 <b>YEAR TWO</b>		
<b>FALL/SPRING</b>		
<b>12 Week Session</b>		
SCR 200	Psychiatric Mental Health Nursing (6 Week Clinical)	4
SCR 270	Parent-Child Health Nursing (6 Week Clinical)	4
ENG 102	Writing through Literature	3
<b>6 Week Session</b>		
SCR 280	Leadership and Delegation	2
SCN 195	Community Health	2
 <b>SPRING/FALL</b>		
<b>12 Week Session</b>		
SCR 290	Medical Surgical Nursing II	9
GRD 000	Intent to Graduate	0
<i>Student must register before the deadline listed on the College Academic Calendar</i>		
<b>TOTAL</b>		<b>66</b>

\*All nursing courses (SCR/SCL) must be taken in sequence. All course as well as pre- and co-requisites, can be found in the college catalog. Upon entering the clinical phase of the Registered Nursing Program students should be able to complete the program in four (4) semesters (2 years).

\*\* It is encouraged that students complete *SCB260 – General Microbiology* prior to their second (2<sup>nd</sup>) semester of the Registered Nursing Program.

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## Registered Nursing Program Progression Standards

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### **Grading:**

Grading policies for each course are included in the course syllabi. The following grading system for the clinical component is in effect:

<b><u>Numerical Range</u></b>	<b><u>Letter grade</u></b>
95.5 – 100	A
89.5 – 95.4	A-
86.5 – 89.4	B+
83.5 – 86.4	B
79.5 – 83.4	B-
76.5 – 79.4	C+
74.5 – 76.4	C
74.4* or less	F

**\*Grades will be rounded to the nearest tenth.**

**For example: 74.4 = F; 74.48 = F; 74.5 = C.**

**There will be no exceptions to the grading/rounding policy.**

**Students must achieve a minimum grade of “C” (75) to pass the nursing courses (SCR / SCL) and achieve a satisfactory grade on the Clinical Performance Evaluation Tool.**

**Regardless of grade computation, any failure in clinical performance will be recorded as an automatic F grade for the course.**

1. A student must complete each nursing course with a clinical component with a minimum grade of **75 ( $\geq 74.5^*$ )**. Student must request permission through the Nursing Student Tracking Form in order to re-register for the course in the subsequent semester. The required form must be completed and presented to the course coordinator and program administrative assistant within 7 days from the Grade & Attendance date listed on the college academic calendar.
2. **EXCEPTION:** In order to repeat the *SCR100 - Bridge Course* or *SCR110 - Fundamentals of Nursing*, a student must achieve a minimum grade of 70% (**no rounding**) at the time of withdrawal.
3. A student who fails SCR100 / SCR110 with a grade lower than 70% (**no rounding**) **will not** be permitted to repeat the course and will be ineligible to continue in the Registered Nursing Program.
4. A minimum GPA of 2.00 (C) must be maintained throughout the clinical phase.

**Failure of either the clinical or theoretical component of any course requires that the entire course be repeated. Students are required to repeat a failed (SCR/SCL) course in the subsequent semester. Students are required to obtain a minimum grade of 78% ( $\geq 77.5\%$ ) to pass the course on the second registration. Students who obtain a medical leave will also be required to obtain a minimum grade of 78% ( $\geq 77.5\%$ ) to pass the course on the second registration.**

**As of Fall 2018, students who officially withdraw (W) on CUNYfirst from any clinical course will be required to obtain a minimum grade of 78% ( $\geq 77.5\%$ ) to pass the course on the second registration.**

5. Students are expected to complete the clinical phase of the Registered Nursing Program within two (2) years following admission to the clinical phase, and not to exceed four (4) years.
6. Any student who fails, withdraws, takes a semester off (“STOP OUT”) or takes a medical leave of absence (MLOA) from any two (2) nursing courses (SCR and/or SCL) is ineligible to continue. Students who take a MLOA must provide medical clearance from a medical doctor or Nurse Practitioner, clearing them for full participation in lecture, lab & clinical activities prior to returning to the clinical phase of the Registered Nursing Program.

**As of Spring 2021, students who take a Medical Leave of Absence (MLOA) from any clinical course will be required to obtain a minimum grade of 78% ( $\geq 77.5\%$ ) to pass the course on the second registration.**

**EXCEPTION:** Due to *SCR210 – Medical Surgical Nursing I* / *SCL103 – Concepts in Pharmacology & Nutrition* and *SCR200 – Psychiatric Mental Health Nursing* / *SCR270 – Parent Child Nursing* being co-requisites, if a student withdraws during that semester, they must withdraw from **both** courses. A student will have an opportunity to retake both SCR210 / SCL103 and SCR200 / SCR270 in the subsequent semester. If a student subsequently withdraws from any other SCR course in the in program, they will be ineligible to continue in the Registered Nursing Program.

**To clarify:** A student may not register for the same nursing course (SCR/SCL) more than twice (2).

7. If a student fails, withdraws (W) or takes a medical leave of absence (MLOA), the student must fill out a “Nursing Student Tracking Form” and submit one copy to the course coordinator and one copy to the program’s administrative assistant.
8. A student who opts for a “STOP OUT” for any reason (for example medical leave of absence (MLOA), withdrawal, etc.) for more than two (2) consecutive semesters is ineligible to continue in the Registered Nursing Program.

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## General Information and Policies

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### Attendance

- **Lecture & Lab:** The Registered Nursing Program has an attendance policy for lecture and campus laboratory sessions. In addition, nursing students are required to complete the total number of clinical hours required by the New York State Education Department as a condition for registration of the nursing program. Missing 15% or more of total course hours constitutes a failure for the course. Nursing students should attend all lectures, labs and clinicals. **Faculty will record attendance.**
- **Clinical:** Attendance for the hospital clinical experience is mandatory. Students who are too ill to report for clinical must notify the Health Sciences Department at (718) 482-5774 and the Nursing Lab at (718) 482-5773 **before** the start time on the scheduled clinical day [leave a voicemail]. Students **must** notify the clinical instructor by text if a number is provided. **Any student who is absent for a second clinical day in the same semester will receive an “F” grade for the course.**

### Lateness:

- **Clinical:** A student who is more than fifteen (15) minutes late for clinical will be required to report to campus and complete clinical assignment(s).
- **Lecture & Lab:** Students are expected to arrive on time for lecture and lab. Students who are more than fifteen (15) minutes late will be considered absent.
- **Exams:** A student who is more than twenty (20) minutes late for an exam will be sent home and a make up exam will be scheduled. All Make Up Exams will be given during Finals week (as documented on the academic calendar for that semester). See Make Up Exam Policy for more information.

### Social Media & the Health Insurance Portability and Accountability Act (HIPAA):

- Confidentiality of all information and records related to patient care is a patient right in New York State and mandated by the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Posting any information related to a client’s personal information, including but not limited to the patient’s name, DOB, diagnosis, or treatment, on social media (Instagram, TikTok, Lemon8, Facebook, Twitter/X, etc.) is forbidden.
- At no time may a student photograph or videotape a patient and/or patient information.
- Patient information is only to be shared with the members of the patient’s healthcare team. Students are not to discuss information on elevators or in public spaces inside or outside of the hospital.

- Students are not to access any information on the clinical sites medical information system that is not related to their assigned client. Students **MUST** comply with the code of conduct outline in their clinical site's HIPAA Training(s).
- Student who fails to maintain the patient's right to confidentiality will receive a grade of an F and will not be permitted to return to the clinical site. This can result in immediate dismissal from the Registered Nursing Program.

### **Voice/Video Recording of Lab & Lecture:**

Voice/Video recording within lab and lecture sessions **will be allowed at the discretion of the nursing faculty**. Students should inquire about recordings PRIOR to each lab/lecture sessions of each nursing course (SCR/SCL).

### **Study Time:**

It is expected that students spend at ***least two (2) hours*** in outside study ***for each hour spent in class***. In nursing, it is also important for students to practice skills in order to perform them safely in the hospital. Therefore, students who carry a full credit load each semester must be prepared to spend 30-40 hours per week in class or studying.

### **Syllabi and Blackboard:**

It is expected that all readings and assignments will be completed before the lecture or laboratory related to the designated course content. Students who need assistance should contact their faculty advisor as soon as they experience difficulty.

The faculty recommend that students retain all required nursing textbooks. Not only will this enable students to study for NCLEX-RN but also provides the beginning of a professional library.

**If students knowingly register for clinical courses after receiving a grade of a “C-” or lower in the required general education courses, pre-requisite or co- requisite science courses, or MAT 119/120, they will be expected to withdraw from the clinical course. Failure to do so voluntarily, will result in the Registered Nursing Program taking action through the Registrar’s Office to remove the student from the course.**

**Please note: This can result in students incurring fees and/or partial to no tuition reimbursement.**

### **ePortfolio**

Colleges and universities around the nation, are assisting students in participating in a digital revolution called ePortfolio. This are educational tool allows students to create websites that represent their educational goals and achievements that can be shared with upper division universities when applying or potential employer. Each course has assignments that are required to be entered into the students ePortfolio.

### **The Campus Learning Laboratory: E-328, E-336, E-351, E-352, E-353, E-358, E-360, E-361**

The learning laboratory is used by students to practice and perfect skills after they have been taught by their instructor in the regularly scheduled campus lab. The learning laboratory is open to nursing students during the hours posted. Students should feel free to come to practice any skills necessary. To book practice time, email [NursingLab@lagcc.cuny.edu](mailto:NursingLab@lagcc.cuny.edu) to ensure a college

laboratory space is available. Students must book their **own** practice time at least 24 hours prior to the desired practice date. Appointments cannot be made for multiple people. The computer and media resource facility provides academic support through computerized internet access, software and video tutorials utilizing state-of-the-art drop-down computers, with integrated live instructor conferencing and smart board interfacing. **Children are not permitted in the clinical practice laboratory. No exceptions.**

**Jury Duty:**

Students who receive Jury Duty Summons (either to serve in person or by phone) should notify their Course Coordinator and the program's administrative assistant as soon as possible. Students are eligible to postpone Jury Duty. A letter will be provided by the Registered Nursing Program. **DO NOT** ignore Jury Duty Summons. Jury duty is not considered an excused absence for students who do not attempt to postpone their jury service.

**Advisement:**

Student-faculty conferences will be scheduled once during each semester and as needed. In addition, full-time faculty members will post office hours indicating times available to meet with students. Times other than those posted may be arranged by mutual agreement. It is the student's responsibility to make and keep appointments. If unable to keep an appointment, the student is expected to notify faculty.

**Verification of Education for Foreign Licensure:**

Students requesting verification of education for CGFNS, International must complete the required form from the Nursing Program and submit it with a copy of their unofficial transcript and the CGFNS form. Please allow up to 12 weeks for completion of the CGFNS form. Once the form is completed by the Director of the Nursing Programs, it will be sent to the Registrar's Office form the Official School Seal and mailed directly back to CGFNS from there.

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## ATI Nursing Education

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ATI is mandatory and will be utilized throughout the entire Registered Nursing Program. Content specific exams will count for 5% of the students' final grade in SCR 100, SCR 110, SCR 200, SCR 210, SCL 103, SCR 270, SCR 290. Students who do not comply with the payment scheduled will forfeit 5% of their grade for the course. Students who do not complete the ATI assessments and review program will not be eligible for graduation.

Mandatory in-person participation is required for the NCLEX-RN Live Review. The mandatory ATI Live Review will take place after the Pinning Ceremony each semester. All students must attend this review. **There are no exceptions.**

### **Assessment & Review Program**

The ATI (Assessment Technology Institute) Assessment & Review program provides students with an ongoing assessment of areas of weakness and strength, along with immediate self-direction remediation assistance. The remediations consist of both text and computerized testing with feedback using the internet. The program consists of the following components:

- **Test of Essential Academic Skills** – a secured exam consisting of 5 sub-tests  
a. Mathematics      b. Reading      c. English      d. Science      e. Language Usage

The test is given at the start of the program before any content instructions are provided. This enables faculty to identify and work with those students who may have potential challenges with the curriculum.

- **Critical Thinking Entrance & Exit Exams** – A secured non-nursing critical thinking diagnosis exam, which covers:  
a. Interference      b. Analysis      c. Evaluation      d. Explanation      e. Inference

The test is given at the start of the program before any content instructions are provided, and at the end of the program. This enables the program to track critical thinking as an outcome criterion.

- **Self-Assessment** – A secure exam consisting of 4 sub-tests:  
a. Critical Thinking      b. Learning Styles      c. Professional Characteristics  
d. Work Values
- **Content Mastery Series Exam** – Eight (8) secured diagnostic exam that score for content, nursing process, critical thinking, knowledge level, and NCLEX-RN correlation at the end of each content area. Those are:  
a. Fundamentals      b. Medical Surgical Nursing      c. Pharmacology  
d. Psychiatric Mental Health      e. Nursing Care of Children (Pediatrics)  
f. Maternity/Newborn      g. Nutrition      h. Management

- **Student Exams** – Five (5) unsecured exams are available to students via any computer that has internet connection. These exams are interactive tests that include rationale for correct answers and distracters. They include:
  - a. Fundamentals      b. Medical Surgical      c. Nursing Care of Children (Pediatric)
  - d. Maternity/Newborn      e. Psychiatric Mental Health Nursing
  
- **Registered Nurse Comprehensive Predictor** – This is a secure exam given at the end of the program, which diagnoses and predicts student's ability to be successful on the NCLEX-RN license exam.
  
- **Review Modules** – Seven (7) review modules (study guides) are provided. Research has shown that review and remediation throughout the program are more effective than intensive reviews at the end of student's schooling. The modules are designed to be utilized at orientation and at the end of each course of study and are distributed after secured diagnostic testing has been given. Modules include:
  - a. **Orientation Module**: Provides an introduction to critical thinking through case study, study skills, not talking, textbook annotation, and test-taking skills.
  
  - b. **Case Study Review Module**: Provides lecture, content and application are based on case study scenarios. A detailed lecture manual for instructors and five (5) study review manuals for the students: They are:
    - 1. Fundamentals      2. Medical Surgical      3. Nursing Care of Children (Pediatric)
    - 4. Maternity/Newborn      5. Psychiatric Mental Health Nursing
  
  - c. **State Board Preparation Module**: In this module each student will be provided with:
    - 1. Review of individual performance on the predictor exam
    - 2. NCLEX test-taking skills
    - 3. NCLEX testing procedures
    - 4. Case studies

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## Nursing Program Dress Code

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The below dress code guidelines are unique to the LaGuardia Community College Nursing Programs. Our nursing students are representatives of LaGuardia Community College and must present themselves in a professional manner on and off-campus.

**Full uniform must be worn during clinical, on-campus clinical and all practical exams**

### **Lecture & Lab:**

Although regular attire is permitted within campus lecture and lab sessions, our students must dress appropriately at all times. Short skirts, crop tops, low cut tops, offensive wording displayed on clothing, and revealing clothing will **not** be permitted.

### **Clinical Rotations:**

All uniforms must be purchased through our specific vendor: **Flynn O'Hara**

**Students are required to be in full uniform for clinical rotations (on and off-campus).** All uniforms should be neat, clean pressed and presentable (Iron as needed).

- **Top:** Unisex V-Neck Top - With LAGCC Nursing Student Patch
  - a. Students may wear any neat white long-sleeved jersey (crew neck) shirt under their uniform top. This is required for student with visible tattoos.
- **Uniform Jacket:** This will be the only jacket allowed on the unit.
  - a. Sweaters are not considered part of the uniform and must **not** be worn on the resident/client care units
- **Pants:** Elastic or Drawstring Waist Pants
- **Shoes:** All-white nursing shoes/sneakers; closed back and toes are required. Clogs or high heels are **not** acceptable
- **Equipment:** Each student must carry a pen with black or blue ink, small (3x5) notepad, penlight (No LED), stethoscope, a second-hand watch (**clearly** indicates seconds), and protective goggles
- **Personal Hygiene:** Students are held responsible for good personal hygiene as they are working closely with patients. Hair should be contained, worn off the face and collar. Men are to be clean shaven or have a neatly trimmed beard and/or mustache. Fingernails are to be filed short and kept clean at all times. No artificial nails or colored nails permitted (nude colors accepted). No strong perfume or perfume scented shaving lotion or deodorant

- **Jewelry:** Permissible jewelry includes one pair of small stud earrings for pierced ears. A watch with the ability to read in increment of second must be worn at all times. No other jewelry is allowed except for a plain wedding band (no raised stones)
- **Identification (ID):** While the college only requires students to have electronic ID, nursing students are required have a valid LaGuardia Community College identification on their person while on the clinical site and this must be visible at all times.
  - a. If the clinical site provides an alternative ID, this must be worn during clinical rotations in addition to your LaGuardia identification.
- **Exceptions to Uniform Policy:**
  - a. **For Student with Religious Observances:** Head wear worn for religious reasons should conform with the uniform colors (white or navy blue)
  - b. **Off-Site Clinical Rotations:** *SCR200 – Psychiatric Mental Health Nursing* (Court, Etc.)
    - i. Female students may wear slacks, skirts, and blouses.
    - ii. Male students may wear slacks and collared shirts.
    - iii. No jeans, tight pants, sweatshirts/hoodies, chains, bracelets, sneakers or high heels are permitted.

***Students who come to the clinical setting improperly attired or unprepared for their clinical assignment will be dismissed by their clinical instructor. This will be counted as an absence. Dismissed students are to report to campus to complete assignment(s).***

**PLEASE NOTE: Students are not permitted to wear any facial and/or eye covering that would interfere with student nurse-patient communication process.**

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## Nursing Student Testing Policy

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**Students should read this document before taking a nursing exam.**

The Registered Nursing Program reserves the right to offer exams in both computerized and/or paper/pencil format. Exams may be given during lab or lecture hour. **Student seats assignments will be randomized.**

It is the student's responsibility to arrive on time for the exam. If the student arrives late for an exam, the student forfeits the time they are late. No extra time will be given for students arriving late.

Use the restroom before the exam is administered. **For a unit exam the student will not be permitted to use the restroom.**

For the final exam, the student may use the restroom only if accompanied by the second faculty or staff member.

The following items may not be accessed at all during an exam (including during restroom break):

- Any educational, test preparation or study materials.
- Cell/mobile/smart phones, smart watch, tablets, cameras, pagers, flash drives or other electronic devices, nor weapons of any kind.

No wearing of electronic devices including, but not limited to, watches, electronic bracelets and/or wrist bands may not be worn during an exam.

Hats, gloves, hoods, scarves, jackets, coats or dark glasses may not be worn during an exam. Turn off cell phones completely (do not put them on vibrate).

No borrowing or sharing calculators.

No using cell phones or PDAs as a calculator.

The student will refrain from engaging in any disruptive behavior during the exam, including but not limited to, walking around, talking, and standing up, etc.

Students must raise their hand before asking a question.

**All Nursing Students should be aware that any disclosure of examination items before, during or after the examination is a violation of the college's Academic Integrity Policy.**

The only material that can be used during your exam will be provided by faculty.

Please note that all scrap paper must be turned into faculty with the completed quiz/exam.

All personal belongings will be placed in front of the room. This includes:

- Cellular, mobile, smart phones, PDA
- Any electronic devices including, but not limited to, pens, calculators, watches, electronic wrist bands, eyeglasses, etc.
- Bags, purses, wallets
- Books, loose papers, any study materials
- Cameras
- Coats, hats, scarves, gloves
- Food or drink
- Gum or candy
- Lip balm

**For Computerized exams:**

When you are finished with your exam upload the exam and log off the exam site and immediately leave the room unless instructed otherwise.

**Exam Review Policy:**

Effective Fall 2025, for *SCR110 – Fundamentals of Nursing*, only the first (1<sup>st</sup>) exam review will be conducted for the entire class. Subsequent exam reviews will be available on an individual basis only to students who receive a failing grade ( $\leq 74.4\%$ ) ( $\leq 77.4\%$  for repeating students). There will be no review of quizzes.

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## Make Up Exam Policy

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Any student who is absent for an exam is required to provide a doctor's note (for either themselves or their child). All make up exams will be given during Finals week (as documented on the academic calendar for that semester). Faculty have the right to provide an exam in an alternate format (including, but not limited to fill in the blanks, matching column, short answer, etc.). **Under no circumstances** will a make- up exam be given for the second time in any one clinical course in one semester. Students will receive a zero (0) for a second missed exam. In the event of a death in the family the student should speak directly with their faculty and the course coordinator. Students have **two (2) weeks**, at the conclusion of each unit exam, to review their own exam. Students will be allowed to review **ONLY** the questions they answered incorrectly. Rationales for the incorrect answers will be provided. Students will not have access to complete exams. All individual exam review is by appointment only and under faculty supervision.

**Students will not be allowed to review the final exam until after grades and attendance have been posted in accordance with date posted on the academic calendar.** Instructors will hand score the final exam at the request of any student who fails the course.

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## Math Requirement

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### **Medication calculation competency examination (Pass/Fail):**

Students will have two (2) opportunities to meet the math requirement for each clinical course. Any student who fails the math exam for a second time will receive an incomplete for that course. The student will be required to attend a 1-day remedial Math course in the following Fall II or Spring II semester. Students must pass the math exam after the remedial course in order to progress in the program. Any student who fails the math exam for a third (3<sup>rd</sup>) time will receive an F grade for that clinical course. Please note the passing score for any math exam is a minimum of 80%.

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## Students Requiring Accommodations

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Students who may require accommodations and are admitted to the Registered Nursing Program can progress provided they are able to meet all required course objectives and the LaGuardia Community College Essential Nursing Program Performance Standards **(SEE APPENDIX A)**.

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LaGuardia Community College has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. The Office of Accessibility provides advocacy to ensure access to all college programs and facilities to college life for students with disabilities. All students are required to register with supporting documentation. Appropriate accommodations and services are determined and include:

- academic, career and personal counseling
- priority registration
- academic advisement
- support services such as assistive technology and tutors; proctoring exams for students.

### **How to Obtain Accommodations:**

Students must initiate a request for accommodations by contacting the Office of Accessibility. The student must provide documentation of the disability. Accommodations may be provided on an interim basis while the student is obtaining documentation, at the Counselor's discretion. If you have a documented disability and want to request accommodations, please:

1. Contact the Office of Accessibility for more information.
2. Make an appointment with the Counselor to determine what accommodations are right for you. Documentation of the disability will be needed at this time.
3. Any difficulty in receiving accommodations is to be reported immediately to the Office of Accessibility.

Online students with documented disabilities may be eligible for extra time on tests and books in alternate formats.

**Faculty must receive the letter of accommodation at least 24 hours before a nursing exam for each course (SCR / SCL).**



# LaGuardia Community College

31-10 Thomson Avenue - Long Island City, New York 11101– Health Sciences: (718) 482-5774

Dear Student,

LaGuardia Community College's Registered Nursing Program has agreements with many of the surrounding health care facilities to provide our nursing students with clinical rotations. Recently, Health and Hospitals Corporation is requiring that students and faculty attending clinical at their facilities undergo a criminal background check.

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

In order to facilitate the clinical experience for our students the Registered Nursing Program at LaGuardia Community College will requires students entering the clinical phase of the nursing program, starting in Fall 2017 to undergo a criminal background check, the cost of the background will be the responsibility of the student. The requirement will be an annual background check.

Presently **CastleBranch** - Student Screening Solutions, manages the nursing student/faculty documents (physical exam, immunization records, CPR etc.). **CastleBranch** will facilitate the criminal background checks of all nursing students and faculty. Additional information can be found on the **CastleBranch** website: <https://discover.castlebranch.com>

If you have any questions, please do not hesitate to contact me, or come to E-300 and speak with a nursing faculty advisor.

Best regards,

Best,

A handwritten signature in black ink, appearing to read "Faith Armstrong", with a stylized flourish at the end.

Faith Armstrong, MS, RN  
Director of Nursing Programs,  
Health Sciences Department  
LaGuardia Community College

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## Criminal Background Check

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As of Fall 2017, all Nursing students and Nursing Faculty will be required to have an annual criminal background check through **CastleBranch**.

If the criminal background checks identifies an issue, that individual will be required to meet with the Director of the Nursing Program and the legal representative for the college. Each case will be reviewed individually. Students should be aware that until the issue is reviewed/resolved they will not be able to continue in the program. Students will need to “STOP OUT” until the issue is resolved. For students in the program this will count against the Progression Policy. For students entering the first clinical course, the student will be required to adhere to all changes/requirements in the Nursing Program at the time that they enter their first Nursing Clinical Course.

### ***Certificate of Relief from Civil Disabilities***

Laws governing Certificates of Relief from Disabilities and Certificates of Good Conduct were enacted “to reduce the automatic rejection and community isolation that often accompany conviction of crimes” and “contribute to the complete rehabilitation of first offenders and their successful return to responsible lives in the community.” Additionally, Correction Law §753(1) (a) recognizes that it is the public policy of New York State to “encourage the licensure and employment of persons previously convicted of one or more criminal offenses.” Correction Law §753(2) further establishes that with respect to a “public agency” or “private employer”, a certificate “shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.” Such certificates are consistent with 2006 statutory change to the general purposes of the Penal Law (PL), specifically PL §1.05(6), which adds the concept of reentry and reintegration by referring to “the promotion of ... successful and productive reentry and reintegration into society...” of offenders.

### **New York State Unified Court System**

**25 Beaver Street**

**New York, NY 10004**

**1-800-COURTNY (1-800-268-7869)**

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## *CastleBranch: General Information*

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In order to manage student and faculty information in a manner that is compliant with HIPPA and FERPA regulations, the LaGuardia Community College Nursing Programs employs the services of **CastleBranch**. **CastleBranch** is a company that manages student immunization records, medical records and healthcare certification needed for admission into the nursing programs and documents required for clinical placement.

The cost of this service is a one-time fee of approximately \$44.99. The student has life-time access to this service even after graduation from LaGuardia Community College's Nursing Programs. **CastleBranch** will send emails to notify students when documents are required for renewal and updates. All documents are located on a password protected secure server.

In addition, as of January 2015, the CUNY- NYC Health + Hospitals Corporation (HHC) contract requires all students have a drug screening. Beginning in Fall 2015, the LaGuardia Community College Nursing Programs Annual Physical document, for both students and faculty will require a 10-panel drug screen. This drug screen can be obtained through **CastleBranch** via Quest Labs for a fee.

The Nursing Programs requires Quest Laboratories for drug screens because of their collection process and handling.

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## CastleBranch: Order Instructions

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### Order Instructions for CUNY LaGuardia Community College - Nursing

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right-hand corner, enter the Package Code that is below.

Package Code UK68: I am an incoming student and I need to order my Drug Test, Medical Document Manager, and Criminal Background Check.  
Total price: \$216.74

### About

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#### About CastleBranch

CUNY - LaGuardia Community College - Nursing has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into [castlebranch.com](https://castlebranch.com) and entering your username (email used during order placement) and your secure password.

### Order Summary

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#### Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

#### Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

#### Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

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## Clinical Medical Requirements: *CastleBranch* Checklist

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Nursing students must comply with the Program's health requirements through **CastleBranch**. Students must be compliant at all times during each semester within the Registered Nursing Program. Although **CastleBranch** will send emails to notify students when documents are required for renewal and updates, students are responsible for making sure their health clearance is up to date.

If the student is not cleared by **CastleBranch** prior to the deadline set by the program, the student's registration will be dropped, and the student will be required to STOP-OUT for the semester. The student will begin classes during the subsequent semester.

### **CastleBranch Requirements:**

- ◇ Physical Examination (Completed yearly)
- ◇ Blood Tests (titers) – **Lab Reports are required**
  - a. **IF not immune, vaccinations are required**
  - b. Rubeola (measles)
  - c. Rubella
  - d. Mumps
  - e. Varicella
  - f. Hepatitis B Vaccination series\*
- ◇ Tuberculin Blood Test / or QuantiFERON – **Lab Reports are required**
- ◇ Immunizations – **Lab Reports are required**
  - a. Tetanus-Diphtheria-Pertussis (Tdap or Td)
  - b. Influenza (seasonal vaccine)
  - c. COVID (seasonal vaccine)
- ◇ 10-panel Drug Test (every semester; to be completed within 30 days prior to the start of the semester)
- ◇ Background Check
- ◇ Basic Life Support (BLS) / CPR Certification
  - a. Must be completed with the American Heart Association

If you currently hold a current license or certification, you must also provide the following:

- ◇ LPN License and Registration
- ◇ NYS Department of Health EMS Provider Certification Card – Level Paramedic

In order to comply with these requirements, students should make an appointment with their health care provider to fill out health clearance forms, complete necessary tests, and/or administer vaccinations.

\* Students who are not vaccinated against Hepatitis B are required to sign a Hep B Declination Waiver. However, we strongly advise students to receive the vaccination (if necessary).

**Some clinical facilities may require additional items prior to the start of your rotations at the site; You will be notified accordingly.**

# Student and Faculty Immunization Records and Federal Law

## FERPA/HIPAA

As outlined by the Family Policy Compliance Office (FPCO), student immunization records collected by schools are deemed education records, and are thus exempt from HIPAA, the HIPAA Privacy Rule, and the HIPAA Security Rule. Any educational institution receiving funds from any program administered by the U.S. Department of Education is subject to compliance with FERPA and is exempt from HIPAA. Faculty records are exempt from HIPAA, as well, as they are considered employment records due to the fact that they are required by the university (employer) as a condition of the faculty member's (employee's) employment.

CastleBranch offers Student Immunization Tracker, a web based data management system for collecting and managing student and faculty immunization records. Student Immunization Tracker follows federal guidelines concerning the protection of the privacy and individual rights of students and faculty when processing and handling immunization records. This paper provides an overview of these guidelines and describes the steps CastleBranch undertakes to follow them.

### Family Educational Rights and Privacy Act (FERPA)

As per the Family Policy Compliance Office (FPCO), immunization records are considered education records and therefore fall under FERPA regulations. FERPA applies to education records "maintained by an educational agency or institution or by a person acting for such an agency or institution." 20 U.S.C § 1232g(a)(4)(A). FERPA provides two main protections to eligible college students:

- (1) The right to view, and seek to amend, their education records.
- (2) The right to prevent disclosure of those records to third parties without the eligible student's written consent. Eligible college students include any student who is at least 18 years of age or any student who enrolls in a post-secondary institution at any age.

### Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is enforced by the U.S Department of Health and Human Services. Only entities meeting the definition of "covered entity" must comply with HIPAA. A covered entity is any:

- (1) health care provider who transmits certain HIPAA standard transactions electronically;
- (2) health plans including insurers and other payers;
- (3) health care clearinghouses including entities such as bill services. 45 C.F.R. § 160.103.

CastleBranch is not a health care provider or health plan and does not meet the definition of health care clearinghouse contained in the HIPAA regulations at 45 C.F.R. § 160.103. Thus, CastleBranch is not a covered entity and is therefore not required to comply with HIPAA. Covered entities may receive "protected health information." The definition of "protected health information" specifically excludes (1) information contained in education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. § 1232g ("FERPA"); (2) information contained in records described at 20 U.S.C. § 1232g(a)(4)(B)(iv) (i.e., records on a student who is 18 years of age or older or is attending an institution of postsecondary education which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment); and (3) employment records held by a covered entity in its role as employer. 45 C.F.R. § 160.103.

### Health Information Technology for Economic and Clinical Health Act (HITECH Act)

The HITECH Act promotes the adoption and meaningful use of health information technology. HITECH only applies to HIPAA regulations and not FERPA regulations.

### Student Immunization Tracker Compliance

Student Immunization Tracker handles student and faculty records.

Student records managed by CastleBranch are considered education records and are thus covered by FERPA and exempt from HIPAA.

Faculty records managed by CastleBranch are considered employment records and are thus exempt from HIPAA. Even if the university is a covered entity under HIPAA, the employment records of faculty and staff that it shares with CastleBranch would not be covered under HIPAA.

Student Immunization Tracker follows FERPA guidelines in the following ways:

- (1) Written or electronic authorization from all students is required prior to disclosure of any education record or personally identifiable information (PII). Students consent to FERPA rules and regulations when they upload immunization records to Student Immunization Tracker.
- (2) Students give permission to the parties permitted to view their education records. Immunization records are only available to physicians or other professionals providing treatment to the students, unless the student authorizes the information to be shared with others.
- (3) Students have the right to review records and make corrections as needed. Eligible students have the right to review education records and have them amended in certain instances.
- (4) Information technology policies, procedures, and strict Internet security restrict unauthorized access to student data.
- (5) Physical security policies and procedures at CastleBranch's physical site restrict unauthorized access to student data.

For more information on FERPA regulations, please visit:

[www.ed.gov/policy/gen/guid/fpc/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html)

For more information on HIPAA regulations, please visit:

[www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/) or [www.hipaa.org](http://www.hipaa.org)

For more information on HITECH Act regulations, please visit:

[www.hhs.gov/ocr/privacy/hipaa/administrative/enforcementrule/hitech-enforcement.html](http://www.hhs.gov/ocr/privacy/hipaa/administrative/enforcementrule/hitech-enforcement.html)

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## LPN to RN Advanced Standing Pathway

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The Registered Nursing Program formulated an Advanced Standing Pathway for licensed practical nurses utilized as of Fall 2006.

Applicants may be admitted to the Advanced Standing Pathway after meeting the following criteria:

1. Have a current NYS LPN registration & license.
2. Complete admission (or readmission if LaGuardia graduate) to LaGuardia Community College with identified major Undeclared Pre-Health Sci/Nursing.
3. Receive academic advisement to ensure that the applicant meets the admission requirements of the Associate Degree Registered Nursing Program (RN).
4. Complete CUNY on-line admissions application to LaGuardia, and transfer or complete the clinical pre- requisite courses: ENG101, SSY101, SSY240, SCC110, SCB203, SCB204, SCB260 and MAT 119 / 120
5. Upon completion of the pre-requisite courses, a GPA of 2.75 is the minimum requirement to apply for candidacy (*LRN 000.4799 – Intent to LRN*) for *SCR 100 – Bridge Course* \*

The Bridge Course (SCR 100) will include advanced *SCR210 - Medical-Surgical Nursing I* and *SCL103 – Concepts in Pharmacology and Nutrition* content. Students who enter the clinical phase of the nursing program at *SCR 200 – Psychiatric Mental Health Nursing / SCR 270 – Parent Child Nursing* level will be required to complete all other nursing requirements in sequence.

Students who enter the LPN to RN Advanced Standing Pathway will be expected to adhere to the “Registered Nursing Program Progression Standards.” Credits that may be transferred into the LPN to RN Advanced Standing Pathway are:

<b>HSF090 First Year Seminar for Health Sciences (Pre-Clinical Course)</b>	<b>0 Credits</b>
<b>ENG101 English Composition I (KEY)</b>	3 Credits
ENG102 Writing Through Literature (General Ed, NOT a key course)	3 Credits
<b>SSY101 General Psychology (KEY)</b>	3 Credits
<b>SSY240 Developmental Psychology I (KEY)</b>	3 Credits
<b>MAT119 OR MAT120 Elementary Statistics (KEY)</b>	3 Credits
<b>SCB203 Human Anatomy &amp; Physiology I (KEY) within 7 years</b>	4 Credits
<b>SCB 204 Human Anatomy &amp; Physiology II (Pre-Clinical Course) ** within 7 years</b>	4 Credits
<b>SCC 110 Foundations of Chemistry (KEY) within 10 years</b>	4 Credits
<b>SCB 260 General Microbiology (KEY) within 10 years</b>	4 Credits
SCN 195 Community Health (General Ed, NOT a key course)	2 Credits

**\*\* As of Fall 2009, SCB 204 is a PRE-CLINICAL to the LPN to RN Advanced Standing Pathway courses and REQUIRED to apply for Intent to LRN.**

Upon successful completion of all of the above requirements, the Registered Nursing Program will evaluate and select students applying for the Bridge course based on GPA (minimum of 2.75) and available space. Seventy-five percent (75%) of the applicant pool will be candidates from LaGuardia Community College's Licensed Practical Nurse Program. Twenty-five percent (25%) of the pool will be candidates from outside the college.

Student ranking for admission into the LPN to RN Advanced Standing Pathway:

- a. Transfer pre-requisite course grades from outside colleges will be calculated in the GPA ranking.
- b. Both general education and nursing clinical course grades will be calculated in the GPA ranking for students who have graduated from the LaGCC LPN program.

Students selected will receive 11-14 Exemption Credits granted toward AAS degree upon completion of the following course: *SCR 100 – Bridge Course*

- ☐ Total of 14 possible Exemption Credits: *SCR110 – Fundamentals of Nursing, SCR210 – Medical Surgical Nursing I, SCL103 – Concepts in Pharmacology and Nutrition.*

LPN to RN ADVANCED STANDING PATHWAY COURSE SEQUENCE		
PRE-CLINICAL PHASE		
COURSE CODE	COURSES	CREDITS
HSF090	First Year Seminar for Health Sciences	0
ENG 101	English Composition I	3
SSY 101	General Psychology	3
SSY 240	Developmental Psychology I	3
SCC 110	Foundations of Chemistry	4
SCB 203	Human Anatomy & Physiology I	4
SCB 204	Human Anatomy & Physiology II	4
SCB 260	General Microbiology	4
MAT 119 or MAT120	Elementary Statistics	3
LRN 000	Intent to LRN – <i>Student must apply before the deadline listed on the College Academic Calendar. Please email <a href="mailto:HealthSci@lagcc.cuny.edu">HealthSci@lagcc.cuny.edu</a> for the Candidacy Application</i>	0
CLINICAL PHASE OF NURSING COURSES – YEAR ONE		
FALL I / SPRING I		
SCR 100	Bridge Course	3
SPRING I / FALL I		
SCR 200	Psychiatric Mental Health Nursing	4
SCR 270	Parent Child Nursing	4
ENG102 pre/co-requisite	Writing through Literature	3
FALL II / SPRING II		
SCR 280	Leadership & Delegation	2
SCN 195 pre/co-requisite	Community Health	2
CLINICAL NURSING COURSES – YEAR TWO		
SPRING I / FALL I		
SCR 290	Medical Surgical Nursing II	9
GRD000	Intent to Graduate – <i>Student must apply before the deadline listed on the College Academic Calendar</i>	0
<b>All Registered Nursing Courses (SCR) must be taken in sequence. All course descriptions, as well as pre- and co-requisites, can be found in the college catalog.</b>		

## Paramedic to RN Advanced Standing Pathway

The Registered Nursing Program formulated an Advanced Standing Pathway for paramedics utilized as of Spring 2024.

Applicants may be admitted to the Advanced Standing Pathway after meeting the following criteria:

1. Have a current NYS Paramedic Certification.
2. Complete admission (or readmission if LaGuardia graduate) to LaGuardia Community College with identified major Undeclared Pre-Health Sci/Nursing.
3. Receive academic advisement to ensure that the applicant meets the admission requirements for *SCE101 – Introduction to Nursing for Paramedics*.
4. Transfer or complete the clinical pre- requisite courses: ENG101, SSY101, SSY240, SCC110, SCB203, SCB204, SCB260 and MAT 119 / 120
5. Upon completion of the pre-requisite courses, a GPA of 2.75 is the minimum requirement to apply for candidacy (*SCE 000.4599 – Paramedic to RN Candidacy*) for *SCR 100 – Bridge Course \**

The Bridge Course (SCR 100) will include advanced *SCR210 - Medical-Surgical Nursing I* and *SCL103 – Concepts in Pharmacology and Nutrition* content. Students who enter the clinical phase of the nursing program at *SCR 200 – Psychiatric Mental Health Nursing / SCR 270 – Parent Child Nursing* level will be required to complete all other nursing requirements in sequence.

Students who enter the Registered Nursing Program will be expected to adhere to the “Registered Nursing Program Progression Standards.” Credits that may be transferred into the Paramedic to RN Advanced Standing Pathway are:

<b>HSF090 First Year Seminar for Health Sciences (Pre-Clinical Course)</b>	<b>0 Credits</b>
<b>ENG101 English Composition I (KEY)</b>	3 Credits
ENG102 Writing Through Literature (General Ed, NOT a key course)	3 Credits
<b>SSY101 General Psychology (KEY)</b>	3 Credits
<b>SSY240 Developmental Psychology I (KEY)</b>	3 Credits
<b>MAT119 OR MAT120 Elementary Statistics (KEY)</b>	3 Credits
<b>SCB203 Human Anatomy &amp; Physiology I (KEY) within 7 years</b>	4 Credits
<b>SCB 204 Human Anatomy &amp; Physiology II (Pre-Clinical Course) ** within 7 years</b>	4 Credits
<b>SCC 110 Foundations of Chemistry (KEY) within 10 years</b>	4 Credits
<b>SCB 260 General Microbiology (KEY) within 10 years</b>	4 Credits
SCN 195 Community Health (General Ed, NOT a key course)	2 Credits
<b>SCE101 Introduction to Nursing for Paramedics (Pre-Clinical Course)</b>	2 credits

Upon successful completion of all of the above requirements, the Registered Nursing Program will evaluate and select students applying for the Bridge course based on GPA (minimum of 2.75) and available space.

Student ranking for admission into the Paramedic to RN Advanced Standing Pathway:

- a. Transfer pre-requisite course grades from outside colleges will be calculated in the GPA ranking.

Students selected will receive 11-14 Exemption Credits granted toward AAS degree upon completion of the following course: *SCR 100 – Bridge Course*

- ☐ Total of 14 possible Exemption Credits: *SCR110 – Fundamentals of Nursing, SCR210 – Medical Surgical Nursing I, SCL103 – Concepts in Pharmacology and Nutrition.*

Paramedic to RN ADVANCED STANDING PATHWAY COURSE SEQUENCE		
PRE-REQUISITE PHASE		
COURSE CODE	COURSES	CREDITS
HSF090	First Year Seminar for Health Sciences	0
ENG 101	English Composition I	3
SSY 101	General Psychology	3
SSY 240	Developmental Psychology I	3
SCC 110	Foundations of Chemistry	4
SCB 203	Human Anatomy & Physiology I	4
SCB 204	Human Anatomy & Physiology II	4
SCB 260	General Microbiology	4
MAT 119 or MAT 120	Elementary Statistics	3
PRE-CLINICAL PHASE BEGINS		
SCE101	Intro to Nursing for Paramedics	2
SCE 000	Paramedic to RN Candidacy – <i>Student must apply before the deadline listed on the College Academic Calendar. Please email <a href="mailto:HealthSci@lagcc.cuny.edu">HealthSci@lagcc.cuny.edu</a> for the Candidacy Application</i>	0
CLINICAL PHASE OF NURSING COURSES – YEAR ONE		
FALL I / SPRING I		
SCR 100	Bridge Course	3
SPRING I / FALL I		
SCR 200	Psychiatric Mental Health Nursing	4
SCR 270	Parent Child Nursing	4
ENG102 pre/co-requisite	Writing through Literature	3
FALL II / SPRING II		
SCR 280	Leadership & Delegation	2
SCN 195 pre/co-requisite	Community Health	2
CLINICAL NURSING COURSES – YEAR TWO		
SPRING I / FALL I		
SCR 290	Medical Surgical Nursing II	9
GRD000	Intent to Graduate – <i>Student must apply before the deadline listed on the College Academic Calendar</i>	0
<b>All Registered Nursing Courses (SCR) must be taken in sequence. All course descriptions, as well as pre- and co-requisites, can be found in the college catalog.</b>		

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## Clinical: General Information and Policies

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### **Clinical Facility Rotation Experiences:**

Students can be expected to be randomly assigned to any health facility in the Greater Metropolitan area. All students are required to provide their own transportation to and from these facilities. Students may be expected to submit to drug testing and/or background checks in order to comply with requirements of the clinical facilities. ***Students must present official photo identification other than school id for drug testing!***

**PLEASE NOTE:** If for whatever reason, students are unable to complete drug testing/background checks, they may not be eligible to utilize the clinical facilities and hence may not be eligible to start or complete the Registered Nursing Program.

### **CPR Certification:**

All students must have valid CPR (Basic Life Support) certification from American Heart Association prior to being assigned to the clinical area. CPR (BLS) Certifications are valid within 2 years.

### **Malpractice Insurance:**

CUNY has purchased professional liability coverage for all clinical students. All Nursing students are insured by “Ironshore Insurance Services LLC” with a professional liability coverage of \$3,000,000 per claim. The policy term is effective as of July 1st, 2024, through July 1st, 2025.

### **Physical Examination:**

All students must have completed the required physical examination prior to being assigned to the clinical area. Physical exams must be done on an annual basis. If you are pregnant, please alert the examining physician before you receive any immunizations or x-rays. Do not submit to a rubella vaccination if there is any chance that you are pregnant.

### **Health Status:**

Students must inform their clinical instructor of any change in health status or pregnancy before accepting a clinical assignment. The faculty will consider the health and safety of both students and patients when determining assignments. The college and nursing faculty reserve the right to require a physician's statement regarding students' health status.

### **Submission of Forms and Lab/Drug Test Results:**

All necessary forms, laboratory results and required drug testing results must be uploaded to **CastleBranch** and Dropbox at least one month before the first clinical day. Students **MUST** comply with all clinical requirements. **Failure to do so or obtaining a negative finding and/or positive result (10-panel drug test, criminal background check, etc.) will result in immediate dismissal from the clinical component of the course and the student will be required to withdraw from their nursing course(s).** Failure to do so voluntarily, will result in course failure if the student is unable to attend the clinical portion of the course (See pages 28 & 29, Grading).

**If a student is dismissed from a clinical agency for any reason, there will be no alternative clinical placement assigned.**

**Additional Health Requirements:**

Some clinical sites have extra requirements. Some examples are:

1. NYC HHC / Henry J Carter required TB Testing – TST / PPD (two-step) OR QuantiFERON to be done within three (3) months of being scheduled at their site.
2. Both Jamaica Hospital and Flushing Hospital require physical examinations to be completed within nine (9) months of the first day of clinicals

**Health Center:**

Located in Room MB-40, the Health Center Staff provide health counseling, first aid, and emergency care.

**Telephone:** (718) 482 – 5280.

# Ironshore Insurance Services, LLC



**Ironshore Insurance Services, LLC**  
A subsidiary of Ironshore Holdings, (US), Inc.  
75 Federal Street  
5th Floor  
Boston, MA 02110

**NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.**

ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES LLC  
Paul Hennessey  
30 Century Hill Drive  
Suite 200 & 301  
Latham, NY 12110

MISCELLANEOUS FACILITY  
CONFIRMATION OF BINDING

Date: July 1, 2025

Dear Paul,

We are pleased to offer the following binder for the captioned account.

Policy Information	
Insured Name	People of the State of New York and the State University of New York (CUNY)
Insured Address	c/o OGS BRIM, Corning Tower 32nd Floor Empire State Plaza Albany, NY 12242
Binder for	Miscellaneous Facility Healthcare Professional Liability - Primary
Insurer	<b>Ironshore Indemnity Inc.</b> An admitted carrier with an A.M. Best rating of A (Excellent) Class XV
Policy Term	July 01, 2025, 12:01 AM - July 01, 2026, 12:01 AM
Policy Form	MMF.COV.003 (5.13 ed) Miscellaneous Medical Facilities And Providers Professional And Other Liability Policy
Policy Number	HC6NACAYJV005

Defense Treatment	
Defense Expenses are	<input type="checkbox"/> Within the Limit of Liability <input checked="" type="checkbox"/> In Addition to the Limit of Liability
A) Professional Liability Coverage	
Per Claim Limit	\$3,000,000
Aggregate Limit	\$3,000,000
Per Claim Deductible	N/A
Aggregate Deductible	N/A
Retroactive Date	N/A
B) General Liability Coverage	
Per Claim Limit	\$3,000,000
Aggregate Limit	\$3,000,000

MMF.BDP.001 (02.25)  
NYFTZ - Class 1

Page 1 of 8

## Clinical Uniform Fitting Flyer

LAGUARDIA CC ADN/RN NY413

# Clinical Uniform Shopping Day!

Try ons will be available at:  
3rd floor lab  
Friday June 27 2-3:30pm



### ORDER BY DEADLINE:

All clinical uniform orders must be placed by the date below to ensure delivery by the start of the term!

**JULY 10**

## 1 ONE

### Make an Appointment!

Click the link below to sign-up for an appointment! Appointment times vary by date. Appointments are required for this event.

[https://www.signupgenius.com/go/\\_FO\\_NY413\\_2025\\_June](https://www.signupgenius.com/go/_FO_NY413_2025_June)

## 2 TWO

### Sign up for Updates!

First things first: opt-into your school's uniform newsletter to stay in-the-loop on important information and promotions. Make sure to enter your school code listed below to ensure you only receive information relevant to your school!

**SCHOOL CODE: NY413**

**SIGN UP FOR EMAILS!**



## 3 THREE

### Shop For Your Clinical Uniform!

#### ONLINE

[FLYNNOHARA.COM](https://flynnohara.com)



#### IN-STORE

BROOKLYN  
6719 18TH AVENUE  
BROOKLYN, NY 11204  
718-367-8593

BRONX  
136 WESTCHESTER SQUARE  
BRONX, NY 10461  
718-863-7561

GLENDAL - SHOPS AT ATLAS PARK  
80 40 COOPER AVENUE, BLDG 4  
QUEENS, NY 11385  
718-326-2704

**Please note:** You will be able to try on uniform products in our stores, but we do not carry scrub inventory on-site. All orders take 2-4 weeks to process and ship.

### Questions?

#### WE'RE HERE TO HELP!

[atyourservice@flynnohara.com](mailto:atyourservice@flynnohara.com)  
(800) 441-4122

FAMILY  
OWNED & OPERATED

SCHOOL YEAR  
PRODUCT GUARANTEE

RETURNS &  
EXCHANGES FOR 180  
DAYS

 **FlynnO'Hara**  
UNIFORMS

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## Graduation Requirements

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Although the Registered Nursing Program enrolls students in their nursing courses (including *SCR290 – Medical Surgical Nursing II*), students must officially register for *Intent to Graduate* (GRD000.6999/97) on CUNYfirst themselves. In order to graduate, students must have successfully completed all course requirements, have a minimum GPA of 2.0. **Students cannot register in 6-week session following the 12-week semester in which they are graduating, because the graduation date must be posted by the college in order to process state board exam applications.**

Students wishing to take courses in the 6-week session following their last nursing course (SCR) must complete the required NYS application before the end of the 12-week semester and present the appropriate letter requesting delay of graduation to the Director of Nursing.

International students, who might consider obtaining licensure outside the United States after graduating from LaGuardia Community College, should retain ALL course syllabi (both General Education courses and Registered Nursing Courses) as required documentation for licensure. It is encouraged that students notify the Registered Nursing Program of their intent to apply for licensure outside the US. The program requires a minimum of 12 weeks to gather the required information, complete the paperwork and have all documents certified by the Registrar's Office. If you have any questions, please come to Room E-300 or call 1 (718) 482-5774.

According to the New York State Education Department (NYSED), it is highly imperative that, when possible, New York State nursing graduates use the expedited application form(s), as they will ensure that graduates are processed quickly and efficiently. If the graduates do not use the expedited form(s), they will be mixed in with all other nurses applying for licensure in NYS, which will significantly slow down their application and examination processes. Please note that additional documentation (Transcripts, etc.) may be required when submitting the expedited licensure application.

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## Articulation Agreements

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LaGuardia Community College has provided graduates of our program opportunities to continue their education for a baccalaureate degree without interrupting their careers. This has been accomplished by initiating transfer articulation agreements with institutions offering upper division degree programs that promote easy transfer of courses taken at LaGuardia to fulfill course requirements at the various institutions. Therefore, it is possible for graduates of the Registered Nursing Program to enter upper division nursing programs at senior colleges and achieve a BSN after two years of full-time study providing all of the prerequisites have been met.

The following baccalaureate institutions presently have articulation agreements with the LaGuardia Community College Registered Nursing Program and course comparisons are available on file in the Nursing Program Office and through the LaGuardia Community College Transfer Services Web at <http://www.lagcc.cuny.edu/transferservices>

- **CUNY School of Professional Studies**

**LaGuardia Community College-CUNY School of Professional Studies Dual/Joint Program:** A seamless progression has been formulated between LaGuardia Community College and the School of Professional Studies. Upon completing an AAS in Nursing at LaGuardia Community College and passing the NCLEX, students who meet the criteria below are eligible for this unique opportunity. Students may apply for this seamless progression after completing SCR110.

**Please review the requirements below:**

Criteria for selection of candidates for dual enrollment:

- i. B or better in *SCR110 – Fundamentals of Nursing*
- ii. Overall GPA  $\geq 3.0$
- iii. Working less than 20 hours weekly
- iv. Clinical Instructor Recommendation (see attached rubric)-Waived at present.
- v. Completion of application on reverse side.

**Criteria for retention in the dual program once accepted:**

- vi. Maintain overall GPA of 3.0 upon graduation.
- vii. Required participation in program advisement, and the application process.
- viii. Enroll consecutively each semester at LaGCC, complete and receive associate degree in nursing uninterrupted and without repeating a nursing course.
- ix. Attend Dual/Joint program immediately following LaGCC graduation.

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## Student Organizations

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### **Nursing Club**

The Nursing Club is comprised of pre-clinical and clinical nursing students, a faculty mentor, and any other interested students attending LaGuardia Community College. The purpose of the club is to provide students with extracurricular experiences at LaGuardia that will enhance their transition into the profession of nursing. It also provides opportunities for prospective nursing students and the larger student body at LaGuardia Community College to learn about nursing and health care issues. All students are encouraged to become members.

### **Criteria for Nursing Student Leadership Award**

A Leadership Award, sponsored by the Nursing Club, is given to a member of the graduating class at their Pinning Ceremony. The criteria are listed below:

1. **Character**: The graduating student is a role model, provides emotional support to fellow students, promotes harmony and unity among fellow students, and is motivated toward service to others.
2. **Academics**: The graduating student is in good academic standing in the Registered Nursing Program.
3. **Service**: The graduating student is a self-starter with strong organizational skills who promotes the Nursing Club.

### **National Student Nurses' Association (NSNA)**

The Nursing Program strongly supports and encourages students to join the National Student Nurses' Association in their first semester of Nursing at LaGuardia Community College. Joining this pre-professional association provides the student with an opportunity to become involved in political action for nursing. Benefits include receiving NSNA's professional journal, **Imprint**, information regarding the NCLEX-RN exam, career counseling and job searching, reduced rates on products and services (i.e. malpractice insurance, health benefits), scholarships, conventions, awards, leadership programs, continuing education, mentoring and involvement in New York State Nurses Association's activities.

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## Appendix A:

### LaGuardia Community College

### Essential Nursing Program Performance Standards

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All Registered Nursing students must meet the following Essential Nursing Performance Standards\* for admission and progression to each program course. Since a nursing education involves intellectually and physically challenging activities, and moreover, involve critical decisions that will affect the wellbeing of patients, it is essential that every candidate meet these standards so as not to endanger other students, faculty or patients.

The American with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants to public institutions have the ability to pursue program admission however, the applicant must meet certain essential skills as listed below. Every student in the clinical phase of the Registered Nursing Program will be held to the same standards with or without reasonable accommodations.

#### **1. Observation/Assessment:**

When caring for a patient, nursing students must be able to

- a. use observational skills to recognize non-verbal patient responses including facial expressions and body language and react to patient signals (gestures or verbal calls) close by and from a distance (up to 10 feet away).
  - b. react and respond to equipment alarms and other displays (i.e., apneic/cardiac monitors, or call bells) indicating immediate patient need.
  - c. utilize tactile, visual and auditory ability to monitor and assess health needs:
- assess pertinent body systems by directly performing palpation (feel for pulses, lumps) and percussion (listen for sounds elicited by short quick blows by the fingers to determine size, density and position) usually to chest or abdomen.
  - visually inspect respiratory status (including changes in skin color) and read thermometers, and calibrated equipment including syringes, BP manometers, oxygen analyzers and pumps.
  - auscultate (listen for) cardiac, lung and abdominal sounds and be capable of hearing patient and team member verbal communications and telephone communications.

#### **2. Communication:**

Student nurses must be able to communicate well in English, not only in speech but also in writing and reading.

They must be able to:

- a. demonstrate appropriate communication skills when interacting with patients, peers, family members and other professionals.
- b. explain treatment procedures, initiate health teaching, respond to and interpret health care provider orders, and direct assistive staff.
- c. write legibly and correctly, document and interpret nursing care actions and patient outcomes, utilize computerized documentation skills and read documentation in a patient chart from other health care personnel.

### **3. Mobility:**

Nursing students must possess physical abilities sufficient to move from room to room, maneuver in small spaces, and navigate stairwells. They must be able to

- a. sit, stoop, bend, twist, stand, reach and move around in patient's rooms, workspaces and treatment areas throughout the day (5-8 hours).
- b. walk and balance well enough to assist patients with safe ambulation and transfer with or without equipment on even and uneven surfaces (stairs, ramps and curbs).
- c. lift (at least 30 lbs.), bathe, position and transport patients.

### **4. Nursing Actions, Motor Skills and Social Behaviors:**

Students must demonstrate socially appropriate behavior, remain calm and rational and be capable of physically functioning effectively in all patient related situations.

They must be able to:

- a. utilize tactile ability sufficient to successfully assess and treat patients.
- b. provide care to male and female patients without biases regarding gender, culture, religion, race, ethnicity, color or disease.
- c. perform nursing actions and procedures efficiently enough to meet the needs of several patients in a timely manner.
- d. function professionally in emergency and non-emergency situations.
- e. give injections, insert and/or maintain patient catheters/tubes, effectively operating equipment and devices such as IV pumps and ventilators, and frequently realign and reposition patients, and effectively evaluate patient responses.
- g. possess the emotional health and stability to manage all patients and exercise good judgment.
- h. attend to patients with compassion, integrity and a concern for others.
- i. identify and manage stress in a mature and healthy manner.
- j. maintain cleanliness and personal grooming consistent with close personal contact.

### **5. Academic Proficiency/Clinical Decision making: \***

*Nursing students must*

- a. maintain a minimum overall GPA of 2.75 after entering the clinical phase. \*
- b. attain satisfactory ratings in all Nursing Program clinical course performance evaluations.
- c. achieve a minimum grade of 75% (C) in didactic written portions of all clinical core courses in the Registered Nursing Program. \*
- d. utilize sound clinical judgment to relate, integrate and analyze information (critical thinking) from several sources correlating classroom theory with clinical patient care to document utilizing the clinical problem-solving process (Nursing Process). Registered Nursing students must additionally develop nursing care plans utilizing the Nursing Process. \*
- e. validate the ability to calculate drug dosages, measure medications & analyze drug data within allotted time.
- f. demonstrate safe practice at all times within the context of the Nursing Process.
- g. display professional behavior expected of a registered nurse based on written performance objectives.

\* Criteria varies with the Licensed Practical Nurse Certificate Program (LPN) and Registered Nursing Program (RN).

## Appendix B: Candidacy Calculation & Ranking

Each grade has a numerical value which is used to compute the grade point average (GPA)

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.70	B- = 2.70	C- = 1.70	D- = 0.70
B+ = 3.30	C+ = 2.30	D+ = 1.30	F = 0.0

**Step 1:** Computing the Key Course GPA for student receiving all A's.

**Step 2:** Doubling the Key Course GPA

Key Course GPA = 4.00

<u>Key Courses</u>	<u>Credits</u>	<u>Numerical Value of Grade</u>	<u>Grade Points</u>
SCC 110	4	4	4x4=16
SSY 101	3	4	3x4=12
ENG 101	3	4	3x4=12
SCB 203	4	4	4x4=16
Total	14	16	56

$56 \div 14 = 4.00 = \text{Key Course}$

GPA Doubled      $\begin{array}{r} \times 2 \\ 8.00 \end{array}$

**Step 3:** Computing the Required General Education courses GPA for students receiving all A's (Including key courses).

<u>Other Courses</u>	<u>Credits</u>	<u>Numerical Value of Grade</u>	<u>Grade Points</u>
ENG 102	3	4	3x4=12
SSY240	3	4	3x4=12
SCB204	4	4	4x4=16
SCB260	4	4	4x4=16
MAT119/120	3	4	3x4=12
SCN195	2	4	2x4=8
Total Credits (3+3+4+4+3+2) = 19			
Total Grade Points (12+12+16+16+12+8) = 76			

$76 \div 19 = 4.00 + \text{GPA of all general education requirements taken to date.}$

**Step 4:** Adding the GPA of all Required General Education Courses to the Doubled GPA of the Key courses:

8.00 Key Course GPA  
 + 4.00 Gen Ed. Course GPA  
 12.00 Maximum Point Score Attainable

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## Appendix C: Expected Program Expenses

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Upon accepting admission into the Registered Nursing Program, students will incur additional costs for coursework materials that are intended to ensure your successful completion of the Registered Nursing Program.

Students will be expected to pay on their own for the following items:

- Complete physical examination (with lab reports)
- Criminal Background Check through CastleBranch
- 10 panel Drug Test through CastleBranch
- **Vaccinations** – Titers, MMR, Varicella, Hep B, Tetanus, COVID, Flu, and boosters (if necessary)
- CPR Certification (Basic Life Support – American Heart Association)
- **Uniforms** – purchased from a specific vendor (~\$100.00)
- **Supplies** – second-hand watch, stethoscope, bandage scissors, penlight (not LED), and protective goggles
- Textbooks
- FIT Testing (N95) – through Mobile Health (~\$68)
- ATI (3-4 installments throughout the Registered Nursing Program)
  - Effective Fall 2025, students repeating any SCR/SCL course will be required to pay an additional installment.
- Application for NCLEX-RN Exam

**Additional information regarding the Registered Nursing Program may be obtained by contacting:**

**Registered Nursing Program**  
LaGuardia Community College  
31-10 Thomson Avenue E-300  
Long Island City, New York 11101  
1 (718) 482-5774  
[HealthSci@lagcc.cuny.edu](mailto:HealthSci@lagcc.cuny.edu)

**Applications for admission to LaGuardia Community College may be obtained from:**

**Admissions Office**  
LaGuardia Community College  
29-10 Thomson Avenue C-102  
Long Island City, New York 11101  
1 (718) 482-7206/5000

**CUNY Office of Admission Services**  
1114 Avenue of the Americas  
New York, New York 10036  
1 (212) 290-5678

## Appendix D: College Resources

Resource	Website   Contact Information
<b>Citizenship Now! – CUNY</b>	<p><b>Website:</b>  <a href="https://www.cuny.edu/about/administration/offices/communications-marketing/citizenship-now/">https://www.cuny.edu/about/administration/offices/communications-marketing/citizenship-now/</a></p> <p><b>Phone:</b> Call ONLY: (646) 664-9400 or (212) 652-2071  Text ONLY: (212) 652-2071</p>
<b>Early Childhood Learning Center</b> Room MB-09  Licensed by the New York City Department of Health and Mental Hygiene, New York State Office of Children and Family Services. They have a Pre-K For All Program and an Early Childhood Learning Program.	<p><b>Website:</b> <a href="https://www.laguardia.edu/eccl/">https://www.laguardia.edu/eccl/</a></p> <p><b>Phone:</b> (718) 482-5295</p> <p><b>Email:</b> <a href="mailto:childcare@lagcc.cuny.edu">childcare@lagcc.cuny.edu</a></p>
<b>Health Services Center</b> Room MB-40  The Health Center Staff provide health counseling, first aid, and emergency care.	<p><b>Website:</b> <a href="https://www.laguardia.edu/students/health-services-center/">https://www.laguardia.edu/students/health-services-center/</a></p> <p><b>Phone:</b> (718) 482-5280</p> <p><b>Email:</b> <a href="mailto:Health-Center@lagcc.cuny.edu">Health-Center@lagcc.cuny.edu</a></p>
<b>LaGuardia CARES / Emergency Funds</b> Room C-235	<p><b>Website:</b> <a href="https://www.laguardia.edu/cares/">https://www.laguardia.edu/cares/</a></p> <p><b>Phone:</b> (718) 482-5135</p> <p><b>Email:</b> <a href="mailto:laguardiacares@lagcc.cuny.edu">laguardiacares@lagcc.cuny.edu</a></p>
<b>LaGuardia Foundation</b> Room E-517	<p><b>Website:</b> <a href="https://www.laguardia.edu/about/laguardia-foundation/">https://www.laguardia.edu/about/laguardia-foundation/</a></p> <p><b>Phone:</b> (718) 482-5610</p> <p><b>Email:</b> <a href="mailto:foundation@lagcc.cuny.edu">foundation@lagcc.cuny.edu</a></p>

Resource	Website   Contact Information
<b>Office of Accessibility</b> Room M-102	<b>Website:</b> <a href="https://www.laguardia.edu/students/office-of-accessibility/">https://www.laguardia.edu/students/office-of-accessibility/</a>  <b>Phone:</b> (718) 482-5279  <b>Email:</b> <a href="mailto:OSD@lagcc.cuny.edu">OSD@lagcc.cuny.edu</a>
<b>Student Financial Services</b> Room C-107	<b>Website:</b> <a href="https://www.laguardia.edu/payingforcollege/">https://www.laguardia.edu/payingforcollege/</a>  <b>Phone:</b> (718) 482-5242  <b>Email:</b> <a href="mailto:financialaid@lagcc.cuny.edu">financialaid@lagcc.cuny.edu</a>
<b>Veterans Services</b> Room C-371  Veterans can receive assistance with their academic planning.	<b>Website:</b> <a href="https://www.laguardia.edu/students/veterans-services/">https://www.laguardia.edu/students/veterans-services/</a>  <b>Phone:</b> (718) 482-5387  <b>Email:</b> <a href="mailto:veteransresourcecenter@lagcc.cuny.edu">veteransresourcecenter@lagcc.cuny.edu</a>
<b>The Wellness Center</b> Room C-249  A counselor on-duty is available for immediate, pressing problems. Students should not hesitate to make use of this confidential service which is designed to make the college experience easier. Use of this service will not jeopardize a student's position in the nursing program.	<b>Website:</b> <a href="https://www.laguardia.edu/students/the-wellness-center/">https://www.laguardia.edu/students/the-wellness-center/</a>  <b>Phone:</b> (718) 482-5471  <b>Email:</b> <a href="mailto:WellnessCenter@lagcc.cuny.edu">WellnessCenter@lagcc.cuny.edu</a>

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## Appendix E: Nursing Professional Websites

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<b><u>Organization:</u></b>	<b><u>Contact Information:</u></b>
<b>Accreditation Commission for Education in Nursing, Inc.</b>  3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326	Phone: (404) 975-5000 Fax: (404) 975-5020 Email: <a href="mailto:info@acenursing.org">info@acenursing.org</a> Website: <a href="http://www.acenursing.org">www.acenursing.org</a>
<b>American Nurses Association</b>	Customer Service: 1-800-284-3492 Website: <a href="http://www.nursingworld.org">www.nursingworld.org</a>
<b>New York State Education Department, Office of Professions</b>	Customer Service: 1-518-474-3817 Website: <a href="http://www.op.nysed.gov">www.op.nysed.gov</a>
<b>National Council of State Boards for Nursing (NCSBN)</b>	US Phone: 1-312-525-3600 Website: <a href="http://www.ncsbn.org">www.ncsbn.org</a>
<b>New York State Nursing Association</b>  (Has links to just about every important fact you need including nursing practice issues and continuing education on-line)	Phone: 1-212-785-0157 Website: <a href="http://www.nysna.org">www.nysna.org</a>

### **Practice-Related Issues**

For answers to questions concerning practice issues, contact:

NYS Education Department  
State Board of Nursing Office of Professions  
State Education Building, 2nd Floor  
Albany, NY 12234  
Phone (518) 474-3817  
Fax (518) 473-3706  
E-mail: [nursebd@mail.nysed.gov](mailto:nursebd@mail.nysed.gov)  
Website: [www.op.nysed.gov](http://www.op.nysed.gov)

On web- applications for professional licensure, disciplinary action, online form to file a complaint, consumer's bill of rights, state board meetings, direct links, professional practice updates, CE requirements, professional misconduct information.

### **Important Websites**

City University of New York (CUNY)  
(<http://www.cuny.edu>)

CUNY JOBS & CAREERS  
<https://www.cuny.edu/employment/student-jobs/jobs/>

LaGuardia Community College Official Web Site  
<https://www.laguardia.edu/>

Registered Nursing Program's Website  
<http://www.laguardia.edu/nursing>

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## Appendix F: COVID Memo

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To: Clinical Students  
From: Health Sciences Department  
Date: June 2025  
Re: **COVID Vaccine Required for Clinical Rotations**

*"In signing this Agreement, I acknowledge that I understand that my participation in an in-person field or clinical placement will involve risks and hazards.*

*These risks can range from*

*a) minor injuries and illness such as bruises, and strains, to*

*b) major injuries and illness such as broken limbs, loss of sight, neck or back injuries, heart attacks, and concussions, to*

*c) catastrophic injuries, including paralysis and death, and also include risks of damage to or theft of personal property, and risks involved in traveling to and within, and returning from, internship sites or clinical placements.*

*I understand that COVID presents unique health risks, especially to those with underlying conditions, and that there may be other risks not known or reasonably foreseeable. I have sought and obtained information and advice that I feel are necessary and appropriate. I VOLUNTARILY ACCEPT AND ASSUME ALL OF THE RISKS IN PARTICIPATING IN THE field or clinical placement and my participation in the assigned placement described below is voluntary."*

Student Name [Print Name]	
Student Signature [Sign Name]	
Health Sciences Program [Select One]	Registered Nursing Program
Clinical Course [Type SCR course registered for]	SCR110, SCR210, SCR200, SCR270, SCR290
Date	

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## Appendix G: Social Media Policy

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To: Clinical Students  
From: Health Sciences Department  
Date: June 2025  
Re: **Social Media Policy for Nursing Students**

**Policy:** It is the policy of LaGuardia Community College's Nursing Programs that all students will be trained and knowledgeable about the appropriate use of social media as it relates to their admission and relationship to the Nursing Programs, in particular about their obligation to hold patients' confidential protected health information private, including refraining from posts on social media that violate confidentiality.

**Procedures:** All students will be trained on the facility's Social Media policy upon admission to the Program and annually thereafter. This training will include a review of the confidentiality and nondisclosure agreement that employees sign annually including the following provisions:

- Confidentiality and nondisclosure extends to social media as well.
  - Students may not disclose confidential, proprietary trademarked or other proprietary facility information; they do not have permission use the company's logo, graphics, trademarks, trade names or corporate slogans online or elsewhere.
  - It is a violation of HIPAA to post comments about, to take or post videos or photos of patient (even without an identifying name) or any identifying patient information such as location, age, first or last name; unique health information, social security numbers or any other personal or identifiable patient health or financial information.
2. Harassing, discriminatory or defamatory conduct involving coworkers, patient's family members, residents, vendors or any person associated with the facility will not be tolerated whether it is spoken, in print or posted online. Disciplinary actions for the above behaviors apply to social media postings.
  3. If a student chooses to identify their self as a student of the LaGuardia Nursing Program on their social media page, a disclaimer should be posted that any postings are the student's sole opinion and not the opinion of the LaGuardia's Nursing Programs.
  4. There is no expectation of privacy in information sent over the company email, Internet or phones. Any material a student uploads, downloads or sends could become evidence in a law suit.
  5. Violation(s) of the social media policy will result in disciplinary action up to and including termination from the Program. Additionally, HIPAA violations may expose students to legal actions.



