Columbia University School of Nursing
Student Contract

I understand the Columbia University School of Nursing Handbook is available to me on the Columbia Nursing website. I have had an opportunity to review its contents and I agree, as a student enrolled at the School of Nursing, to adhere to the policies and guidelines set forth. The policies and procedures are subject to change during my course of study and it is my responsibility to keep abreast of these changes.

Print Name ___________________________________________ Date ________________
Signature ___________________________________________ Date___________________
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INTRODUCTION

Greetings!

This 2018-2019 edition of the Student Handbook is intended to familiarize you with the services, procedures and regulations of Columbia University School of Nursing (Columbia Nursing). We hope you will benefit from the information in this book. Any questions not covered in this Handbook can be answered by the Office of Student Services (OSS) or your faculty advisor.

HANDBOOK

This handbook is designed to provide students with information about the programs of study at Columbia University School of Nursing. It sets forth, in general, how the School operates but the School reserves the right to change policies and procedures without notice. This handbook is not intended to be, and should not be regarded as a contract between the University, the School and/or any student or other person.

Purpose of the Handbook

1. To provide guidance for new and continuing students.

2. To describe Columbia Nursing academic standards, policies and procedures.

3. To inform students of their rights and responsibilities.

This handbook is intended to supplement the current issues of The School of Nursing Bulletin, Essential Policies for the Columbia Community, the Columbia Nursing website, and other electronic/printed materials of the School, University, faculty and administrative offices.
POLICIES AND STANDARDS (ACADEMIC AND PROFESSIONAL)

ESSENTIAL QUALIFICATIONS FOR STUDENT ADMISSION, CONTINUATION, AND GRADUATION

The professional curricula of Columbia University School of Nursing requires that students engage in diverse, complex and specific experiences essential to the acquisition and practice of nursing at basic, master’s and doctoral levels. Unique combinations of cognitive, affective, psycho-motor, physical and social abilities are required to perform satisfactorily these functions. In addition to being essential for successful program completion, these qualifications are also necessary to ensure the health and safety of patients, fellow students and faculty, and other healthcare providers.

The essential abilities include:

1) Motor Skills
   - Students must have sufficient motor function to be able to execute movements required to provide general care and treatment to all patients in all health care settings. Examples include performance of basic life support; to function in an emergency situation or to safely assist a patient in moving from one place to another.

2) Sensory/Observation
   - Students must be able to acquire information presented through demonstrations and experiences in the basic and nursing sciences.
   - They must be able to observe a patient accurately, at a distance or close at hand; to observe and appreciate non-verbal communications.
   - They must be capable of perceiving signs of disease and/or infection as manifested through physical examination. Such information is derived from visual images of the body surfaces, palpable changes in various organs and tissues and auditory information (patient voice, heart sounds, bowel and lung sounds).

3) Communication
   - Students must communicate effectively and sensitively with other students, faculty, staff, patients, families and other professionals.
   - Students must express their personal ideas and feelings clearly and demonstrate willingness to give and receive feedback.
   - Students must be able to convey or exchange information at a level allowing the development of a health history, to identify problems presented, to explain alternative solutions, to give directions during treatment and post-treatment.
   - Students must be able to communicate effectively in both oral and written modes.
   - Students must be able to process and communicate information on the patient’s status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the student’s ability to make a correct judgment in seeking supervision and/or consultation in a timely manner.
   - Students must be sensitive and accommodating to various points of view beyond their own.

4) Cognitive
   - Students must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of the level and the focus of their curricular program.
   - Students must be able to read quickly and comprehend extensive written material.
• Students must be able to evaluate and apply information and engage in critical thinking in the classroom and clinical/research settings.

• Students must possess and demonstrate factual, conceptual, procedural and metacognitive knowledge.

5) Behavioral/Emotional

• Students must possess the emotional health required for the full utilization of their intellectual abilities, to exercise good judgment, to complete all responsibilities attendant to the diagnosis and care of patients, families, populations.

• Students must be able to maintain mature, sensitive and effective relationships with patients, other students, faculty, staff and other professionals under all circumstances, including highly stressful situations.

• Students must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.

• Students must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy.

• Students must know that their values, attitudes, beliefs, emotional and experiences affect their perceptions and relationships with others and use that knowledge in interpersonal communications.

• Students must be willing and able to examine and change their behavior when it interferes with productive individual or team relationships.

• Students must possess the skills and experience necessary for effective and harmonious relationships in diverse academic, cultural and work/study environments.

6) Professional Conduct

• Students must be able to reason morally and practice nursing in an ethical manner.

• Students must be willing to learn and abide by the professional standards of practice defined by the discipline.

• Students must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, respect, accountability and tolerance.

• Students must be able to engage in patient care delivery in all settings; to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally challenged persons, medically compromised patients and vulnerable adults.

Adapted with permission.


Your signature to this form is an acknowledgment that you have read and are familiar with the above Essential Qualifications for Student Admission, Continuation, and Graduation as issued by Columbia University School of Nursing. All students are required to read and sign this statement at the time of enrollment.

Print Name ______________________________________  Program ________________

Signature _________________________________________  Date _________________
CODE OF ETHICS AND PROFESSIONAL BEHAVIOR

Professional Integrity
Professional Integrity is a sense of personal satisfaction and self-esteem derived from a confidence in one's established values. This sense of honor is an integral part of personal identity and influences thinking so that one can understand and exhibit integrity, respect for others and assume responsibility for one’s actions as a professional nurse.

Integrity and self-esteem are necessary in the provision of proper patient and health care. Accordingly, students are required to comply with University/Clinical Agency policies and standards of ethical and professional behavior. Courtesy, consideration and respect for others’ beliefs and values are essential. Confidentiality of patient information and individual rights to privacy and safe care are also included under the subject of this code, as well as in the federal Health Insurance Portability and Accountability Act (HIPAA).

Academic Ethics
Students will not seek help during examinations except needed and legitimate clarification from the instructor. They will not use supplementary materials during examinations in a manner unauthorized by the instructor. All work including examinations, papers, laboratory exercises, presentations, and other written work are to be the student's own, and the student will properly cite references for sources of quotations, information, opinions, or ideas contributing to his or her work. These standards pertain to on-line/Internet work as well as direct/in person classroom work.

Academic irregularities (including cheating, plagiarism, falsification of records or credentials, revealing contents of examinations to anyone who has not yet taken the exam, or any other unethical behavior) or the disregard of professional conduct, ethical standards, and individual rights, which might place patients in physical or emotional jeopardy, are examples of infractions of the Ethics Code and breaches of Professional Integrity.

In the event a faculty member becomes aware of an infraction of any of these codes by a student, the faculty member will report this concern to the course coordinator and program director. The faculty, course director and Program Director will immediately meet with the student(s) in an attempt to explore and resolve the issues. In the event the issue is not resolved at the faculty/student level, the Dean of Students will be notified to determine if the issue warrants the Dean’s Disciplinary Process. For details, see “Dean’s Disciplinary Procedure.” In case of a serious breach of conduct, a student may be subject to immediate suspension and withdrawal. If it is determined that a student has violated the Code of Ethics and standards of Professional Behavior, the student can be summarily dismissed from the School of Nursing.

The principles expressed in the Ethics Code are to be internalized and practiced whether or not a faculty member is present in the classroom or clinical setting. At the discretion of the Program Director and/or faculty, students may be asked to sign this statement before beginning a program of study, course, examination or clinical experience.

Your signature to this form is an acknowledgment that you have read and are familiar with both the above Code of Ethics and Professional Behavior, and the Standards and Discipline issued by Columbia University School of Nursing and Student Conduct and Community Standards (SCCS).

Print Name___________________ Signature ______________________ Date__________
The following are examples of some violations of the Code of Ethics and Standards and Discipline. They are illustrative, but are not intended to be all inclusive:

**Academic Related Violations:**

1. Falsification of records (see Falsification – Standards and Discipline p.4).
2. Signing in, or reporting time of arrival or departure for another student or requesting another student to do so for him/her (see Cheating, Dishonesty, and Facilitation of Academic Dishonesty – Standards and Discipline p. 6).
3. Copying answers off of another student's examination; using notes of other references during an examination in a manner unauthorized by the instructor (see Cheating and Violation of Testing Conditions – Standards and Discipline p. 6 and 7).
4. Unauthorized acquisition of exam questions or answers; communicating with a student during an exam to share or obtain exam answers (see Obtaining Advanced Knowledge – Standards and Disciplined p. 7).
5. Using quotations, ideas, or other information from other than ones' own sources without properly cited references (see Plagiarism – Standards and Discipline p. 7).
6. Submission of own work used previously for another course, without identifying it as such; submitting or borrowing another student's work as one's original work, without identifying it as such (see Self-Plagiarism – Standards and Discipline p. 7).

**Behavioral and Professional Related Violations:**

- Leaving clinical without permission during working hours for other than a pre-scheduled rest period, or failing to return to work after lunch (see Ethics, Honor Codes, and Professional Standards – Standards and Discipline p. 6).
- Unexcused lateness or absenteeism (see Ethics, Honor Codes, and Professional Standards – Standards and Discipline p. 6).
- Inattention to duty during clinical hours, including loafing or sleeping during clinical (see Ethics, Honor Codes, and Professional Standards – Standards and Discipline p. 6).
- Creating or contributing to unsafe or unsanitary conditions by act of omission (see Endangerment and Ethics, Honor Codes, and Professional Standards – Standards and Discipline p. 4 and 6).
• Any action or attitude that would be detrimental to the interests, safety or health of any patient (see Ethics, Honor Codes, and Professional Standards – Standards and Discipline p. 6).

• Unauthorized possession, use, copying, reading or sharing of hospital records or disclosure of information contained in such records to unauthorized persons (see Unauthorized Copying and/or Distribution and Ethics, Honor Codes, and Professional Standards – Standards and Discipline p.3 and 6).

• Xeroxing medical records (see Unauthorized Copying and/or Distributing – Standards and Discipline p. 3).

• Sharing of patient information inappropriately (see Ethics, Honor Codes, and Professional Standards – Standards and Discipline p. 6).

• Improper handling, thefts, fraud or misappropriation of University/Clinical facilities or another person's property (see Theft – Standards and Discipline p. 5).

• Neglect or deliberate destruction of misuse of property belonging to the hospital or to another person (see Damage to Property/Vandalism – Standards and Discipline p. 5).

• Insubordination including refusal to accept an assignment (see Failure to Comply – Standards and Discipline p. 4).

• Immoral or indecent conduct of any nature (see Disruptive Behavior – Standards and Discipline p. 3).

• Fighting, "horseplay," or other disorderly conduct (see Disruptive Behavior – Standards and Discipline p. 3).

• Threatening, intimidating or coercing others by word or deed (see Harassment – Standards and Discipline p. 4).

• Possession of any firearms or any other type of weapon while on University/Clinical facilities (see Weapons – Standards and Discipline p. 5).

• Using vile or abusive language (see Ethics, Honor Codes, and Professional Standards – Standards and Discipline p. 6).

• Smoking in unauthorized areas (see Violation of Smoking Policy – Standards and Discipline p. 5).

• Use or possession of intoxicating beverages, narcotics, or drugs on University/Clinical facilities (see Violation of Alcohol Policy – Standards and Discipline p.3).
• Unfitness for duty, such as being under the influence of intoxicants or narcotics (see Violation of Illegal Drug Policy – Standards and Discipline p. 4).

• Gambling, selling raffles, conducting games of chance, or possessing gambling on hospital premises (see Ethics, Honor Codes, and Professional Standards – Standards and Discipline p. 6).

• Unauthorized solicitation or distribution of literature of any type on University/Clinical facilities.

• Unauthorized posting or removing of notices in the University/Clinical facilities.

• Soliciting, accepting tips or gratuities or conducting private enterprises on health facilities premises (see Ethics, Honor Codes, and Professional Standards – Standards and Discipline p. 6).

• Violation of any rule, regulation or practice of the hospital or of a division or department of the clinical facility/University (see Violation of University Polices – Standards and Discipline p. 5).

**Violations of professional integrity and the Code of Ethics are referred to the Dean’s Disciplinary Process, as outlined in the Standards and Discipline.**
Essential Policies for the Columbia Community contains valuable information to help students, faculty, and staff understand some of the policies and regulations of the University. Important student policies include:

**Student Email Communication Policy**
Columbia University has established email as an official means of communication with students. This policy outlines student rules and responsibilities with regards to Columbia University email addresses.

**Information Technology Policies**
Columbia University maintains certain policies with regard to the use and security of its Information Technology (IT) resources, including computer usage, computer systems and networks. Important Copyright Information for Network Users is included. All users of Columbia University's IT resources and facilities are expected to be familiar with and adhere to the Columbia University IT policies.

**University Regulations (Including Rules of Conduct)**
These University Regulations govern all registered students, as defined by the regulations. They contain policies on attendance, religious holidays, hazardous activity in connection with initiations and affiliations, possession of firearms on campus, student discipline, academic discipline, and rules of University conduct.

**Policies on Alcohol and Drugs**
These policies on alcohol and drugs aim to provide an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare, in compliance with New York State law and other applicable regulations.

**Equal Opportunity and Nondiscrimination Policies, and Procedures on Discrimination, Discriminatory Harassment, and Sexual Harassment**
Maintained by the Office of Equal Opportunity and Affirmative Action, these policies govern students and employees of the University with regards to equal opportunity and nondiscrimination.

**Gender-Based Misconduct Policies for Students**
For the latest information and most current version of the Gender-Based Misconduct Policy and Procedures for Students (including Sexual Assault and Sexual Harassment), please visit http://www.sexualrespect.columbia.edu.

**University Event Management Policies**
These policies delineate a framework to aid University groups and organizations in planning and scheduling events at Columbia. Student organizations, managers of Columbia event venues, and University departments and groups requesting to reserve campus facilities or outdoor space are expected to follow these policies.

**Campus Safety and Security**
The Department of Public Safety governs policies on campus safety and publishes an annual
security report containing information on security policies and crime incidents. Columbia University is committed to the safety and wellbeing of our students, faculty, and staff. The Public Safety Annual Security Report is available online and printed copies are available at the Public Safety offices on both the Morningside and Medical Center campuses.

OFFICE OF UNIVERSITY LIFE: SEXUAL RESPECT AND COMMUNITY CITIZENSHIP INITIATIVE

Columbia University’s Office of University Life serves as a primary place of engagement for issues of campus-wide concern and, importantly, as a focal point for student interests, supplementing the current resources within the University’s undergraduate, graduate and professional schools.

In 2015, the Office of University Life launched the Sexual Respect and Community Citizenship Initiative to address concerns of community, citizenship, and sexual respect within the Columbia community. The Initiative complements the University’s ongoing efforts to prevent gender-based misconduct, strengthen the response to such misconduct when it occurs, and enhance our campus climate; additionally, it supports learning and reflection on the link between sexual respect and membership in the University community.

All students are required to engage with the Sexual Respect and Community Citizenship Initiative. Students will have multiple participation options: workshops; film and discussion events; online videos and reflections; and Resources for Healing and Resilience, an offering for survivors of sexual violence. Students may also choose to work either individually and/or with student groups to create other, unique options to satisfy this requirement (including creating your own awareness-raising effort, producing art, or other creative expression). Students can find participation details on the Sexual Respect website.

We expect all students will embrace the Initiative as part of what it means to be a Columbia student, but students who do not complete the Initiative’s requirements will be considered not in good standing and have a registration hold placed on their account.

ACCESS TO STUDENT RECORDS

Columbia University strictly follows the privacy regulations outlined in the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 which regulates a wide range of privacy related activities including:

- Management of student records maintained by the University.
- Regulations regarding who has access to student records.
- For which purposes access to student records is granted.

The act also:

- Permits the University to release limited directory information without a student's consent.
Guarantees students access to their records, and allows them to restrict such access to others.

Students may restrict access to their academic records, as well as reverse a restriction to their records. Students may choose to request that the University Registrar not release directory information by submitting a signed Request to Withhold or Reverse Withholding of Directory Information to the Registrar's Office. A student may obtain access to their education records by making an application to the Student Service Center of the Office of the Registrar.

Please refer to Essential Policies for the Columbia Community for additional information.

Sharing of Official Documents with other Columbia University Schools
Students who wish to apply to another Columbia University school while enrolled at the Columbia Nursing may request (in writing to the Office of Student Services) that documents from their student folder be shared with another other Columbia University school. Only official documents (transcripts and GRE scores) will be shared with other Columbia University schools.

STUDENT E-MAIL COMMUNICATION POLICY

Columbia University has established email as an official means of communication with students.

An official Columbia University email address is required for all students. The University has the right to send official communications to the University email address, which is based upon the University Network ID (UNI) assigned to the student. Students should send all school related e-mails from their CUMC Exchange email account.

Affiliation with the Columbia University Medical Center (CUMC) requires the use of CUMC Exchange Email System; designated as yourUNI@cumc.columbia.edu.

The University expects that every student will receive email at his or her Columbia University email address and will read email on a frequent and consistent basis. A student’s failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

CUMC prohibits the forwarding of your CUMC exchange e-mail to any non-Columbia email address (i.e. Gmail, Yahoo, etc.) Details can be found in the Essential Policies for the Columbia Community - Student Email Communication Policy. CUMC students should disregard the paragraph regarding auto-forwarding of email. Please see Email at CUMC for details.

All use of email will be consistent with Columbia University and Columbia University Medical Center policies. This includes the Acceptable Usage of Information Resources Policy http://www.columbia.edu/cu/policy/ and CUMC policies https://secure.cumc.columbia.edu/cumcit/secure/policy/index.html.

The EDUCOM Code
Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This
principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against members of the academic community.

COLUMBIA UNIVERSITY SCHOOL OF NURSING
DEAN’S DISCIPLINE PROCEDURE

Student Conduct and Community Standards (SCCS), in accordance with the Deans of the University, believe that as members of the Columbia University community, all students are expected to uphold the highest standards of respect, integrity, and civility. These core values are key components of the University experience and reflect the community’s expectations of Columbia University students. Students are therefore expected to conduct themselves in an honest, civil, and respectful manner in all aspects of their lives.

Furthermore, the purpose of the Columbia University School of Nursing’s Code of Ethics and Professional Behavior is to assure compliance with standards of ethical and professional conduct as identified in the School of Nursing Student Handbook. Academic irregularities or any other behavior that disregards professional conduct, ethical standards or individual rights or which may place patients in physical or emotional jeopardy are examples of infractions of ethical and professional integrity. Violation(s) of these standards is/are subject to Dean’s Discipline, as outlined in Standards and Discipline.

The Columbia University School of Nursing, in partnership with SCCS, addresses most matters of student misconduct through the Dean’s Discipline Process, as outlined in Standards and Discipline. All matters not referred for Dean’s Discipline are resolved by the Dean of Students, or designee. For more information regarding University policies and other community standards, please visit Student Conduct and Community Standards.

*The University-wide Rules of University Conduct govern conduct incident to demonstration, rallies and picketing and supersede “Dean’s Discipline” in cases of violations.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

Grievable Issues
Any student has the right to present a grievance following this procedure on an academic question if the student believes that s/he has been unfairly treated in the grading of a didactic course or clinical course. The problem will be resolved in a timely manner.
Grievance Committee

The chair of the Committee on Admission (COA), in collaboration with the Dean of Students, yearly appoints a Committee on Grievance, consisting of faculty representing levels of educational programs and specializations and students, also representing levels of programs and specializations who are willing to serve on grievance committees as necessary. The chair of COA serves as the non-voting chair of the Grievance Committee and will convene the committee. Members will serve one year and may be reappointed for another consecutive term. When necessary to convene a Grievance Panel, three (3) faculty and one (1) student will be chosen from the Committee on Grievance. No member will serve on a grievance panel in which s/he has direct involvement; if sufficient numbers without involvement cannot be found to hear any given grievance, the chair of COA may temporarily appoint additional members.

Grievance Process

1. A student who believes s/he has a grievable academic issue must meet with the involved faculty member within ten (10) working days after the student is informed of the grade in question. The faculty member is expected to respond to the student’s concern in writing within ten (10) working days of the meeting. Written communication will be sent via email to the student.

2. If the student’s concern is not resolved by step 1, the student will meet with the Dean of Students within ten (10) working days of receipt of the faculty response in step 1. If the matter is still not resolved and the matter merits a grievance, the Dean of Students will complete the Academic Grievance Form with the student and notify the chair of COA of the need for a grievance panel.

3. The chair of COA will notify the grievance panel within ten (10) working days of receipt of need for the grievance hearing. A date for the grievance hearing will be scheduled not to exceed forty-five (45) days from notification of the grievance. COA chair will also assure that all members of the panel receive a copy of the written academic grievance, response from the faculty and all support documentation two (2) weeks prior to the hearing. If either the grievant or the faculty member involved intends to ask other Columbia Nursing faculty or students to provide information for the panel, it is the responsibility of the grievant or faculty member to make arrangements for these individuals to attend the scheduled hearing. This is not a legal proceeding and therefore no lawyers are to be present.

The hearing will be attended by:
- Grievance Panel: three (3) faculty and one (1) student members
- Grievant
- Faculty member involved
- COA Chair (as advisor of the Panel)
- Dean of Students (as advisor to the student)
- Assistant Dean of Academic Affairs (as advisor to the faculty)

4. The Grievance Meeting proceeds as follows, with each person presenting in sequence and individually to the grievance panel:
• The grievant presents the issue being grieved, including any relevant documentation.
• Any faculty or students the grievant wishes to present to the panel will speak.
• The faculty member presents the issue being grieved, including any relevant documentation.
• Any faculty or students the faculty member wishes to present to the panel will speak.

5. After considering all the information presented, in a private deliberation, the grievance panel will determine by majority vote, whether or not the student has been treated unfairly. In the case of a 50:50 vote, the chair of COA will cast a vote to break the tie. The chair of COA will inform the Dean of Students and the Assistant Dean of Academic Affairs of the panel’s decision, in writing within twenty-four (24) hours of the meeting. Immediately, the Dean of Students will inform the grievant and the Assistant Dean of Academic Affairs will inform the faculty member of the panel’s decision.

The student has the right to direct an appeal to the Dean of School of Nursing regarding a decision that results from the Grievance Panel. The three grounds for appeal are:

1. A procedural error affecting the findings or determinations
2. New information that was not available at the time of the hearing that may change the determination
3. Excessiveness of the sanction

The appeal must be made in writing within seven (7) working days of the time he or she is notified of the decision, and it must clearly state the grounds for appeal. Such appeals should be sent to the Dean of the School of Nursing/School of Nursing Building Room 400B.

Normally, in considering such an appeal, the Dean of the School relies solely upon the written record and does not conduct a new factual investigation. Moreover, the Dean focuses upon whether, in the Dean’s view, the decision made is reasonable under all of the circumstances of the case. There is no further appeal within the University.
ACADEMIC GRIEVANCE FORM

Date: ______________

Student’s Name: ___________________________________

UNI: ______________

Program: ___________________________________________

Course Title and Number: ____________________________

Semester/Year: __________/______

Grade: ____

Grounds for Grievance:

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Attach documentation to support your grievance. A grievance will not be considered without attached documents.
PROCEDURE FOR STUDENT COMPLAINT AGAINST FACULTY

Background
In fulfilling their instructional responsibilities, faculty are expected to treat their students with civility and respect. They “should make every effort to be accurate and should show respect for the rights of others to hold opinions differing from their own. They should confine their classes to the subject matter covered by the course and not use them to advocate any cause” (2000 Faculty Handbook). Students who feel that members of the School of Nursing faculty have not met those obligations may take advantage of informal mechanisms the School has created to provide them with help. They also may request a formal grievance hearing by following the procedures described in this statement.

These procedures provide students with avenues for informally resolving complaints against the faculty and for seeking formal redress from the Dean if those efforts at mediation fail. They also provide for an appeal to the Provost of the Dean’s decision by either the student or faculty member.

Informal Conflict Resolution
Students are encouraged to seek a resolution to their complaint by talking directly with the faculty member. A grievance might surface through a faculty member or a program director that a student chooses to approach. In many cases the matter can be resolved informally at that level, if both parties are in agreement.

For disputes that cannot be resolved at the student/faculty level, the student is referred to the Dean of Students. The Dean of Students may discuss the situation with the Assistant Dean of Academic Affairs. Some complaints stop here through a process of counseling and evaluation if both parties feel that the matter can be addressed at this level. Accurate assessment and mutual solution are the goals at this stage of proceeding. Students are advised of their options. They include:

1. Taking no action (sometimes discussion is the goal).
2. The Dean of Students, serving as an intermediary between the faculty member and the student to mediate the concerns.
3. The Assistant Dean of Academic Affairs, speaking to the relevant faculty member.

Students may also bring their problems to the University’s Ombuds Officer, who serves as an informal, confidential resource for assisting members of the University with conflict resolution. The Ombuds Officer provides information, counseling and referrals to appropriate University offices. He/She will also mediate conflicts if both parties agree. He/She does not have the authority to adjudicate disputes and does not participate in any formal University grievance proceedings.
Formal Grievance Procedures

Students are encouraged but not required to seek an informal resolution to their complaints against their faculty. They may elect, instead, to ask for a formal grievance hearing. They may also seek a grievance hearing if informal mediation fails. The grievance procedures students should follow will depend upon the school within which the faculty member is appointed and the nature of the alleged misconduct.

If the faculty member holds an appointment in the School of Nursing, the student may use the procedures described in this statement to address the issues listed below. If the faculty member belongs to another school, students must use its procedures. They may, however, ask for help from program directors and the School’s deans to identify and understand the appropriate procedures.

Issues that are grievable under these procedures include:

1. Failure to accord appropriate respect to the opinions of students in an instructional setting;
2. Misuse of faculty authority in an instructional setting to promote a political or social cause; and
3. Personal conduct in the classroom or another instructional setting that adversely affects the learning environment.

This procedure does not take the place of the grievance procedures already established to address disputes over grades. Students should also use alternative procedures in the following situations:

1. If the alleged misconduct involves discrimination and sexual harassment, a student should file a complaint with the Associate Provost for Equal Opportunity and Affirmative Action. The procedures or handling such complaints are described in the statement, Student Policies on Discrimination and Harassment, which is on the web at: http://eoaa.columbia.edu/student-policies

2. Complaints against the School’s faculty that allege scientific or scholarly misconduct are also evaluated using other procedures. These are contained in the statement, Guidelines for Review of Misconduct in Science for the Columbia University’s Health Sciences, which is available at: http://ccnmtl.columbia.edu/projects/rcr/rcr_misconduct/foundation/

Any student currently enrolled in the University and directly affected by the behavior of a faculty member of the School may ask for a grievance hearing under the procedures in this statement. The student initiates the hearing by submitting a written statement to the Dean documenting the grievance. The request must be submitted no later than 30 days after the end of the semester within which the misconduct was alleged to have occurred.

The Dean will review the complaint to determine if there is sufficient grounds to proceed with a hearing or if the issues raised by the student can be resolved in another manner. If the Dean determines that a hearing is warranted, he or she will appoint an ad hoc committee to operate as a fact-finding body and report back on whether the complaint is justified. When appropriate, the committee may also recommend remedies to the student’s complaint and disciplinary action.
against the faculty member. The composition of such an ad hoc committee cannot be determined before the event. It is selected by the Dean for its expertise in meeting the issues raised. The membership will normally consist of faculty members, and, at the discretion of the Dean, could include a student, and/or senior administrator.

The faculty member is given the student’s letter of complaint and invited to provide the ad hoc committee with a written response. The committee reviews both statements and is given access to any other written documents relevant to the complaint. The committee will normally interview both the grievant and the faculty member and may, at its discretion, ask others to provide testimony.

The investigative committee serves in an advisory capacity to the Dean of the School. It is expected to complete its investigation in a timely manner and submit a written report to the Dean who may accept or modify its findings and recommendations. The Dean will inform both the student and the faculty member of his decision in writing.

The Dean may discipline faculty members who are found to have committed professional misconduct. Any sanctions will be imposed in a manner that is consistent with the University’s policies and procedures on faculty discipline. In particular, if the Dean believes that the offense is sufficiently serious to merit dismissal, he or she will initiate the procedures in Section 75 of the University Statutes for terminating tenured appointments, and non-tenured appointments before the end of their stated term, for cause.

**Appeal**

Either the student or the faculty member may appeal the decision of the Dean to the Provost. Findings of fact, remedies granted the student and penalties imposed on the faculty member are all subject to appeal. The three grounds for appeal are:

1. A procedural error affecting the findings or determinations
2. New information that was not available at the time of the hearing that may change the determination
3. Excessiveness of the sanction

A written appeal must be submitted to the Provost within 15 working days of the date of the letter informing them of the Dean’s decision.

The Provost will normally confine his or her review to the written record compiled by the School’s grievance committee and the Dean but reserves the right to conduct the review of the Dean’s decision in any manner he or she considers appropriate.

The Provost will inform both the student and the faculty member of his or her decision in writing. If the Provost decides that the faculty member should be dismissed for cause, the case is subject to further review according to the procedures in Section 75 of the University Statutes, as noted above. Otherwise, the decision of the Provost is final and not subject to further appeal.
Confidentiality

All aspects of investigations of a student grievance are confidential. The proceedings of the grievance committee are not open to the public. Only the student grievant and the faculty member accused of misconduct receive copies of the decisions of the Dean and the Provost. Everyone who is involved with the investigation of a grievance is expected to respect the confidentiality of the process.

ADVANCED STANDING

Advanced standing for a course already successfully completed elsewhere may be granted on an individual basis to students as either 1) transfer credits, 2) credit by exam, or 3) course exemption. No more than nine (9) credits of coursework will be accepted for Advanced Standing during a student’s tenure at Columbia Nursing. Only courses taken before enrolling at the School of Nursing will be considered. Course exemption, not transfer credit, may be granted for coursework which has been applied to an earlier degree but is deemed similar to Columbia University School of Nursing course requirements. Advanced Standing Requests should be submitted to the Office of Academic Affairs. View Office of Academic Affairs section for contact information.

In order for course(s) taken at another school to be considered for either transfer credit or course exemption, the syllabus for such course, an official transcript with course grade, and a written request must be submitted to the Office of Academic Affairs. This request must be submitted during the first semester the student is enrolled at the School of Nursing. The Associate Dean of Academics will review the materials and forward eligible requests to the faculty responsible for the course. Advanced standing is granted at the discretion of the faculty.

1) Transfer Credits
   • are based on documentation of comparable graduate or doctoral level coursework at an accredited college or university
   • are applicable for a course completed within the last five years
   • are not applicable for a course taken at another school while enrolled in Columbia Nursing
   • are not applicable for a course which has been applied to an earlier degree
   • require a grade of B or better in the course
   • will not exceed the number of credits for the course offered at Columbia Nursing
   • will not exceed the number of credits granted by the outside school
   • carry no fee for processing

2) Credit by Exam
   • is available for some didactic courses
   • is obtained by passing an exam given by Columbia Nursing
   • carries a fee of $125 per credit, required at the time of request
   • is dependent upon successful completion of the exam with a grade of B or better
   • is available at the discretion of the course instructor
3) Course Exemption
- is based on documentation of comparable graduate or doctoral level coursework at an accredited college or university
- is applicable for courses subsumed in an earlier degree
- is applicable for a course completed within the last five years
- requires a grade of B or better in the course
- bears no credit
- exempts the student from the course
- requires that the student take credits equal to the credits of the exempted course
- carry no fee for processing

Exceptions to the above are as follows:

<table>
<thead>
<tr>
<th>OLD COLUMBIA NURSING COURSES</th>
<th>NEW COLUMBIA NURSING COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>N6100 &amp; N6121 (Advanced Physiology &amp; Pathophysiology Across the Lifespan)</td>
<td>N7001 &amp; N7002 (Normal Physiology and Pathophysiology Across the Lifespan I &amp; II)</td>
</tr>
<tr>
<td>N6835 (Assessing Clinical Evidence)</td>
<td>N7000 (Introduction to Evidence-Based Practice)</td>
</tr>
</tbody>
</table>
| N8290 (Incorporating Genetics in Advanced Practice Nursing) | N9290 (Incorporating Genetics and Genomics in Advanced Practice Nursing)*  
*Except students in DNP program must complete additional Genomics component of N9290 for 2 credits |
| N6920 (Health and Social Policy: The Context for Practice and Research) | N7005 (Health and Social Policy in the Context of Practice) |

PhD students: coursework taken outside of Columbia University, while enrolled as a student at the School, will be accepted as transfer credit if it is essential to the student’s area of study and similar coursework is not offered within the University.

ACADEMIC AND PROFESSIONAL STANDARDS

This evaluation system provides for the assessment of the student's performance, progress, and achievement within each program of the School of Nursing. In theory courses, academic and professional standards are assessed in various ways: performance is evaluated by examinations and/or written and oral assignments or other means specified in the course syllabi. For clinical performance, grades are determined by the course faculty member.

Professional behavior is expected of each student in the School of Nursing. This behavior is described in the “Code of Ethics,” and a sense of honor and integrity is expected of all students and faculty. The Faculty of Nursing reserves the right to withdraw, deny admission, or deny graduation to any student who is determined to be unsuited for the study or practice of nursing. View Appendix III for information on plagiarism.
POLICY ON TESTING AND EXAMS

Testing Procedures
- Students are required to be present on exam days. The course instructor will excuse absences from class for valid reasons such as illness, family emergency, religious observances. Students are responsible for providing a written notice for an excused absence in advance of the date requested. In case of illness, a note from the health care provider is required. Students with course instructor accepted excuses may be given the opportunity to make up the exams, which may entail an alternative examination.
- Any student who will miss an exam due to emergency or illness must notify the professor at least one hour before the start of the exam. Failure to do so will result in a grade of 0 for the exam.
- Late arrival to exams is distracting and may not be permitted.
- Students may be asked to show or hand in their Columbia ID at the start of an exam.
- No personal belongings will be allowed on the desk during the exam except for a pencil or pen. Cell phones and all other electronic personal devices must be stowed in book bag or coat during exams. All book bags must be zipped and placed under the desk or at the front of the room. Coats will be placed at the front of the room. Students will be notified prior to the exam if a calculator will be allowed.
- Traffic during exams is distracting. Students will have the opportunity to use the restroom before the exam.

Examination Integrity
- Students will not disclose or discuss information about the items or answers seen on exam/test/quiz unless it is during a formal test review with the course faculty. This includes posting or discussing questions on the Internet and social media websites.
- Students may not copy or reconstruct exam items during or following the exam for any reason.
- Students may not seek help from any other party in answering items (in person, by phone, text or by email) during the exam/test/quiz (including breaks).
- Students may not remove exam/test/quiz items and/or responses (in any format) or notes about the exam/test/quiz from the testing room.
- Students will comply with any investigation related to exam integrity that needs to be conducted.
- Students may not take the exam/test/quiz for somebody else.
- Students may not tamper with the computer or use it for any function other than taking the exam/test/quiz.
- Note: If a student witnesses any of the above behavior, or any irregular behavior that is in violation of the exam/test/quiz rules, the student is required to report it to a CUSON faculty member or the CUSON Dean, and comply with any follow up investigation.

Grounds for Dismissal or Cancellation of Results
A student who violates these procedures, or engages in irregular behavior, misconduct, and/or does not follow the faculty member’s warning to discontinue inappropriate behavior will be followed up after the exam. The results of the exam/test/quiz may be withheld or canceled, and
the student may be dismissed from the program. Behaviors that are considered to constitute irregular behavior or misconduct include but are not limited to:

- Giving or receiving exam/test/quiz assistance of any kind.
- Using, accessing, or attempting to access any prohibited aids. Prohibited aids are any devices or materials that will be helpful in taking the exam/test/quiz. Examples of aids that are prohibited are electronic devices (e.g. cell/mobile/smart phones, tablets, smart watches, etc.), conversion tables, dictionaries, etc.
- Attempting to take the exam/test/quiz for someone else.
- Bringing any study aids (textbooks, notebooks, classroom notes, etc.) to the classroom or accessing or attempting to access such study materials at any time after the start of the exam/test/quiz, including emergency breaks.
- Failing to follow procedures or the instructions of the faculty member.
- Creating a disturbance of any kind.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the exam/test/quiz.

The policies and guidelines may be modified by the course instructor as she/he sees fit.

*Adapted from (2016). Procedure for taking tests, exams and quizzes. Averett University School of Nursing*

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Federal regulations require that students who receive federal assistance make Satisfactory Academic Progress (SAP) towards completion of a degree.

All periods of enrollment (Summer, Fall, and Spring terms) are included in the measurement of SAP. The Committee on Admission (COA) assesses students’ academic progress each term for SAP. Students enrolling at Columbia Nursing for the first time are considered initially to meet SAP.

The maximum time frame for degree candidates is 150% of the number of credits required for the degree. The minimum pace of completion is 67% of attempted credits each term.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Minimum Credits Required for Degree</th>
<th>Maximum Credits that can be Attempted</th>
<th>Maximum Timeframe Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td>30 – 72 (depending on program)</td>
<td>108</td>
<td>15 terms</td>
</tr>
<tr>
<td>DNP</td>
<td>39 – 96 (depending on entry and specialty)</td>
<td>59 – 144</td>
<td>18 terms</td>
</tr>
</tbody>
</table>
In addition to a timely progression towards a degree, in order to be eligible for federal financial assistance a student must meet minimum SAP academic standards as listed in the “Grading and Required Standards” section.

Students that fail to meet SAP will be reviewed by the Committee on Admission and notified in writing of the committee’s decision related to their academic progression. All official communications are sent via email to the students’ Columbia University e-mail address. Students placed on academic probation are referred to their Program Director for academic advisement and corrective action options. View the “Academic Review and Probation” section for further information on the review process and probation.

Students that fail to meet SAP who receive federal financial assistance will also receive notification regarding their financial aid eligibility from the Office of Financial Aid Office. The School of Nursing will grant a Financial Aid Warning Status to students placed on academic probation during the first term of their probation. During this first term, students will be allowed to receive federal aid however will not be eligible to receive institutional scholarships.

A student who fails to return to satisfactory progress in the next term will be dismissed from the school. At the discretion of the COA and with the consent of the Program Director, a student on probation who has made good progress toward achieving standards may be allowed a second semester on academic probation. Students permitted to enroll on academic probation for a second term will have their federal aid terminated. Student may submit an appeal for a Financial Aid Probation Status to the Financial Aid SAP Review Committee (FASAP). If granted Financial Aid Probation Status, students will be eligible to receive federal aid but will not be eligible for institutional scholarships.

Students who return to satisfactory academic progress will be removed from academic probation, and will have their financial aid reinstated.

**GRADING AND REQUIRED STANDARDS**

Columbia Nursing uses letter grading for all courses. Grades in non-clinical courses at Columbia Nursing are A+ to C- and F. Grades for clinical courses are as follows:

- Clinical grades in practica with CUSON faculty/instructors are graded A, B, C and F
- Clinical grades in practica with preceptors are graded High Pass (HP), Pass (P) or Fail (F)

*View the guidelines for conversion of numeric letter grades in Appendix I.*

All students must maintain a cumulative grade point average of B or better (≥ 3.0). A student is not in good academic standing if they have a:

- Cumulative GPA below 3.0
- Grade of C in a clinical course
- Grade of F in a didactic or clinical course
Students not in good academic standing are not meeting SAP, and are reviewed by the Committee on Admission (see Academic Review & Probation section.)

**Grade of High Pass (HP) in Clinical Course**

An HP grade will be given when a student consistently exceeds anticipated criteria and demonstrates outstanding clinical judgement and skill for their level of training. A grade of HP is not included in calculating grade point average.

**Grade of Pass (P) in Clinical Course**

A P grade will be given when a student meets the overall basic requirements for their anticipated level of training. Student is able to function in a safe and competent manner. A grade of P is not included in calculating grade point average.

**Grade of F (Failure) in Clinical Course**

Student's overall performance is below anticipated level of training. A grade of F is included in calculating grade point average. Students are not able to progress in a program with a grade of F in a clinical course.

**Grade of F (Failure) in Non-Clinical Course**

A student will receive an F in any course in which the student fails to pass the course standards as described by the instructor and stated in the syllabus. A grade of F is included in calculating grade point average. In order to repeat the course graded as F, the student must re-register for the course. A grade of F remains on the student’s official transcript even if the course is later repeated.

**Grade of UW (Unofficial Withdrawal)**

Students who do not officially drop a course and who have not completed enough substantive work to receive a grade in the course will be graded UW. However, for students who have not officially dropped a course but who have completed substantive work, the outstanding requirements may be graded as a zero or an F and averaged into the final course grade. A student who wants to withdraw from a course is responsible for completing the paperwork necessary to avoid receiving a UW. A grade of UW is not included in calculating grade point average. In order to repeat the course graded as UW, the student must re-register for the course. A grade of UW remains on the student’s official transcript even if the course is later repeated.

**Grade of INC (Incomplete)**

If a student is unable to complete course work due to extenuating circumstances, they may request a grade of incomplete from their appropriate course instructor. Extenuating circumstances may include unforeseeable serious illness, serious family emergency, or circumstances of comparable gravity. Requests for an Incomplete grade must be made in writing to the instructor, detailing the circumstances and including plans for course completion. It is at the discretion of the faculty member to grant an Incomplete grade. If an Incomplete grade is permitted, the faculty member will set a date of expected course completion. Students granted an incomplete grade will receive an INC grade on their transcript. Students with an INC grade in a
Specialty course cannot continue in further specialty courses until their INC grade is resolved. Course requirements must be completed within three terms during which original registration took place. Failure to complete course requirements will result in a grade of UW for the course(s) and the course(s) must be repeated to obtain credit. Students cannot graduate with a grade of INC on their transcript.

**Grade of CP (Credit Pending)**
Grades of CP are given when a student has not fulfilled all course requirements and cannot yet be graded. This grade is only given when the student is expected to fulfill course requirements soon. Once course requirements are completed, the CP grade will be changed to a letter grade by the instructor. If a student received a grade of CP in a specialty course, they cannot continue in further specialty courses until their CP grade has been resolved. Students cannot graduate with a grade of CP on their transcript.

**P/F Grading (Pass/Fail)**
Zero credit courses that students must complete to progress in the program will be graded as P/F Grading. In general, students may only take a for credit course as P/F Grading if the course is not required for the student’s specialty or degree. Some nursing courses are designated as P/F Grading by the school, in which case these courses will count towards student’s degrees.

**ACADEMIC REVIEW AND PROBATION**
The Committee on Admissions (COA) regularly reviews the academic performance of students in the Columbia Nursing who are failing to meet the academic standards identified above. Students are evaluated at the end of each term. In addition, Masters Direct Entry (MDE) students will be reviewed by COA prior to starting Integration.

The COA may withdraw a student from Columbia Nursing, may suspend a student for one or more semesters, or may place the student on academic probation with or without special conditions. A student on academic probation is expected to meet the required academic standards within the following semester or the student will be withdrawn from the school. At the discretion of the COA and with the consent of the Program Director, a student on probation who has made good progress toward achieving standards may be allowed a second semester on probation – however, the student will not be eligible financial aid. No student may remain on probation more than two semesters, regardless of the timeframe (consecutive or non-consecutive term probations).

The COA will inform the student and their Program Director in writing via CUMC Exchange e-mail account of any academic review and decision. Students that do not meet the required academic standards may lose financial aid eligibility (*see also Satisfactory Academic Progress*). Students placed on probation are not considered to be in good academic standing, may not be granted a Leave of Absence (LOA), and may not graduate.

- A student who fails to maintain a cumulative B average (3.0 GPA) will be placed on probation.
- A student who receives a C in a clinical course will be placed on probation.
• A student who receives an F will have their academic record reviewed by COA.
  o If an F is received in a non-clinical, non-specialty course, the student will be placed on probation and may repeat the course at the next offered time.
  o If the F is received in a specialty or clinical course, the student will be withdrawn from the school.
• PhD students with a C in any course will be reviewed by COA.
• A student who fails 2 or more courses will be withdrawn from the school, regardless of the time frame.
• A student who has 2 or more C’s in clinical courses will be withdrawn from the school, regardless of the time frame.
• A student who has 2 or more incompletes (INC grades) will be withdrawn from the school.

ACADEMIC HONORS

Nursing - Sigma Theta Tau

The Alpha Zeta Chapter of Sigma Theta Tau, the National Nursing Honor Society, was established at the School of Nursing in 1964. Baccalaureate, Masters and Doctoral students are eligible. Membership is by invitation during the spring semester for induction in May. According to Sigma Theta Tau International guidelines, the selection of students is based on excellence in academic performance and evidence of leadership potential.

http://www.nursingsociety.org

SOCIAL MEDIA POLICY

The administration of Columbia University School of Nursing has established this policy for the Columbia Nursing community to follow when engaging in social media. Its purpose is to ensure that our faculty, staff, students, and institutional reputation are presented to the public and the media in the most accurate and favorable light as possible. Policy development is guided by institutional objectives, regulatory, accreditation, and legal requirements, as well as best practice from evidence-based literature.

This policy applies to all interactive and social media, including but not limited to Facebook, Twitter, LinkedIn, YouTube, Instagram, Google+, YouTube, and websites or blogs, whether for personal or business use. It applies whenever Columbia Nursing faculty, staff, or students post to their own sites or issue comments on other sites. Posting to any social media platform in a work capacity represents Columbia University Medical Center and Columbia University School of Nursing and is treated accordingly.

SOCIAL MEDIA POLICY GUIDELINES

The Columbia Identity

You may use your Columbia title for identification purposes in accordance with the Faculty Handbook. However, if you do, you must make it clear that you are not representing Columbia Nursing, Columbia University Medical Center or any other affiliated institutions. For example.
“About me,” “Profile,” or other bio sections should include language as, “My posts represent my personal views and not those of Columbia University.” The Columbia name and logo may not be used for commercial purposes. Faculty, staff, and students are prohibited from using their Columbia identification, which could be interpreted as a university endorsement. For more information, visit http://bit.ly/CUMCintellectualproperty.

**Confidentiality, Patient Privacy, and Security**

Columbia Nursing policies on confidentiality and proprietary information apply to social media, as they do to all other forms of communication. Special care should be taken to protect patient and student privacy and all other confidential information with which we are entrusted. Posting information, commentary, and photographs about patients, students, or cadavers on social media sites is prohibited. In keeping with these policies, confidential information about patients and students—even if the information has been de-identified or is visible only to restricted audiences—should not be shared on social media. In addition, in order to maintain the safety and security of the Columbia community, images of secure or restricted areas should not be posted or otherwise distributed.

**Interacting with Patients**

Clinicians, staff, and students are cautioned about connecting with “friending” patients or patients families on social media networks. Use the same judgment you would employ regarding any other type of social interaction with patients. Clinicians may choose to create a business or professional “Fan” page that is separate from their personal Facebook page as an alternative to connecting with patients directly.

**Websites and Blogs**

Blogs and websites should follow best practices for disseminating health information, including clearly identifying authors and reviewers and indicating the date on which the content was last reviewed for accuracy.

**Disclaimers for Clinicians**

Clinicians should consider including a notice that their posts do not constitute medical advice and a warning that individuals refrain from posting personal information. Clinicians should also be aware that giving medical advice over the Internet to a patient in another state may constitute the unlicensed practice of medicine. All electronic interaction with patients must comply with current CUMC or other applicable privacy and data security policies, including the requirement to obtain a patient’s written authorization. For more information, contact the CUMC Office of Communications and Public Affairs at 212-305-3900.

**Professionalism**

Columbia Nursing’s policies on professionalism, prohibiting discrimination and harassment, and use of computer and other university resources apply to social media, as they do to all other forms of communication. Individuals must take responsibility for all material that they post to the Internet, and posts should accurately reflect academic, clinical, or other expertise. Reasonable steps should be taken to correct errors and update material, as needed.
PROGRAM REQUIREMENTS AND TIME FOR COMPLETION
Please also see the School of Nursing Bulletin

MASTERS DIRECT ENTRY (MDE) PROGRAM

This program is designed to prepare non-nurse college graduates for a career as a registered nurse. All MS degree requirements must be successfully completed within three (3) years.

1. The minimum number of credits is 72 credits;

2. Students accepted into a MDE/PhD or MDE/DNP program will transition between the MS pre-licensure program and doctoral studies after the successful completion of all pre-licensure requirements and after the articulation process. Progression into doctoral degree programs requires that students maintain CUSON’s academic and professional integrity standards. Any breach in these standards may preclude progression into the doctoral degree program. Details on the articulation process are discussed during the second term of the MDE program. Students must successfully become licensed as a NYS Registered Nurse in order to continue in a doctoral program.

3. Students accepted into a MDE/PhD or MDE/DNP program are expected to maintain continuous enrollment throughout the program (exception: students continuing in the Adult Gerontology Acute Care specialty, which requires a year of RN experience prior to enrolling in DNP). Students that wish to take time off in between degrees may withdraw from the doctoral program and re-apply when interested in returning. *

http://nursing.columbia.edu/academics/academic-programs/masters-direct-entry-mde

* If a student fails to register and fails to contact OSS, the student is subject to withdrawal from the program. Please see the Academic Policies section for more information.

MASTERS NURSE ANESTHESIA PROGRAM

This program is designed for registered nurses who already possess a baccalaureate degree in nursing or registered nurses with a non-baccalaureate degree who wish to earn a Master of Science in Nurse Anesthesia. All degree requirements must be successfully completed within five (5) years.

1. Curriculum is constructed to include core and supporting science courses (shared by all students) and specialty-specific courses;

2. Program requires a minimum of 62 credits;

3. Candidates with a non-nursing baccalaureate degree are required to complete 5 credits in community health in addition to the Master specialty course

31
requirements.

http://nursing.columbia.edu/academics/academic-programs/nurse-anesthesia-program-anes

MASTERS ADVANCED CLINICAL MANAGEMENT & LEADERSHIP PROGRAM

This program is designed for registered nurses who already possess a baccalaureate degree in nursing or registered nurses with a non-baccalaureate degree who wish to earn a Master of Science in Advanced Clinical Management & Leadership. All degree requirements must be successfully completed within five (5) years.

1. Curriculum is constructed to include core and supporting science courses (shared by all students) and specialty-specific courses;

2. Program requires a minimum of 30 credits;

3. Candidates with a non-nursing baccalaureate degree are required to complete 5 credits in community health in addition to the Master specialty course requirements.

DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

The Doctor of Nursing Practice program is designed to prepare nurses with the knowledge, skills and attributes necessary for fully accountable practice with patients across sites and over time. With the increasing scope of clinical scholarship in nursing and the growth of scientific knowledge in the discipline, doctoral level education is required for independent practice. All Post-RN degree requirements must be successfully completed within six (6) years. The Post-APRN degree requirements must be successfully completed in four (4 years).

1. The program is a full time, cohort program;

2. The Post-APRN DNP Program requires a minimum of 39 credits; the Post-RN DNP Program requires 64-96 credits, depending on program entry and specialty.

3. A portfolio is required for the degree.

http://nursing.columbia.edu/academics/academic-programs/doctoral-programs/dnp-specialty-programs

PhD PROGRAM

This program is for nurses who possess a master’s degree in nursing or related discipline or a baccalaureate degree in nursing. It is designed to prepare clinical nurse scholars to examine, shape and refine health care within existing and evolving delivery systems. Post MS, all degree requirements must be successfully completed within seven (7) years.
1. Program requires a **minimum** of 47 credits;

2. A dissertation is required for the degree.

http://nursing.columbia.edu/academics/academic-programs/doctoral-programs/phd-program

**UNIVERSITY STATUTORY CERTIFICATE PROGRAM**

This program allows registered nurses who hold a Master’s degree in nursing to develop advanced clinical practice skills without completing another master’s degree. All degree requirements must be successfully completed within six (6) years. *This program did not accept applications for new students in 2018.*

1. Curricula are individually determined, depending on student credentials and specialty major;

2. A University Statutory Certificate is awarded at the completion of the program;

3. Most certificate programs are comprised of 25-34 credits.

**SUB-SPECIALTY PROGRAM**

Sub-specialties are 5-10 credit clusters of courses, including a practicum, in a particular area of clinical interest. They can be taken alone or in conjunction with any of the Master’s specialties. Note: Sub-specialty course offerings are dependent upon sufficient enrollment.

http://nursing.columbia.edu/academics/academic-programs/sub-specialty-programs
ADVISEMENT AND REGISTRATION

ADVISEMENT

Upon enrollment each student is assigned a faculty advisor who provides academic and professional guidance throughout their course of study. The advisor assists students to identify strengths and weaknesses and to establish short and long range goals. The student and advisor meet as frequently as necessary, but at least once each term, to review progress and discuss goals.

At the time of first registration, the Program Director and the student review the full time program of study that has been developed which assures that the student can meet all program and degree requirements. This plan reflects the student’s course selections for each term of enrollment. A program plan outlines the course sequence for completion of a specialty’s degree requirements. Modifications in the total program plan may be made if necessary and in collaboration with the Program Director. Any revisions must be recorded on the program plan and approved by the Program Director. Once a program plan is determined, it is the student’s responsibility to register accordingly to fulfill program requirements as planned.

In the case of unforeseen circumstances, changes to program plans will be considered. Any questions regarding the course of study should be discussed with the Program Director. Students who deviate from their program plan without consulting their Program Director may jeopardize their graduation date. Students and Faculty are expected to adhere to the Advisor/Advisee Guidelines, outlined below:

Student responsibilities:

- Initiate a meeting with the facility advisor at the beginning of each semester and when needed, throughout the year;
- Contact the advisor in case of any academic difficulty, interruption in program, or potential change in academic status;
- Utilize the advisor in conjunction with other university resources to meet academic requirements and personal needs while enrolled at the School of Nursing;
- Consult with the advisor regarding courses and program plans;
- Keep copy of current program plan and register each term as indicated on the plan;
- Submit a copy of your program plan and any updates to the Office of Academic Program Support;
- Register as indicated on the program plan in a timely fashion, based on communications from the Registration and Student Financial Services office, as well as the Office of Student Services.

Faculty responsibilities:

- Meet with advisee at least once during semester;
- Complete a written program plan (and retain a copy) for total course of study at first registration and review plan each semester;
- Have fixed and posted office hours, be available by appointment, and inform advisees of when and where they can reach faculty when necessary;
- Be knowledgeable of and advise students regarding programs, courses, grievance and
other "due process" procedures, and other matters regarding student life;

- Refer students to appropriate school and administrative staff for issues such as students health, financial aid, graduation clearance;
- Be aware of each student's general progress and be available for student counseling and advisement;
- Maintain accurate written documentation of student's progress, especially in the event of special or potentially troublesome situations.

OFFICE OF ACADEMIC AFFAIRS
School of Nursing Building, 5th Floor
SON-OCAS@cums.columbia.edu
Phone: 212-342-3920
Fax: 212-305-2139

The Office of Academic Affairs provides support for the curricular activities for the Division of Academic Affairs. The office acts as a liaison between the school and all central academic services, including specialty program support, classroom management, and course management. The Academic Affairs team continues to be responsible for course offerings each semester and course evaluations, clinical placement agreements, clinical database (Medatrax and Typhon), exam and syllabi maintenance and program specific needs.

Academic Affairs provides the below services for students:

1) Academic Coaching Program – offers peer coaching and tutoring to students; as well as structured exam review sessions and workshops. Students can solicit assistance or faculty may refer students for this service.

2) Certification and Licensure – We also process applications for licensure for all students and alumni. This includes verification of coursework for licensure. Please note employee verification should be referred to the national student clearinghouse.

3) Processes Advanced Standing requests (see the Advanced Standing section).

ENROLLMENT AND STUDENT ENROLLMENT STATUS

Columbia Nursing students are expected to maintain continuous program enrollment, as laid out on their program plan. Student enrollment status is determined by the amount of credits a student registers for in each term. It is the student’s responsibility to understand or inquire about his/her own circumstances regarding required credit loads.

Part-time, Half-time, and Full-time Study

Master of Science

Registration for 0-5 credits = Part-time status*

*Students taking 5 credits with one or more credits in a clinical course can request to certify as HT

Registration for 6-11 credits = Half-time status**

**Students taking at least 9 credits with one or more credits in a clinical course can request to certify as FT

Registration for 12 or more credits = Full-time status
PhD and DNP
Registration for 0-4 credits = Part-time status
Registration for 5-8 credits = Half-time status***
Registration for 9 or more credits = Full-time status
***PhD students may be certified as Full-Time status if the student is registered for N9840 Dissertation Research (PhD students) along with N9900 Dissertation Seminar (corequisite or pre-requisite).
*** DNP students taking at least 6 credits with one or more credits in a clinical course can request to certify as FT status.

Residency credits are designated as full time. The below courses default to full-time status:
N5900, Residency in Clinical Nursing
N8475, Clinical Practicum in Nurse-Midwifery
N8870, Nurse Anesthesia Residency I
N8871, Nurse Anesthesia Residency II
N8872, Anesthesia Residency III
N8873, Anesthesia Residency IV
N9700, Residency for Doctor of Nursing Practice
N9901, Research Residency

Didactic Courses: One credit = one hour of classroom work per week = 15 hours per term
Clinical Courses: One hour of credit = four hours of clinical work per week = 60 hours per term
(exception – residency and integration courses complete more clinical hours)
Simulation Courses: One credit = 30 hours per term

Under various circumstances, students may need to be registered as a Full-Time Status student, including: recipients of outside fellowships and scholarships; students living in university housing; students receiving certain student loans; and international students.

In some circumstances, a student may qualify to be certified as Half-time or Full-time status. Students who want to certify as a Half-Time or Full-Time Status must meet the above requirements. To officially request certification, students will need to complete a Certification Request Form once they have registered for all their term courses. Students must submit their request by the end of the Change of Program Period (students will not be retroactively changed). Students that wish to adjust their enrollment status after the Change of Program period may submit a written appeal to the Office of Student Services. All students with Full-Time status are enrolled and responsible for paying for Aetna Student Health Insurance Plan (SHIP) unless they waive coverage through the Student Health Services office. Certification Request Forms are available in the Office of Student Services. Students must repeat this process for each term they wish to be certified.

INTERNATIONAL STUDENT ENROLLMENT

Under United States immigration law, it is the student’s personal responsibility to maintain lawful F-1 or J-1 student status. International Students must maintain full-time enrollment and
normal, full-time progress toward your degree or certificate. Students with any questions or concerns should contact the International Affairs Office (IAO).

**DNP Program Students:** International students can apply for a Curricular Practical Training (CPT) authorization through the International Affairs office when enrolling in N9700 (Residency). Students can only request CPT authorization once enrolled in N9700, therefore students should enroll during “early” registration in order to start CPT request process. Information on CPT authorization is described on the ISSO web site: [http://www.columbia.edu/cu/isso/visa/F-1/F-1_PT_curricular.html](http://www.columbia.edu/cu/isso/visa/F-1/F-1_PT_curricular.html)

*See also International Students & Scholars Office section.*

**STUDENT SERVICES ON-LINE (SSOL)**
[https://ssol.columbia.edu/](https://ssol.columbia.edu/)

**Student Services On-Line (SSOL)** is an essential resource for each student and is the student’s personal look at the University student data. Information found on SSOL:

- CU PID Number (needed when logging into the Financial Aid system, NetPartner)
- Order your transcript – no fee
- View your Academic profile
- Register for Courses
- View Schedule and Grades
- **E-bill and student account information**
- View any HOLDs on your account
- **View and change your address and emergency contact info** - Students are responsible for updating address changes. All students must have an address and phone number on file with the university. **Financial Aid note:** Students eligible for Financial Aid MUST have a Permanent US Address posted on SSOL.

**REGISTRATION PROCEDURE**

Students register for courses through **Student Services On-Line (SSOL)**. Students are assigned registration dates and times by the Registration and Financial Services office each term. Students can only register for courses during their assigned times. Students can view registration periods on the Columbia Nursing Academic Calendar.

Students should only register for courses listed on their approved program plan from their Program Director. **It is the student’s responsibility to register for courses according to their program plan.** Students that wish to make changes to their Program Plan must consult with their advisor before deviating from their program plan (failure to do so could jeopardize your graduation date!)

**To register, students need:**

- Found on Program Plan, list of courses approved by your advisor (with amount of credits to register for)
- 5 digit call numbers related to your courses (found on the directory of classes)
- Students select “have instructor permission” for a course as long as your advisor has approved you take the course.
- Students must register for all Columbia Nursing courses with the “Letter Grading” option.
It is the students’ responsibility to carefully review their registration each semester to make sure the course(s) and credits are correct in their registration. This is done by logging on to Students Services on-Line (SSOL) to view their course registration. SSOL takes 24 hours to update course registration. After students register, wait 24 hours and then log back in to SSOL to ensure they correctly registered for all courses.

**Class Schedules**

Class schedules are posted on the Columbia University Directory of Classes Nursing website every semester. Each year, a School of Nursing Core and Shared Sciences class schedule is posted for the upcoming academic year.

**Account HOLDS**

Students cannot register, and in some cases cannot request transcripts, if they have a HOLD on their account. Common reasons that students may have a HOLD on their account are:

- Outstanding balance on their account (SFS HOLD)
- Admissions requirements not satisfied (Admissions HOLD)
- Have not submitted all required immunization documentation to Student Health Services (SHS HOLD)
- Do not have current RN License and Registration Certificates on file in OSS (Student Services HOLD)
- Have not completed Sexual Respect & Community Citizenship Initiative Requirement (Student Services HOLD)

Students must receive clearance from the individual department that placed the HOLD before they can register for courses at Columbia University.

**Change of Program Period**

Students who miss a Registration period may register for courses during the Change of Program period. However, students who first register for courses during the Change of Program period will be charged a late registration fee. Courses may be added and/or dropped during the Change of Program period, which takes place during the start of the term. Refer to the Academic Calendar for specific dates in each semester.

**Note:** The second Student Account Statements for the term are generated at the close of the Change of Program period. However, if you make changes to your program that result in an increase in the amount due, payment must be made at the time of change to avoid late payment charges. In addition, for new students, registration after the new student registration period will result in a late registration fee.

Courses cannot be dropped after the Change of Program period without the written approval of the Office of Student Affairs. No adjustment of tuition will be made for courses dropped after the last day of the Change of Program period in each term. A grade of "W" will be entered on the student’s transcript. Contact the Office of Student Services to request any registration changes after the Change of Program period.
Auditing a Course
Enrolled students may register for a form of auditing called "R" credit with permission of their faculty advisor. The course appears on the student's transcript with a grade of R (Registered, No Grade-course cannot be taken again for credit). It is included in tuition charges, but is not applicable to degree requirements. A grade of R is not included in calculating grade point average.

Registering as Pass/Fail Grading
Students must register for courses required for their specialty or degree with the Letter grading option. However some courses are set up to be graded as P/F, in which case these courses will count towards degrees. Elective courses may be taken as P/F if credits are not needed for the degree.

Cross Registration Procedure
Columbia Nursing students can cross-register for courses at other Columbia schools. Cross-registration cannot be done via web registration - it can only be accomplished via paper registration. Registration for courses offered in other schools of the University can only be done during the Change of Program period. The policies of the host school apply for all cross-registrations. The academic term (start and end dates) may vary by school.

It is the student’s responsibility to research information about courses offered at other CU schools, and to secure permission to enroll in such courses. Permission from the school offering the course and/or instructor permission may be required. Columbia Nursing students must receive permission from their faculty advisor and the Office of Student Services. Columbia Nursing students can pick up the required paperwork in the Office of Student Services. Completed forms with all required approvals must be brought to the Registration and Financial Services office, room 141 in the Black building, for processing.

CourseWorks
A few days after registration, students have access to course information on CourseWorks. CourseWorks is the university’s course management system. Many instructors post course information here such as the course syllabus, assignments, and deadlines.

Turnitin
Turnitin is a web-based platform that allows instructors and their students to check written work for improper citation or misappropriated content. Turnitin checks submissions against internet sources, publications, and other student papers within the course, at Columbia University, and at other institutions. Each submitted paper receives an “originality report” in which passages of high similarity to another source are highlighted and linked to their original source. Turnitin also offers a suite of additional services, including peer review functionality and an online grade book. School of Nursing instructors may submit or request that students submit their assignments via Turnitin instead of or in addition to CourseWorks. Please be advised that the instructor, at his or her discretion, may choose to submit students’ written work to either the Columbia repository or Turnitin’s universal repository. Turnitin is a learning tool as well. Students are encouraged to submit their written work to check for improper citation or misappropriated content prior to submitting for course requirements and can use feedback from
the Turnitin report to correct errors. Evidence of plagiarism as reported in the originality report will result in a grade penalty and/or disciplinary review. See Appendix IV for Turnitin instructions.

ACADEMIC CALENDAR

Students are to refer to the School of Nursing academic calendar for term dates, deadlines for degree applications, change of program periods, registration periods, etc.: http://nursing.columbia.edu/students/academic-calendar

RELIGIOUS HOLIDAYS

It is the policy of the University to respect its members' religious beliefs. In compliance with New York State law, each student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No student will be penalized for absence due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved.

Officers of administration and of instruction responsible for the scheduling of required academic activities or essential services are expected to avoid conflict with religious holidays as much as possible. If a suitable arrangement cannot be worked out between the student and the instructor involved, they should consult the appropriate dean or director. If an additional appeal is needed, it may be taken to the Provost.

RESIDENCY REQUIREMENTS

Thirty credits in residence, namely credits registered through the School of Nursing, are required for a degree. Up to nine credits of advanced standing is applicable towards a degree. Students may be exempt from courses (course exemption) but must replace the credits with other Columbia University School of Nursing credits.

NON-DEGREE STATUS

Permission to register as a non-degree student does not imply or guarantee admission into a degree program. All students must meet the academic requirements of the school.

MATRICULATION

Students may be accepted into a degree program pending completion of pre-requisite courses or submission of official transcripts. All students must submit official documentation to the admissions office showing proof of graduation and successful completion of pending requirements in order to matriculate. Pre-requisite courses must have a grade of B or better. Any misrepresentation or omission of material information may be cause for refusing or revoking admission to or for dismissal from the school. The school may confirm the authenticity and accuracy of the information submitted with or in support of
students’ application. The Office of Admissions may allow students to enroll in one term non-matriculated. Students must matriculate in order to register past their first term.

**Masters Direct Entry (MDE) students:** After completion of the MDE program, students must submit a copy of their NYS RN License and Registration documents to the Office of Student Services in order to matriculate into a PhD or DNP program.

**ARTICULATION PROCESS FOR STUDENTS ACCEPTED INTO DOCTORAL PROGRAMS**

In the third term of the MDE program (spring term), MDE/DNP or MDE/PhD students will need to confirm their continuation in the doctoral program. Meetings are arranged with specialty directors of the DNP program. Students that wish to change their specialty selection for the DNP program will forfeit their seat in the specialty and submit an internal application during the articulation process for the DNP specialty of their choice. Students accepted into the PhD or DNP program are expected to maintain continuous enrollment throughout the program; Students that wish to take time off in between degrees must withdraw from the doctoral program and re-apply when interested in returning.

MDE students interested in pursuing the full time seamless MDE/DNP or MDE/PhD program can submit an abbreviated internal doctoral application during the MDE articulation process. Continuation into a doctoral program is contingent on the successful completion of the Masters Direct Entry (MDE) program and licensure as a NYS Registered Nurse. Progression into doctoral degree programs at Columbia University School of Nursing (CUSON) requires that students maintain CUSON’s academic and professional integrity standards. Any breach in these standards will forfeit a student’s eligibility to progress into a doctoral degree program. Clear, detailed information on school policies and procedures are in the Student Handbook. All nursing students are required to be familiar with the Student Handbook.

**CHANGE OF DNP SPECIALTY PROGRAM**

Requests to change DNP specialties are considered based on space availability in each specialty program. A student who is considering a change in specialty program should consult with their current Program Director to discuss his/her reasons. The student must submit an internal student application to be considered for a specialty change. Contact the Office of Student Services for internal student application information.

*Exception is the MS Nurse Anesthesia specialty program:

**Students interested in the Nurse Anesthesia program:**

- Student must submit a new application to the Admissions Office (see [admissions website](#) for application deadline) and notify their current program director of their intent to pursue Anesthesia.
- Once a decision is made on their application, the student should notify Admissions, Student Services, and their current program director of the program they decide to pursue.
INTERNAL PHD OR DNP APPLICATION FOR CURRENT MDE STUDENTS

Currently enrolled MDE students interested in continuing in a doctoral program immediately after the completion of their MS degree may apply to a doctoral program through an internal student application process. The students’ academic record and file (including transcripts submitted during the application process) will be used in addition to the student’s abbreviated application. Internal application deadlines will be communicated to MDE students in the Fall term.

LEAVE OF ABSENCE

A student who does not attend classes any term in which a program plan called for classes must amend the program plan in advance and apply for a leave of absence. Students may request a leave of absence (LOA) from Columbia Nursing at any time during their course of study. Students on probation are not eligible for a LOA.

- A Leave of Absence may be granted for compelling reasons such as illness or military duty. Requests for a LOA to gain work experience or because of work schedule conflicts will not be granted.* Leaves are ordinarily granted for no more than one year.
  *Exception - DNP students may request a LOA the term prior to starting N9700 (Residency) to look for employment to serve as your residency site. The LOA will be granted for no more than one year and students must be in good academic and professional standing. The LOA must be approved by the Program Director and the Associate Dean of Student Affairs.

- Documentation from a health care provider must accompany a request for a medical LOA.
  - Prior to re-enrollment, students will need to demonstrate the condition which precluded enrollment during your leave has resolved sufficiently to allow student to return to clinical and coursework. Students are required to provide the Office of Student Services with a letter from their healthcare provider indicating they are able to resume all aspects of the program.
  - Students may also be required to complete an administrative evaluation to determine a student’s readiness to re-enroll.

- Students must submit a Leave of Absence Request Form to the Office of Student Services, which will be reviewed by the Associate Dean of Student Affairs. The request must include:
  - Reason for the request (and medical documentation, if applicable)
  - Semester of effectiveness of requested LOA
  - Semester of intended return from LOA

- The effective withdrawal date of a LOA is the date that all required paperwork with approvals is submitted to the Office of Student Services. This date determines the amount of tuition reimbursement (if applicable).

- Students are required to contact the Office of Student Services and their Program Director at least 2 months prior to their return from a LOA in order to confirm new program of study.

- If there is not an approved LOA on record in the Office of Student Services and a student is not registered in any given term, the student will be considered as withdrawn and must apply for readmission.
All requests for leaves of absence must be approved by the Associate Dean of Student Affairs. After a Leave of Absence, failure to enroll in the designated term and year results in the automatic withdrawal of the student by the School of Nursing. For withdrawal information, see Withdrawal section.

WITHDRAWAL FROM TERM COURSES

Withdrawal is defined as a student dropping all their courses in a given term, as opposed to dropping a single course. Students who wish to withdraw from all term courses must submit written notification to the Office of Student Services immediately. Students that wish to return to enrollment in the future will need to request a Leave of Absence (see section on Leave of Absence). Students are required to consult with their advisor in order to withdraw. Note, that failure to attend classes or only notifying an instructor does not constitute formal withdrawal. Withdrawals are recorded on the student’s academic transcript.

Students may withdraw, or be withdrawn, from enrollment under two mechanisms:

- **Voluntary withdrawal** may be initiated by a student
  
  - The student is responsible for submitting written notification and all required documentation to the Office of Student Services.

- **Involuntary withdrawal** may be initiated by the School of Nursing, based on student failure to meet academic and professional standards. In addition, an involuntary withdrawal will be initiated by the Committee on Admission for any student who fails to maintain Academic Standards.

Withdrawal from courses can affect a student’s account:

- A tuition adjustment may be made, based on the date that the written withdrawal notification is received by the Office of Student Services.
- The student may be responsible for a late withdrawal fee, based on the date that the withdrawal is received.

A student who has withdrawn from courses without an approved Leave of Absence from the School of Nursing must formally apply for readmission if s/he wishes to resume study at Columbia Nursing.

**Withdrawal from School after start of classes**

Students who withdraw from the school (dropping all classes) after classes have started for the term may be entitled to a full or partial refund of tuition, depending on the date of withdrawal. Fees associated with registration (such as Student Health Service fees, technology fees, course fees, etc.) are not refundable. Financial aid applied to the student account may also be adjusted as a result of withdrawal. In addition, the student will be charged a mandatory $75 withdrawal fee.

**VETERANS LEAVE OF ABSENCE & READMISSION POLICY**

Columbia Nursing adheres to the Higher Education Opportunity Act of 2008 regarding veteran’s leave of absences and re-admission policies. If a student is planning a military leave, he or she
must give advance written or verbal notice of military service to the school’s Associate Dean of Student Affairs, unless such notice is precluded by military necessity. To be readmitted, the student must give notice (written or verbal) of his or her intent to reenroll to the school’s Associate Dean Student Affairs no later than 3 years after the completion of the period of service. If the student is recovering from a service-related injury or illness, the student must notify the school no later than 2 years after recovery. Students may contact the Office of Student Services for more information.

The full text of the readmission policy is available at Essential Policies for the Columbia Community.

RE-ADMISSION

Students who have not registered and are not on an official approved Leave of Absence must apply for readmission through the Office of Admissions. Additional credentials may be required as appropriate. Decisions about readmission requests are based on a student’s academic record, review of reasons for withdrawal, and intervening events.

ATTENDANCE & LATENESS

While requirements for class attendance within any course are at the discretion of the instructor, regular class attendance is necessary to achieve satisfactory performance in college work and an important part of professional responsibility.

- **Registration** is required to attend any class or clinical course.
- Neither credits nor grades will be granted to students who have not properly registered.

Lateness to classes and/or clinical is not tolerated at the School of Nursing. Unless extenuating circumstances prevent a student from being on time, students are expected to be in class or at clinical on time. It is at the discretion of the instructor or preceptor to not admit the student to class or clinical if the student is tardy.

JURY DUTY

Students can request a postponement of jury duty if the jury duty assignment conflicts with class. It is advisable, in such cases, that students request jury duty to be deferred until a break from school so as not to interfere with exams or other in class assignments. If student enrollment verification is required as part of the postponement process, students can request an Academic Certification from the Registration and Financial Services office through SSOL. If a letter from the school is required, please see the Office of Academic Affairs for a letter.

In cases where a student must be absent from class for jury duty, it is the student’s responsibility to notify the instructor in advance that they will be absent. If released from jury duty during the course of the day, the student is expected to return to class.
CLINICAL EXPERIENCE

CLINICAL PLACEMENT

The School of Nursing currently has arrangements with more than two hundred sites which offer a variety of clinical settings and experiences to meet all students’ educational needs. Students’ clinical sites are selected by their faculty advisor. Only certificate program students are responsible for identifying and securing their own clinical experiences. Their placements must receive final approval from their faculty advisor.

**Students are strongly encouraged to review the Health Requirements of their clinical site, in preparation for their clinical experience. Clinical affiliates are becoming more stringent regarding health clearance documentation and the absence of required documentation could delay or prohibit clinical placements. Students are responsible for comprehending and adhering to the policies and procedures of their individual clinical sites. Therefore, students must maintain their own documentation of the health requirements, mandatory certifications and malpractice insurance.**

All students should maintain a portfolio of their education, certification, and health records (including but not limited to CPR certification, Child Abuse & Infection Control certificates, RN License, HIPAA Training certificate, background check results, immunization records, nursing course syllabi, etc.)

**STUDENT ATTIRE IN CLINICAL SETTINGS**

All students will report for their clinical assignments in attire that is appropriate to the clinical setting and consistent with course and local norms.

**Examples of proper attire include:**
- Clothing shall be washable, clean and neat
- Attire shall allow for comfortable, unrestricted movement
- Dresses/skirts must be knee length or longer, but not touch the floor
- Dresses may be worn, as well as a top and skirt, or top and tailored pants

**Examples of unacceptable attire include:**
- Sleeveless tops of any kind; sheer blouses; athletic shirts (i.e., rugby, sweat, etc.); casual tee-shirts
- "Jeans" (denim pants) of any sort; painter pants; sweats; leggings; draw-string pants; stretch pants
- Shorts of any kind

**SHOES AND STOCKINGS**
- Hosiery should be worn at all times
- Shoes should have a rubber/non-conductive sole

**Examples of unacceptable shoes and hosiery include:**
"Knee-hi’s" with skirts/dresses
- Colored, patterned, "sparkly" stockings

**JEWELRY AND HAIR AND NAILS:**
- The only pierced jewelry that is acceptable is a small stud earring; no hoops, rings or dangling earrings
- Watch with sweep second hand
- Plain wedding bands only
- Hair must be pulled back out of the face and off the shoulders
- No colored nail polish
- No artificial nails

Any student improperly dressed can be sent home by the clinical instructor, preceptor or faculty liaison. This absence may be reflected in their grade and/or will be made up at the discretion of the instructor, preceptor or liaison.

Details for the clinical attire for the MDE students are outlined in the Masters Direct Entry (MDE) Student Handbook.

**White Coats for DNP Students**

DNP students are presented with a white coat at the start of their program. Students can purchase additional embroidered white coats through the CUMC Bookstore. Embroidery includes “Columbia University School of Nursing” with the Columbia crown.

**STUDENT NAME BADGES**

According to the NYS Regents Rule 29.2(a)(9), it is unprofessional conduct for a healthcare professional to fail to wear an identifying badge indicating the practitioner's name and professional title. Since our students go to a variety of sites with different name badges associated with them, it is important for the name badge to be uniform and meet the state requirements. Therefore, all students in the MS, Certificate, or DNP programs may be required to have a two line name badge separate from the CUMC ID card. The first line should state, **First name and Last name, RN** and the second line should state **(input your specialty) nurse practitioner student**.

MS/Certificate/DNP students may need to order a name badge from the CUMC Bookstore during their first summer term in preparation for their fall clinical. Students should discuss requirements with their Program Director. Badges cost approximately $14, and students must pay when placing the order. It takes at least 2 weeks from time of order to receive the badge, so students should plan accordingly. The name badge will have a white base with blue letters. Students indicate on their order form what should appear on the name badge, and must follow the below format (depending on specialty):

Jane Smith, RN
Adult-Gero Nurse Practitioner Student
Jane Smith, RN
Acute Care Nurse Practitioner Student

Jane Smith, RN
Family Nurse Practitioner Student

Jane Smith, RN
Nurse Anesthesia Student

Jane Smith, RN
Nurse Midwifery Student

Jane Smith, RN
Pediatric Nurse Practitioner Student

Jane Smith, RN
Psychiatric Nurse Practitioner Student

TYPHON

Typhon Group NPST™ - for Advanced Practice Nursing Programs and NAST™ - for Anesthesia Programs functions as a complete electronic student tracking system, including comprehensive patient encounter logs and reports, a fully featured evaluation and survey component for assessments, management of student rotation scheduling, student electronic portfolios, student and preceptor biographic databases, clinical site database, curriculum mapping, secure document management, and much more. Students can report their clinical experiences, take evaluations, and build a portfolio to use when job hunting after graduation.

Typhon training is provided by specialty prior to the first clinical rotation with the exception of the P/MH and Nurse Midwifery programs.

Students are responsible for the payment of Typhon fees. As of January 1, 2014, the one-time per student fee will increase to $80.

Should you have any questions regarding Typhon, please contact the Office of Academic Affairs.

HELENE FULD HEALTH TRUST SIMULATION CENTER

Located on the 2nd and 3rd floors of the School of Nursing, the 16,000 square foot center allows students to practice true-to-life clinical scenarios. The center was designed specifically for nursing students, and is equipped with the latest human patient simulators and task trainers. Open simulation sessions are designated practice sessions that can be used to practice skills learned during your simulation lab and during clinical under the supervision of a faculty member. Examples of skills that can be practiced are health assessment, central lines, IV insertion, suturing, medication administration, wound care, IV pumps, chest tubes, and tracheostomy care
in addition to basic bedside skills. Students must book an appointment using the B-Line system.

**Description of Simulation Center:**
The Helene Fuld Health Trust Simulation Center at Columbia University School of Nursing is a two-story 16,000-square-foot state-of-the-art facility that enhances nursing education by simulating clinical practice using sophisticated technologies in a safe learning environment. The simulation center is designed to promote patient safety and prepare students for real-world practice in an ever changing, complex healthcare system. Simulation offers an opportunity for students to practice nursing skills, clinical judgment and critical thinking without jeopardizing patient safety. Our center consist of 12 simulation rooms including 2 in-patient hospital rooms, an operating room, a labor and delivery suite, 2 large multipurpose rooms, 4 out-patient exam rooms, a health assessment, and a patient interview room. Each of the simulation rooms have video-recording capabilities in addition to laptops at each station for EHR charting.

**Policy:**
a. Student’s dress code are expected to wear their clinical uniform as determined by their program during all lab sessions. Students without uniform will not permitted into class.
b. Students are expected to arrive 15 minutes prior to their simulation session. Students are also expected to complete any pre-simulation assignments, as designated by faculty or by the staff of the Helene Fuld Center.
c. Students must inform faculty of any illnesses or absences prior to the start of a simulation activity.
d. Video reordering or taking of pictures are strictly prohibited in The Helene Fuld Center unless prior permission is obtained.
e. The simulation center is fully equipped with a video and audio recording system. By entering the center, you are subject to being recorded. All simulations have the potential of being recorded, or being viewed live through a control or debriefing room. Audio and video recordings are only accessible by course faculty and staff of the Helene Fuld Trust Center and are used for learning purposes only. Participants will be able to view recordings in debriefing situations, and as needed with faculty or simulation staff.
f. No food or drinks are allowed in the simulation center.
g. All back packs, coats, and personal belongings are required to be secured in lockers before each simulation session.

In addition to regularly scheduled simulation classes, we also offer open practice sessions each week where all students can practice procedural and assessment skills under the guidance of an instructor. The simulation center also offers various simulation courses which focus on specific skills and educational courses that will enhance the clinical skills of the registered nurse and Nurse practitioner student. The simulation center distributes a monthly student newsletter to inform students of upcoming simulation activities. The simulation center is locked at all times however student can enter the main simulation doors with their CUMC ID. Students are only allowed in the simulation center during scheduled classes and with faculty.
REQUIRED HIPAA TRAINING

All CUMC students must ANNUALLY complete an online required HIPAA Training Course given by the CUMC Security and Compliance Training department. Students are emailed training instructions and a completion deadline via their CUMC Exchange e-mail account each Spring. New students must complete the requirement upon entry (summer or fall) and will need to complete the online training again in the spring term. Students will receive a certificate of completion which should be kept as proof of training for their clinical sites. Students who do not complete the online training will be suspended from participating in clinical placements, their access to clinical information systems will be discontinued, and their CUMC Exchange e-mail account will be suspended.

REQUIRED DRUG TESTING/SCREENING

Pre-clinical drug testing is required of all students in clinical schools at the Columbia University Medical Campus (CUMC). Columbia University Medical Center is committed to assisting members of its community in facing the challenges associated with alcohol abuse and illicit drug use. The drug testing policy provides an opportunity for early identification and intervention before the consequences of such abuse adversely impacts a student’s health, professional growth, and patient care. Early intervention also provides for successful treatment without the involvement of formal disciplinary action or other sanctioning.

Students are required to complete the CUMC drug-testing procedure at the beginning of their program. Students will receive directions from the Student Health Services Addiction Information and Management Strategies (AIMS) office. Masters Direct Entry (MDE) students must complete the drug testing requirement by the first week of classes since their clinical experience begins the second week of the first term.

Clinical sites may also request a recent drug test prior to beginning clinical at their site. Students enrolled in SHS can be re-tested at no cost if a recent drug test is required. Students can contact the Academic Affairs office for a letter indicating their need for another drug-test to submit to SHS.

View additional information on CUMC Drug Testing Policy: http://cumc.columbia.edu/student-health/aims/drug-testing

REQUIRED CUMC FLU VACCINATION

The Columbia University Medical Center requires mandatory participation in the influenza vaccine immunization program for all clinical students each fall term. Failure to participate in the program will prohibit you from attending clinical courses.

The Flu vaccine is available free-of-charge to all CUMC students enrolled in Student Health Services.
BACKGROUND CHECKS, CHILD PROTECTION CLEARANCE AND FINGERPRINTING FOR CLINICAL PLACEMENTS

Most clinical sites now require that students undergo a criminal background check and request the results prior to starting clinical. It is the individual student’s responsibility to understand the implications, if any, should the student have a conviction or other blemish on his/her background check. Any questions about existing criminal background issues are most appropriately directed to personal legal counsel before enrolling. Columbia Nursing faculty and staff are not able to provide legal advice on such matters.

All students in clinical programs will need to complete a criminal background check through CastleBranch prior to starting clinicals, pursuant to requirements by many clinical placement agencies. Students who fail to do so will be ineligible for placement and this may result in the student being unable to progress in the nursing program.

Students must request and purchase their own background check, and may be required to submit the results to their clinical sites. Some clinical sites require that students complete a background check through their own vendor, check with your clinical coordinator for instructions. Columbia Nursing has set up a background check package for students with competitive rates through Castlebranch. View Appendix II for Background Check instructions. Background checks can take anywhere from 3-14 business days.

Incoming MDE students complete a background check before starting the program, since clinical begins immediately. Students who transition from MDE to DNP will need to be re-checked during the first fall term of the DNP program in preparation for spring clinical (the re-check fee is $85 for package OL93R.) Other students will complete background checks the term prior to their clinical courses begin.

Some clinical sites may require child protection clearance from students. If needed, students must request child protection clearance in writing to the below address:

State Central Register
Division of Child Welfare and Community Services
New York State Office of Children & Family Services
P.O. Box 4480
Albany, NY 12204

Students should include in their letter:
First and last name
Date of birth
Their full current address
Statement requesting all records in the system related to them.

The State Central Register will mail results back to students. Student should then provide their results to their clinical site coordinator.
Clinical sites may also have fingerprinting requirements for students. Board of Education facilities (school based clinics) have already implemented this requirement. CUMC Department of Public Safety provides students with free fingerprinting; however students must bring their own fingerprint cards. Students can pick up fingerprinting cards from the Academic Affairs Program Support office (School of Nursing Building 5th Floor).

- CUMC Department of Public Safety offers free fingerprinting service to students
  - Students must schedule an appointment for fingerprinting with Public Safety - call 305-3493 or visit Public Safety in the William Black Building room 109.
  - Fingerprinting appointments are scheduled Monday-Friday, 9:00 am – 5:00 pm.
  - CUMC Department of Public Safety does not submit the prints to the FBI. The program/agency is responsible for doing this.
  - Students must wash their hands and bring the following for fingerprinting: government issued photo ID card, black pen, and fingerprinting card.

- Police precincts also provide fingerprinting services – however students are responsible for the payment of fingerprinting fees.

**CURRENT RN LICENSE REQUIRED**

All Registered Nurses are expected to maintain current New York State registration as a RN while in the program (all MS, Certificate, and DNP students). **All students who are RNs must submit a copy of their CURRENT LICENSE to the Office of Student Services. No RN will be allowed to register for clinical coursework without this document.**

**PROFESSIONAL LIABILITY INSURANCE**

1. All RN’s enrolled at Columbia Nursing are covered under Columbia Nursing’s student malpractice insurance for clinical school work. Student’s DO NOT need to buy additional student insurance. Columbia Nursing’s student malpractice insurance is provided by MCIC Vermont, Inc. All students should carry a copy of the MCIC Certificate of Insurance in their professional credentials portfolio. Students can receive a copy of this document from their Program Director or Office of Academic Program Support. RN students may be asked by clinical sites for proof of such insurance.

2. Students who are working as RN’s are responsible for maintaining their own separate up-to-date PROFESSIONAL LIABILITY INSURANCE policy for their job.

**Possible insurance sources:**

1. Nursing Service Organization
   159 East County Line
   Hatboro, Pennsylvania 19040

2. Maginnis & Associates
   332 South Michigan Avenue
   Chicago, IL, 6060
   (312) 427-1441 or 1-800-621-3008 X 105
INTERNATIONAL CLINICAL EXPERIENCES

If interested in an international experience, students should speak with their Program Director to see if there is a possibility of completing clinical hours abroad during their program. In order to receive credit towards a degree, students must receive approval from Columbia Nursing prior to an international clinical experience. Students need to complete at least two clinical semesters at Columbia Nursing prior to an international experience, and be in good academic standing.

International opportunity information for students is available on the Office of Global Initiatives website. Dependent on funding, the WHO Center may offer support to students with travel expenses.

Students that travel abroad for an approved academic experience must register their international travel through Columbia University’s Global Travel portal (globaltravel.columbia.edu/content/register-a-trip) and complete pre-departure travel requirements.

Columbia University contracts with a travel emergency assistance company, currently International SOS (ISOS), to provide 24-hour worldwide emergency medical and evacuation services for eligible individuals traveling internationally on Columbia Travel. Restrictions and limitations apply, and each traveler should carefully review the policies and guidance issued by ISOS in advance of travel. Some travelers are required and all others are strongly encouraged (see “Pre-Departure Travel Requirements”) to consult with ISOS directly and in advance of travel regarding security advice. Additionally, ISOS assigns travel risk ratings to locations, and these risk ratings must be used to guide planning and fulfillment of pre-travel requirements.

Students on international Columbia Travel must have a health insurance policy that provides for routine as well as emergency care. Note: Students covered by the Columbia University Student Health Insurance Plan have coverage in many, but not all, countries worldwide. For more information, CUMC students can visit http://www.cumc.columbia.edu/student-health/medical-services/travel-services.
NAVIGATING COLUMBIA NURSING & CUMC

NAME, ADDRESS, OR SOCIAL SECURITY NUMBER CHANGES

Preferred Name
Columbia University recognizes that some students prefer to identify themselves by a First Name and/or Middle Name other than their Legal Name. For this reason, the University will enable students to use a “Preferred Name” where possible in the course of University business and education. Under Columbia’s Preferred Name policy, any student may choose to identify a Preferred First and/or Middle Name in addition to the Legal Name.

Nursing students that wish to have their preferred name appear on their CUMC ID card, please first note:

Students with clinical placements in patient care areas governed by New York State health law should be aware: New York State health law, licensing regulations, and related policies may limit the use of a preferred name in place of a legal name. Clinical placements may not accept any documentation that does not indicate the official name (and the one that corresponds to your license, criminal background checks, etc.) The process of onboarding students to work in patient care areas may be affected by the use of a preferred name.

In order to proceed with your preferred name request, please contact Dr. Judy Honig, Dean of Students at the School of Nursing at jch3@cumc.columbia.edu to discuss potential issues when using a preferred name on your CUMC ID card. Students may request this service via a link on SSOL.

Name Changes
Students who legally change their name will need to complete a Name Change Affidavit and submit it to the Registration and Student Financial Services office (room 141 in the Black Building) along with the following forms of ID:

- Government-issued photo ID
- Another form of ID
- Proof of use of the old name (credit card, CUID, marriage certificate, bank statement, etc.)

Address Changes
It is the student’s responsibility to update address and phone number changes via SSOL. Students should check their information on SSOL regularly to ensure it is correct. Students eligible for Financial Aid MUST have a Permanent US Address posted on SSOL.

Social Security Number Changes
Students who are issued a new Social Security number (SSN) should bring their SSN card to the Registration and Financial Services office to have their student record updated, and to exchange
their old Columbia ID card for a new one. Students will need a new ID card because their identity in the ID card system is based on their SSN.

**IDENTIFICATION CARDS**
http://cumc.columbia.edu/id/

All students are required to have a Columbia University Medical Campus (CUMC ID) identification card. Students should keep their CUMC ID visible at all times while on the CUMC campus. It allows students entry into all buildings on the CUMC campus, including New York Presbyterian Hospital. The CUMC IDs are especially important for security needs and are required for entry into school buildings and the use of all library facilities. Clinical sites may also require identification badges. Students are responsible for ID badges in clinical sites which require them.

Other uses of CUID include:
- Some local food establishments offer a discount with CUID.
- Verify that you are a currently registered student
- Free shuttle bus to the downtown campus and Harlem hospital
- Free admission to NYC museums!
  - [http://artsinitiative.columbia.edu/](http://artsinitiative.columbia.edu/)
- Discount at the bookstore
- Personal photo identification
- Athletic program at Columbia

During each registration period, enrollment validation stickers for continuing students are issued in the CUMC ID office. The CUMC ID office is located in the P&S Building, 630 West 168th Street, Room 1-405C.

**Getting your Student CUMC ID Card**
New students should have submitted a picture for their CUMC ID card prior to orientation. If students submitted a valid picture by the deadline, your CUMC ID will be distributed to you after registration by the Office of Student Services. Students must bring an official government issued photo ID to pick up their CUMC ID. Students who did not submit a picture must have their picture taken in the CUMC ID Center (P&S Building, 630 West 168th Street, Room 1-405C).

**STUDENT LOCKERS**

**Columbia Nursing Lockers - Located in School of Nursing Building**
Limited lockers in the School of Nursing building are available to enrolled full-time status nursing students on a first come, first serve basis. Locker sign-up information is e-mailed out to students during the Change of Program period (or as lockers are available). Students that reside in university housing are not eligible for a nursing locker. Students assigned a locker must use the lock provided by the Office of Student Affairs. Locker assignments are for one academic year (June-May). Upon the end of the Spring semester in May, the locker must be vacated. All items left in lockers will be discarded.
CUMC Central Lockers – Lockers located in the HSC Building
Limited lockers are available to all CUMC students via an online request form. These lockers are located in the HSC Building, and students often prefer these since most classes take place in HSC. These lockers are distributed on a first come, first served basis. Once you have registered for courses, you can request a locker. Find details on the central CUMC locker request system online: [http://www.cumc.columbia.edu/it/students/lockers.html](http://www.cumc.columbia.edu/it/students/lockers.html)

CUMC STUDENT EXCHANGE E-MAIL
All new nursing students are set up with a CUMC exchange e-mail account. Once activated, all CUMC students must forward their email to UNI@cumc.columbia.edu. Students can find instructions to do this here (includes screen shots): [http://www.cumc.columbia.edu/it/howto/email/forward.html](http://www.cumc.columbia.edu/it/howto/email/forward.html)

Students are responsible for regularly checking their Columbia e-mail account.

CUMC prohibits students to forward e-mail to a non-Columbia e-mail address such as Gmail, Hotmail or Yahoo due to information security concerns and to be in compliance with the security of Protected Health Information (PHI) data, HIPAA Regulations, and CUMC Information Security Office (ISO) policies and guidelines.

COMPUTING AND PRINTING ON CAMPUS (CUMC HELPDESK)

CUMC IT Service Desk
The CUMC IT Service Desk is the centralized point of contact for IT support. The Service Desk provides first level troubleshooting for accounts, password resets, e-mail, and other systems supported by CUMC IT. The Service Desk supports students via phone, email, and through the remote CUMC IT e-support tool. Visit the CUMC IT Services site for details on e-mail, wireless connections, printing, computer labs, and IT Policies, and operation hours.

CUMC IT Service Desk Contact Info:
Location: 2nd Floor in the HSC Library
Phone: 212-305-HELP (212-305-4357), option 5
Email: 5help@columbia.edu

Wireless Connection
There are two wireless networks you can access on campus:
- **Mercury** is the supported secured wireless network on campus. A UNI login and special configuration on your computer is required.
- The Wireless Guest Network (broadcast as guest-net) is not secured. Only basic services such as web browsing and email are allowed.

Find out how to connect to wireless here: [http://www.cumc.columbia.edu/it/howto/wireless/index.html](http://www.cumc.columbia.edu/it/howto/wireless/index.html)
Computer and Software Discounts for Students
Columbia University and the Medical Center have purchased a number of site licenses for software programs, allowing them to be used on student computers for free. Visit the CUMC IT Services site for details.

Student Print Allocation
Students receive unlimited black and white pages and 200 color pages per semester (must be registered in courses to get pages) through the Pharos Printing System. Additional pages can be purchased. Students receive print allocations after each term starts. Registered students can contact the CUMC IT Service Desk with any print quota problems.

STUDY SPACES AND SCHOOL OF NURSING SPACES
The CUMC campus has many student spaces available to students. These are listed on CUMC's library website: http://library.cumc.columbia.edu/find-study-room

Certain study and collaboration rooms can be reserved for use, and can be booked online: http://library.cumc.columbia.edu/book-group-study-room

School of Nursing Building - Student Spaces
1st floor lobby
2nd and 3rd floor private and group study spaces
7th floor, including terrace (when not in use for an event)

School of Nursing Study Room Space Policy:

1. Study Rooms may be reserved by currently enrolled Nursing students. Students should review this policy prior to making a reservation. To reserve a group study room or individual study space, please review Appendix V. The requester is required to ensure that the room reservation was accepted before using the space.

2. Students may request study rooms up to week in advance. Reservations are made through the CUMC Exchange Outlook account.

3. There is a 3-hour limit per reservation for Study Room use.

4. Group Study Room’s 213, 214, 322, and 325: A minimum of 3 people is required to reserve the room and a list must be provided with the participating students names.

5. Study Rooms will not be used as classroom space. Rooms are for group study, group projects, and group assignments. Recurring meetings are not permitted.

6. Regular rounds of the building are made during the hours of operation, and the Study Rooms will be regularly inspected by staff. Groups and individuals are asked to report any damaged equipment, furniture, or vandalism to the operations department.
immediately. The requester will be held responsible for any damage or vandalism that occurs during the reservation period, resulting in loss of room reservation privileges.

7. The requester (and the group, if applicable) agree to leave the room in the condition it was found.

8. Students are only permitted to reserve the study rooms listed on page two of this policy. Students may not reserve any other spaces, such as conference rooms (Room 114, 115, 427, 518, 531, 615, 626, deans_confroom, SON_event_space) at the School of Nursing. Doing so will result in meeting cancelation and loss of room reservation privileges.

9. Reservation’s that are no longer needed should be canceled to allow for others to utilize the space.

10. The School of Nursing reserves the right to update this policy as needed.

**Study Space Hours:** Open 7 days a week from 7:00 a.m. to 11:00 p.m.

<table>
<thead>
<tr>
<th>Name</th>
<th>Seats Available</th>
<th>Room Set Up*</th>
</tr>
</thead>
<tbody>
<tr>
<td>son_studentgroup213</td>
<td>8</td>
<td>Table, 8 chairs, white board</td>
</tr>
<tr>
<td>SON_StudentGroup214</td>
<td>8</td>
<td>Couch, 2 chairs</td>
</tr>
<tr>
<td>son_studentgroup215</td>
<td>6</td>
<td>Table, 6 chairs, white board</td>
</tr>
<tr>
<td>son_studentgroup216</td>
<td>6</td>
<td>Table, 6 chairs, white board</td>
</tr>
<tr>
<td>son_studentgroup322</td>
<td>8</td>
<td>Table, 8 chairs, white board</td>
</tr>
<tr>
<td>son_studentgroup325</td>
<td>8</td>
<td>Table, 8 chairs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Seats Available</th>
<th>Room Set Up*</th>
</tr>
</thead>
<tbody>
<tr>
<td>son_privatestudy323a</td>
<td>1</td>
<td>Individual Couch</td>
</tr>
<tr>
<td>son_privatestudy323b</td>
<td>1</td>
<td>Individual Couch</td>
</tr>
<tr>
<td>son_privatestudy323c</td>
<td>1</td>
<td>Individual Couch</td>
</tr>
<tr>
<td>son_privatestudy323d</td>
<td>1</td>
<td>Individual Couch</td>
</tr>
<tr>
<td>son_privatestudy324a</td>
<td>1</td>
<td>Individual Desk</td>
</tr>
<tr>
<td>son_privatestudy324b</td>
<td>1</td>
<td>Individual Desk</td>
</tr>
<tr>
<td>son_privatestudy324c</td>
<td>1</td>
<td>Individual Desk</td>
</tr>
<tr>
<td>son_privatestudy324d</td>
<td>1</td>
<td>Individual Desk</td>
</tr>
</tbody>
</table>
*All rooms have interactive Display Panel with integrated audio, webcam and computer with the exception of private study rooms.

**Reminder:** Students are not allowed to reserve other spaces, such as conference rooms (Room 114, 115, 427, 518, 531, 615, 626, deans_confroom, SON_event_space) at the School of Nursing. Doing so will result in meeting cancelation and loss of room reservation privileges.

**General Guidelines for Study Room Spaces**

- Confirm your reservation was accepted before using the room.
- Be respectful of others studying in the other study spaces.
- Discard of trash in proper receptacles.
- Use the contact list below to report any issues with the room.
- Do not leave your personal belongings unattended.

*Do not write on the privacy glass in the study room spaces.* If you need a white board please reserve a room that contains one. The list above provides these details under room set up.

**Food and Drinks in Study Room Spaces:**

- Food and drinks may be consumed but it is required that meeting attendees appropriately dispose of trash items, clean up the room, and restore the facility to its original condition.
- If a mishap occurs (i.e. a drink gets spilled), the meeting requester should notify the operations department for appropriate action.

**Study Room Contacts:**

**For room reservation issues:**
Sujeiry Mata  
Sm4358@cumc.columbia.edu

**For issues with the computer/technical equipment or spills/maintenance:**
Operations Department  
Ph: 212-305-3414  
SON-Operations@cumc.columbia.edu
Operations Office Hours: Monday – Friday 8:30 a.m. to 5:00 p.m.
After office hours, please send an email and the issue will be addressed on the following business day.
Water Fountains
Drinking fountains as well as bottle filling stations are located on floors 1, 2, 3, and 7. Bring your Columbia Nursing re-usable water bottles to fill!

Student Microwaves
Student microwaves are available on floors 1 & 2 for student use. Please clean the microwave after use.

Open Floor Plan Office Spaces
We hope the new building will be a productive work and study space for faculty, staff, and students. The new building has an open floor plan, and sound travels far! Please be mindful of being a good community citizen, and be considerate of others when holding conversations. When waiting for an appointment with faculty or staff members on floors 4, 5, and 6, please sit in the waiting area (located by the elevators) and not behind faculty/staff open workstations.

Please note that faculty and staff work on floors 4, 5, and 6. Pantries located on these floors are for faculty and staff use only.

BARD ATHLETIC CENTER
All enrolled CUMC students have access to the Bard Athletic Center (BAC), located in Bard Hall. Once enrolled, students must register and obtain a BAC validation sticker from the Housing
office. The Center includes aerobics machines, squash courts, and a swimming pool. Students can also take fitness classes, such as yoga and spinning, for an extra fee. A locker room with showers is on site. More information on BAC

BOOKSTORE

CUMC Campus Location
711 West 168th Street
New York, N.Y. 10032
Phone: 212-305-6800
Website: CUMC Bookstore

Morningside Campus Location
2922 Broadway at 115th Street
New York, N.Y. 10027
Phone: 212-854-4131
Website: Morningside Bookstore

BREASTFEEDING SUPPORT PROGRAM

The School of Nursing is proud to participate in the Office of Work/Life’s Breastfeeding Support Program, an important initiative to support working and student parents at Columbia University. Recognizing the benefits of breastfeeding and in compliance with the law, Columbia University is committed to ensuring that the needs of lactating women are met.

The Breastfeeding Support Program includes private, clean lactation rooms equipped with hospital-grade breast pumps throughout Columbia's campuses for the use of all mothers (faculty, staff, students, and visitors) to express milk for their baby while they are at work or school. Additionally the Office of Work/Life sells breast pump accessories at cost, provides educational materials and referrals for lactation consultants and support groups, and breastfeeding-related programs on campus.

The School of Nursing has a fully-equipped, dedicated, pleasant and mother/ baby-friendly lactation room in our building. A high quality pump is available and the suite also has a restroom, sink, and refrigerator. Access to this room is limited to faculty, staff, and students of the School of Nursing and affiliates at the four professional schools of CUMC.

Access to Lactation Rooms
For more information on room locations, how to access rooms, and to purchase pump attachments, please visit this page or contact the Office of Work/Life at worklife@columbia.edu or at 212-854-8019.

Also, please visit the Office of Work/Life website to learn about additional programs and services.
INTERCAMPUS COLUMBIA SHUTTLES
Visit the CU Transportation website for updated information:
http://www.columbia.edu/cu/transportation/index.html

Services
Columbia University provides a network of shuttle buses throughout the Morningside campus, Lamont, Studebaker, the Medical Center, and Harlem Hospital. Shuttle service is available to all Columbia University affiliates with a valid University ID, free of charge. Shuttle services between the Medical Center, Fort Lee and the George Washington Bridge Bus Terminal are also available, but limited to authorized Columbia personnel and students for approved University use. The CUMC shuttle stop is located on the SW corner of 168th St. and Fort Washington Ave. Shuttle schedule available online:
http://www.columbia.edu/cu/transportation/docs/shuttles/intercampus.html

Accessibility
During the day, the Intercampus Shuttle provides wheelchair-accessible transportation to all Manhattan campuses via two fully ADA-compliant buses. For evening service around the Morningside Campus, and for service during the day on other routes (Lamont, GWB, Ft. Lee), a 9-passenger van can be dispatched for accessible service by calling 212-854-SAFE (7233).

News
NJ TRANSIT Partnership Program Has Launched! Columbia University and NJ TRANSIT have partnered to offer full-time undergraduate and graduate students the opportunity to purchase a bus, rail, or light rail monthly pass at 25% off the regular monthly pass price.
http://transportation.columbia.edu/commuter-benefits

Effective January 4, 2011, the Intercampus Shuttle extended its service down to the ADA-accessible 96th Street subway station. As a result there are changes to the schedule and route map.

The Evening Shuttle has been replaced with wheelchair accessible, expanded service. The Evening Shuttle bus will be replaced with an ADA-accessible 9-passenger van. This enhanced service will offer extended hours, and will be provided by Public Safety. Columbia students, faculty, and staff can call 212-854-SAFE (7233) from 6:00pm to 4:00am seven days a week for point-to-point service from Riverside Drive to Amsterdam Avenue between 135th St. and 103rd St. with additional service from Amsterdam Ave. to Fredrick Douglass Blvd. between 125th St. and 108th St.

NON-COLUMBIA SHUTTLES
NYPH Shuttle runs from NYPH to the East 60th Street Office of NYPH Associates from 7:15 a.m. to 5:30 p.m. Students are permitted to ride from 168th Street to East 60th Street at any time EXCEPT the first three morning runs and the last three evening runs. This is not a CU shuttle, and NYPH allows students to ride their shuttle as a courtesy. Students should only take the
shuttle during allowed times.

**PARKING ON CAMPUS**

Currently, parking is not available in university lots for students, however there are many parking lots in the area. Visit the Facilities Management website for information: [https://www.cumc.columbia.edu/facilities-management/campus-services/getting-and-around-campus/cumc-parking](https://www.cumc.columbia.edu/facilities-management/campus-services/getting-and-around-campus/cumc-parking)

**CU ARTS INITIATIVE**


Get in FREE, just show your student CUMC ID! To gain FREE admission to many museums, just show your CUMC ID with a validation sticker for the current semester (visit the [CUMC ID Center](https://www.cumc.columbia.edu/facilities-management/campus-services/getting-and-around-campus/cumc-parking) to get one) at the admissions desk of any museum listed - no strings, no advance arrangements necessary. For more information about each museum and its exhibits, including hours of operation, use the links below or go the [NYC ARTS Culture Guide and Calendar](https://www.cumc.columbia.edu/facilities-management/campus-services/getting-and-around-campus/cumc-parking).

The Arts Initiative at Columbia University is a pioneering venture to make arts and culture a meaningful part of every Columbian's experience. Founded in 2004, their diverse programs encourage students, faculty, and staff to experience the creative life of the campus, engage the cultural riches of New York City and the wider world, and create arts and performance.

**OFFICE OF DIVERSITY & CULTURAL AFFAIRS**

School of Nursing Building, 4th Floor  
Phone: 212-305-3582  

Columbia Nursing is dedicated to providing an exceptional educational experience that supports culturally-sensitive care to diverse populations. We are committed to a faculty and student body as diverse as the patients we serve—regardless of cultural, ethnic, or racial background, religious affiliation, or sexual orientation. The Office of Diversity and Cultural Affairs supports a wide range of activities and programs for faculty and students from different cultural, geographic, ethnic, and racial backgrounds; religious affiliations; and sexual orientations. The Office of Diversity and Cultural Affairs has several areas of focus:

- Community and educational diversity
- Curriculum and faculty diversity
- Student recruitment and enrollment
- Student retention
- Staff development and support

**OFFICE OF ADMISSIONS**

School of Nursing Building, 1st Floor  
[http://nursing.columbia.edu](http://nursing.columbia.edu)  
Phone: 212-305-5756
The Office of Admission seeks to recruit and foster a diverse student body with highly competitive academic standards and a culture of social progression. The office is responsible for casting the vision of the school, outlining the admission process and extending access to the ever-changing landscape of nursing. Our applicants showcase great range, from geographic location to academic backgrounds. We take great pride in serving the needs of our students and providing them with a smooth application process.

OFFICE OF FINANCIAL AID  
School of Nursing Building, 1st Floor  
sonfinaid@cumc.columbia.edu  
Phone: 212-305-5756

The Office of Financial Aid is committed to ensuring that students have various resources to help with the funding their education. The office provides counseling on opportunities to ensure students are able to achieve their educational goals. Columbia Nursing participates in several financial aid programs including grants, scholarships, loans, and teaching assistantships that can students help pay education expenses. The Office of Financial Aid works with students and their families to provide guidance during the financial aid process.

OFFICE OF STUDENT SERVICES  
School of Nursing Building, 1st Floor  
OSSnursing@cumc.columbia.edu  
Phone: 212-305-5756

The Office of Student Services (OSS) supports students during their academic tenure at Columbia Nursing. We help you navigate school procedures such as course registration, cross-registration, specialty changes, articulation, graduation, and much more! OSS hosts annual events such as, the White Coat Ceremony and the Columbia Nursing Graduation Ceremony.

OSS communicates school policies, requirements, deadlines, and upcoming events throughout the year. OSS coordinates the internal doctoral application process for currently enrolled students. All communication is sent to students’ Columbia University e-mail accounts, so please be sure to check your CU email regularly. Students are welcome to stop in OSS during office hours with questions or schedule a meeting with a staff member.

The Student Handbook has been created as an academic resource for students, and any questions related to school policies or procedures can be discussed with OSS.

OFFICE OF STUDENT LIFE  
School of Nursing Building, 1st Floor  
sonstudentlife@cumc.columbia.edu  
Phone: 212-305-5756

The Office of Student Life is responsible for building a comprehensive and viable student life experience for School of Nursing students. With the support of our students, The Office of Student Life manages and develops events and programs (including new student orientation) that
correlate with the academic and social needs of School of Nursing students through maintaining close partnerships with groups, departments and programs across Columbia University Medical Center. Student Life also assists students with their professional development and leadership skills. Please note that the Student Life serves current students of Columbia University School of Nursing.

**Office of Student Life Initiatives**
- Peer mentorship
- Alumni networking
- Extra-curricular programs and events
- Student group management
- Weekly E-newsletter
- Resume review
- Cover letter review
- CV writing
- Interview preparation
- Mock interviews
- Conducting a job search
- Post job opportunities
- Networking etiquette
- Building leadership skills
- Events with alumni
- Events with employers

**CUMC STUDENT HEALTH SERVICES**
http://cumc.columbia.edu/student/health/index.html

Please refer to the Student Health Service website for details about the service, basic user information, medical services, mental health services, the student health insurance plan and enrollment and waivers.

**Location:**
60 Haven Avenue
Lobby Floor: Clinical Services
Third Floor, Suites 3D, 3E: Administration & Insurance

- When you enter the building, turn to the right after you pass the Security Desk. The Student Health Service medical office is located in the first hallway on your left.
- To reach our administrative offices, turn right at the Security Desk and go down the hallway to the next lobby. Turn left to reach the elevators and go to the 3rd Floor. The administrative offices are located in Suite 3E and the insurance office in Suite 3D.

**Clinical Services Hours:**
Monday -Thursday: 8 am - 7 pm
Friday: 9 am - 4 pm
Web Portal: Save time! Many appointments can be made online:
www.cumc.columbia.edu/student/health

You can also call to make an appointment: 212-305-3400
After hours emergencies: 212-305-3400

Administrative & Insurance Services Hours:
Monday – Thursday: 8 am – 6 pm
Friday: 9 am – 4 pm

Access to Services
[1] Appointments with physicians, nurse practitioners, psychologists, psychiatrists: schedule via
the web portal or call (212) 305-3400. For mental health visits, you can also contact a provider
directly (see mental health provider list).
[3] Prevention/health promotion programs and services: call (212) 305-3400.

Basic User Information

Columbia University provides a comprehensive system of excellent health care services for
CUMC students and their spouses, partners, and dependent children. There are two major parts
of our system: the Medical Center Student Health Service (SHS) and the Medical Center Student
Health Insurance Plan (SHIP). Taken together, they offer integrated services that are specially
customized to meet the needs of CUMC students - and to produce high levels of student
satisfaction.

The Aetna Student Health Insurance Plan (SHIP) links the on-site resources of the Student
Health Service with the specialty consultations and diagnostic resources of the Aetna Network,
which is international in scope. You can be confident of access to medical care even when your
studies take you to remote areas of the world. Although the insurance premium is charged by
semester (Fall Semester five months, 5/12 of premium; Spring-Summer seven months, 7/12 of
premium), enrollment is on an annual basis; students who have enrolled in the fall cannot drop
the coverage during the spring semester even if their status switches from full-time to part-time.

SHS offers two insurance plans to meet your needs: The 90 Plan and the 100 Plan. Visit
here to learn more about student insurance options.

The open enrollment period is from August 1 - September 30 each year except for students who
first join the university in the spring or summer, who may enroll at that time. Students whose
status changes from part-time to full-time during the academic year will also be automatically
enrolled at that time, but may waive the insurance if they have comparable coverage. All CUMC
students are required to log into the Health Insurance Enrollment/Waiver site and select one of
three options during open enrollment:

- Confirm enrollment in the 90 Plan
- Upgrade to the 100 Plan
- Waive the plan after having met the necessary criteria
Students who do not take one of these actions will automatically be enrolled in the 90 Plan.

The Student Health Service fee is mandated by the Board of Trustees for ALL full-time students at Columbia University Medical Center, as well as for all those who enroll in the Aetna Student Health Insurance Plan. All registered Columbia University School of Nursing (CUSN) Students shall be enrolled in the Student Health Service (SHS) and also have the option to enroll in the Aetna SHIP insurance coverage. It is also assessed on a per semester basis, with 5/12 of the fee due at the beginning of the fall semester, and 7/12 of the fee due at the beginning of the spring semester.

Some important services of the Student Health Service (SHS) include:

- follow up care after accidental needle-sticks
- flu vaccinations at the beginning of the flu season
- pre-clinical placement and multiple drug testing
- confidential mental health visits
- provision of health clearance needed for various clinical sites outside of NYPH

1. Enrollment in the Aetna Student Health Insurance Plan (SHIP) is automatic for all full-time students (the 90 Plan). FT students with comparable coverage may waive SHIP.
2. All registered Columbia University School of Nursing (Columbia Nursing) students shall be automatically enrolled in the Student Health Service.
3. All adult students, fellows and their dependents who enroll in SHIP must enroll in the Student Health Service as well. The premiums are based on the assumption that you will receive your primary care through the SHS.
4. Part-time students in the CUMC schools must elect enrollment in SHIP (it is not automatic).
5. Students may not waive the SHS charge unless they are also full-time employees of Columbia University or Presbyterian Hospital, or will be living more than 50 miles away and will be taking no classes on campus for that academic year.

Medical Services
60 Haven Avenue, Lobby Floor
(212) 305-3400 For Appointments and After-Hours Emergencies

We also provide evaluation and treatment for Occupational Exposures. Should you experience an occupational exposure, it should be treated as an emergency. Please come to Student Health Service immediately, or if the Health Service is closed, go the Emergency Room and call the After Hours Physician on Call immediately.

Mental Health Services
Prior to scheduling an appointment with a clinician on the Mental Health Service, you will have a confidential telephone triage conversation with a mental health clinician. The triage is a standard procedure, used by many University Health Services, for gathering relevant information about the current situation, in order to make a timely referral to an appropriate clinician with the Mental Health Service.
To scheduling an appointment:
If you are not currently in treatment with MHS and would like to be seen, simply go to the online portal, log in, and select “schedule appointment” under “appointment scheduling”. After agreeing to the terms, select “mental health telephone appointment” as the reason for your appointment. You will then be able to search by day for a 20 minute appointment time. After you confirm your appointment time, you will be asked to complete a form with the telephone number where you can be reached at the time of your appointment. At that time, a mental health clinician will call you and will conduct the initial telephone appointment. After the telephone appointment, an in-person appointment will be arranged and we will provide you with the name, office telephone number, location, and time of your appointment.

If you are currently in treatment with an MHS clinician and/or you have had a telephone appointment within the last 6 months, you may contact us via telephone at (212) 305-3400. When contacting MHS via telephone, please be sure to include your name, your UNI and a telephone number where you can be reached. You may also leave additional information about why you contacted MHS.

If you or a friend have an immediate concern about suicide, call our SHS number at 212-305-3400 and request to speak with a Mental Health Clinician. You may also call the suicide hotline at 800-273-8255 or walk yourself or friend to the Emergency Room.

Addiction Information and Management Strategies (AIMS)
50 Haven Avenue, Suite 102 Bard Hall
(212) 305-3989

Addiction Information and Management Strategies, better known as AIMS, is a free and confidential resource available to CUMC students. AIMS has professional staff and peer representatives available to assist students who experience issues, or have questions related to substance use, abuse, and dependence as well as concerning behaviors. AIMS also provides educational opportunities around issues related to addiction and is committed to maintaining a substance-safe campus.

Center for Student Wellness
Individual and group health promotional programs available.
http://www.cumc.columbia.edu/students/wellness/

STUDENT DISABILITY SERVICES
http://health.columbia.edu/disability-services

The Columbia University Office of Disability surveys and determines the specific needs of students with disabilities and develops and implements programs and policies to meet those needs. The student must register with the CU Office of Disability Services to receive accommodations and/or services. For information, or to arrange an appointment, contact the Office at Disability Services. The Columbia University Office of Disability Services provides access to a wide range of services and programs to assist qualified students in reaching their potential.
Morningside Campus Location
Wien Hall, 1st Floor
411 W. 116th Street, Mail Code 3714
New York, NY 10027
Phone 212-854-2388
TTY 212-854-2378
Fax 212-854-3448
Email disability@columbia.edu
Morningside Campus Office Hours
Monday – Friday: 9am to 5pm

Medical Center Campus Location
105 Bard Hall, 50 Haven Avenue
New York, NY 10032
Phone: 212-304-7029
Medical Center Campus Office Hours
Monday, Tuesday, Thursday, Friday: 9am to 5pm
Wednesday by appointment only

STUDENT CONDUCT AND COMMUNITY STANDARDS
http://studentconduct.columbia.edu/
Phone: 212-854-6872
E-mail: studentconduct@columbia.edu

Please refer to the Student Conduct and Community Standards (SCCS) website for details about Columbia University community expectations and standards, the Dean’s Discipline process, the Gender-Based Misconduct process, and other relevant policies affecting students.

Location:
Watson Hall (Morningside Campus)
612 West 115th Street, Suite 800
New York, New York 10025

Office Hours:
Monday - Friday: 9 am - 5 pm

INTERNATIONAL STUDENTS & SCHOLARS OFFICE - CUMC
http://www.cumc.columbia.edu/faculty/international-affairs

The International Students and Scholars Office-CUMC (ISSO-CUMC) serves the immigration-related needs of students and scholars at the Columbia University Medical Center. Staff members of ISSO-CUMC assist prospective and enrolled international students and scholars with initial and continuing visa documentation. Throughout the year the ISSO-CUMC sponsors informative programs and workshops. Monthly announcements, updating students on immigration issues and inviting them to join programs, workshops and activities are sent by the ISSO-CUMC. Students are also encouraged to take advantage of social, cultural, and other activities offered by the ISSO.
ISSO also creates “Coming to Columbia: Essential Information for New International Students” which all international students should review thoroughly. This and other useful information can be found on ISSO’s website.

**ISSO-CUMC Walk-in Hours:**
Mondays, Tuesdays, Thursdays: 11:00am-4:30pm
Location: Black Building
Room 1-130
Tele: 212-305-8165 or 212-305-5455

**SAFETY AND SECURITY**
http://www.columbia.edu/cu/publicsafety/

The Mission of the Columbia University Department of Public Safety is to enhance the quality of life for the entire Columbia community by maintaining a secure and open environment where the safety of all is balanced with the rights of the individual. Public safety provides services to students such as escorts, electronic property engraving, and an emergency text alert system.

**Students should add Public Safety contact numbers to their cell phones:**

**Medical Center Public Safety Office: 212-305-8100**
**Emergency: 212-305-7979**

*How to Sign up for the Campus Emergency Text Message System*

Students can enter their mobile phone numbers securely and confidentially through SSOL. Log-in to SSOL at [https://ssol.columbia.edu](https://ssol.columbia.edu). Under "Your Academic Records," select "Text Message Enrollment" and enter your mobile phone number. The University will not use text messaging unless there is a need to convey urgent information, such as a campus closure.

**Public Safety Escorts**

The Department of Public Safety provides escorts within the Columbia University vicinity. During the academic year, the Department utilizes trained student escorts to assist with this service between the hours of 7 P.M. and 3 A.M. At all other times, a security staff member will escort affiliates within the Columbia University neighborhood. For additional information, please consult the [Public Safety Annual Report](https://preparedness.columbia.edu).

Escort Service – Morningside Campus: Call 212-854-SAFE
Escort Service – **Medical Center Campus: Call 212-305-8100**

**Community Response Guidelines for an Active Shooter on Campus Incident**

In the unlikely event that an Active Shooter Incident should occur on campus, Public Safety has posted response guidelines for the Columbia community: [https://preparedness.columbia.edu/content/active-shooter](https://preparedness.columbia.edu/content/active-shooter)
REGISTRATION AND STUDENT FINANCIAL SERVICES OFFICE
Provides registrar/bursar/account services
http://www.cumc.columbia.edu/student/admin/index.html

The Registration and Student Financial Services office, Room 141, Black Building, provides services as follows:

- Maintain and create student academic records
- Verify Certification of Attendance
- Verify degrees
- Process transcripts
- Provide registration services to departments and students
- Order Diplomas
- Post degrees
- Change Social Security Numbers
- Process Change of Name
- Certify Veterans Benefits
- Process Withdrawals
- Loan Check Distribution
- Electronic Loan Funds Transfer Records
- Stipends
- Outside Awards

Registration and Student Financial Services office hours are 9:00am – 4:30pm, Monday - Friday.

Columbia Nursing students must consult with the Office of Student Services (1st floor in the School of Nursing building) to request add/drop and withdrawal information. Students are not to go directly to the Registration and Student Financial Services office without consulting the School of Nursing Office of Student Services. If a student bypasses the Office of Student Services, students take full responsibility for any errors they make in add/drop registration. Changes and refunds will be made based on university policy and at the discretion of the Associate Dean of Student Affairs.

**Transcripts**

Secure electronic transcript delivery service for current and former students is provided by Parchment, a premier electronic transcript vendor. Parchment electronically sends secure, official PDF transcripts to the requested recipient within minutes. If the recipient will not accept an electronic transcript, students/alumni can also request a traditional paper transcript to be mailed.

Benefits of this system include:

- Accurate and speedy service for ordering and receiving transcripts.
- The ability to deliver to any recipient with a valid email address worldwide.
- Improved service and convenience to students and alumni/ae.
- Email confirmation of order receipt, processing, and delivery.
• Accessible to students and alumni/ae for placing transcript requests online 24 hours a day/7 days a week.

Students and alumni can request transcripts through SSOL:  https://ssol.columbia.edu/

Transcripts for State Licensure Paperwork – Some states require that a transcript accompanies the licensure paperwork (and cannot be sent in separately). If completing licensure paperwork that requires a transcript be sent along with the form, please see the Professional Licensure & Certification Post-Graduation section for instructions.

Academic Certification
An academic certification is an official document provided by the University Registrar verifying dates of attendance, award of degree, and student status (full-time or part-time) by term. Students can request an academic certification on SSOL.

E-Billing and Student Accounts
Columbia bills students for tuition, fees, and other charges at the beginning of each term. The Student Account Statement is distributed online and can be accessed any time through the secure E-Billing website. No paper bills will be mailed by the University.

After the beginning of the term, Student Account Statements are generated periodically for students who have had new activity since the prior Statement, or carry a credit or debit balance. When a new Statement is generated, an email notification is sent directly to that student’s Columbia University email account. Individuals authorized to view his or her Statements are also notified through email that a new Statement is ready to view and/or pay online.

Note: The Student Account Statement is a “snapshot” of the charges, credits and anticipated credits to the student’s account as of a specific date and, therefore, is not updated between billing cycles. Students can view their current balance and current details between billing cycles by checking the account detail section. The account detail section shows any credits or adjustments made to your bill between billing cycles.

Students who experience difficulty in accessing their E-Bill can contact Registration and Student Financial Services office at askus.columbia.edu or by calling (212) 342-4790, 9:00am – 4:30pm, Monday - Friday.

LIBRARIES
http://library.cumc.columbia.edu/

Of special interest to nursing students is the Augustus C. Long Health Sciences Library located in the Health Sciences Center Building. Outstanding features are the media center which occupies the second floor of the library and the computerized reference service. The media center has established an inter-institutional communications system with other medical schools and health care facilities in the area. A seminar room in the media center is named for a former director of the School of Nursing - Helen Young. Funds for the room were raised by the Alumni
Association. The computerized reference service can provide individually formulated literature searches from a variety of on-line and print databases for a modest charge. The School of Nursing requires that students obtain an E-mail account from the library. All communication from students and faculty is via E-mail.

Self-service copying machines are located on the Lobby Level and on Lower Levels 1 and 2. Auditorons are available for multicopying. They may be checked out from the Photocopy Center on the Lower Level. Payment made be made in cash or by check.

On the Morningside campus nursing students frequently use the Butler Library which houses the main collection, the Lehman Library of Social Sciences, the Wollman Library of Barnard College, and the Millbank Library of Teachers College.

Columbia University libraries are open to all students.

**Auchincloss Florence Nightingale Collection**

The Auchincloss Florence Nightingale Collection documents the life and work of Florence Nightingale (1820-1910), the founder of modern nursing. It includes over 250 letters of Nightingale dating from 1838 to 1901, as well as about two dozen to her. Equally important is the comprehensive holding of Nightingale's published works, including first editions of Notes on Hospitals (1859), Introductory Notes on Lying-In Institutions (1871), Life or Death in India (1874), and multiple copies of her landmark Notes on Nursing (1860). The Collection also has a wealth of pictorial material including prints, photographs, and cartes-de-visite of Nightingale and places associated with her, as well as of other figures in the history of nursing.

**MORNINGSIDE WRITING CENTER**

This CU resource provides writing support to students via one-on-one consultations and workshops, and offers strategies to help you improve at every stage of your writing, from brainstorming to final drafts.

**LANGUAGE STUDY OPPORTUNITIES**

Columbia University offers many programs for students to study languages, including the below:

Language Resource Center - Language Maintenance Tutorials
www.lrc.columbia.edu/lmt

American Language Program
http://sps.columbia.edu/alp/programs

American Language Program ESL
http://ci.columbia.edu/ci/ecourses/esl.html
COLUMBIA NURSING DIRECTORY

Students can find contact information for faculty and staff on the Columbia Nursing website: http://www.nursing.columbia.edu

CUMC MAP

View a map of the campus: http://www.cumc.columbia.edu/about/cumc_map.html

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<thead>
<tr>
<th>Buildings CODE</th>
<th>LOCATION:</th>
<th>LOCATION:</th>
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<tbody>
<tr>
<td>PH</td>
<td>Presbyterian Hospital</td>
<td>622 W. 168th Street</td>
</tr>
<tr>
<td>MHB</td>
<td>Milstein Hospital</td>
<td>179 Ft. Washington Ave.</td>
</tr>
<tr>
<td>HP</td>
<td>Harkness Pavilion</td>
<td>180 Ft. Washington Ave.</td>
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<tr>
<td>CHONY</td>
<td>Children’s Hospital of NY</td>
<td>3959 Broadway</td>
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<td>EI</td>
<td>Harkness Eye Inst.</td>
<td>635 W. 165th Street</td>
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<tr>
<td>NI</td>
<td>Neurological Inst.</td>
<td>710 W. 168th Street</td>
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<tr>
<td>DAP</td>
<td>Irving Pavilion</td>
<td>161 Ft. Washington Ave.</td>
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<td>ICRC</td>
<td>Irving Cancer Research Center</td>
<td>1130 St. Nicholas Ave.</td>
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<td>HSC</td>
<td>Hammer Health Science Center</td>
<td>701 W. 168th Street</td>
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<tr>
<td>P&amp;S</td>
<td>Physicians &amp; Surgeons</td>
<td>630 W. 168th Street</td>
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<tr>
<td>BB</td>
<td>Black Building</td>
<td>650 W. 168th Street</td>
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<tr>
<td>MSPH</td>
<td>Mailman School of Public Health</td>
<td>722 W. 168th Street</td>
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<tr>
<td>PI</td>
<td>Psychiatric Inst.</td>
<td>722 W. 168th Street</td>
</tr>
<tr>
<td>VC</td>
<td>Vanderbilt Clinic</td>
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</tr>
<tr>
<td>BH</td>
<td>Bard Hall</td>
<td>50 Haven Ave.</td>
</tr>
<tr>
<td>SON</td>
<td>School of Nursing</td>
<td>560 W. 168th Street</td>
</tr>
<tr>
<td>RB</td>
<td>Russ Berrie Medical Science Pavilion</td>
<td>1150 St. Nicholas Ave.</td>
</tr>
</tbody>
</table>
EMERGENCY SITUATION INFORMATION

OCCUPATIONAL BLOOD / INFECTIOUS BODY FLUID EXPOSURES

Occupational Blood/Infectious Body Fluid Exposures are an Emergency - Here & Away!

A blood-borne pathogen exposure is not JUST a needle stick, but the exposure of non-intact skin or any mucosal surface to blood or other potentially infectious body fluids (e.g., semen, vaginal secretions, breast milk, CSF, peritoneal or pericardial fluid, saliva in dental procedures, or any fluid contaminated by blood).

Follow these Steps Immediately!

- **Immediately** cleanse the injury (soap and water) and
- **Immediately notify** your resident, preceptor or attending to arrange for prompt counseling and testing of the source patient for HIV, HCV & Hepatitis B. *Getting the source patient tested can potentially save you a month of prophylaxis, drug side effects, and many months of anxiety.*
- Let your resident know you are **expected to seek medical attention immediately:**
  - At the Student Health Service if you are at Columbia and enrolled in the SHS
  - At the Emergency Room if the SHS is closed or you are not enrolled in the SHS
  - If you are on an away rotation, the Occupational Health Service or Emergency Room of that hospital
- If you are on an away or have to use the ER at CUMC, **notify the SHS** (days) or the clinician on call that an exposure has occurred (212-305-3400); we will be responsible for follow-up. If you are away, we will send you a questionnaire to fill out.

If you have the SHS Insurance Plan, there will be no charge to you!

- If you have the student insurance, the ER bill will be paid by student insurance. SHS will reimburse you the ER copay.
- Use your insurance card for any medications prescribed. SHS will reimburse you for the copays.
- If you have alternate insurance, you must pay for labs drawn at SHS and submit your bills to your insurance company for reimbursement. SHS will reimburse you for copays on ER bills and medications up to the limits of the Columbia University Student Health Insurance Plan policy.
- Save your bills, explanation of benefits, and receipts for reimbursement.
- Remember, if you have not notified us, we will not know to reimburse you.
- For questions about reimbursements or procedures, please contact shsinsurance@cumc.columbia.edu.

**Remember the acronym CITES**

Clean, Infor (need for Immediate evaluation), Testing of source patient, Evaluation at SHS (or ER if SHS closed or you are away).

Please contact Student Health Services with questions about reimbursement or procedures.
PUBLIC SAFETY CAMPUS EMERGENCY TEXT MESSAGE SYSTEM

Students should add Public Safety contact numbers to their cell phones:

Medical Center Public Safety Office: 212-305-8100
Emergency: 212-305-7979

All Students should Sign up for the Campus Emergency Text Message System:

Students can enter their mobile phone numbers securely and confidentially through SSOL. Log-in to SSOL at [https://ssol.columbia.edu](https://ssol.columbia.edu). Under "Your Academic Records," select "Text Message Enrollment" and enter your mobile phone number. The University will not use text messaging unless there is a need to convey urgent information, such as a campus closure.

SCHOOL CLOSURES

Generally Columbia University remains open since NY subways are almost always running. However, in the case of extreme weather or other emergency situations in NYC, Columbia Nursing will post updates on our website and via voicemail.

Students and Faculty can check for emergency and school closure information by:

- Visiting Columbia Nursing’s website [www.nursing.columbia.edu](http://www.nursing.columbia.edu)
- Visiting CUMC website for emergency updates [http://cumc.columbia.edu/](http://cumc.columbia.edu/)
- Calling the Office of Student Services at 212-305-5756 to hear a recorded message

Students should also check their CUMC Exchange E-mail Account:

- Check for emails from course instructors (in some cases the school may remain open but instructors may cancel individual classes)

Clinical attendance during inclement weather:

- Students should call their instructors/preceptors before leaving for clinical to make sure that the site is open and that the preceptor will be there.
- If it is unsafe for a student to travel to a clinical site, student should not travel. Student must contact their instructor/preceptor prior to the expected start of the clinic day to let them know they will not be able to attend and to arrange additional hours with their preceptors to make up for the lost day.

Students are also encouraged to sign up for Campus Emergency Text Alerts through [SSOL](https://ssol.columbia.edu) (see details in the Security & Safety section).

For more information on emergency preparedness and to check for any NYC severe weather warnings, you can visit [The New York City Severe Weather](https://www.nerdbook.com/safety/nc) website.
GRADUATION

To graduate, students must satisfy all academic and credit requirements for their program. Students should follow their program plan to ensure they will be eligible for graduation. It is the student’s responsibility to ensure that all courses have been completed before applying for graduation. Students who do not fulfill their academic requirements or are on probation at the completion of coursework will not be eligible for graduation. Students cannot graduate with INC, CP, or missing grades on their transcript. Students must also meet their fiscal obligations to the University, and return all library books and University property. The University will not release the diploma and/or transcript to any students who do not meet these graduation requirements.

Degrees are awarded in February, May and October.

Applying for a Degree
MS, Statutory Certificate and DNP students must apply for a degree when they are in their final term of study. The Degree Application Form is emailed to students three times a year before the below application deadlines. Students must have their Program Director approve the form, and submit it to the Office of Student Services by the below deadlines:

<table>
<thead>
<tr>
<th>Coursework Completion</th>
<th>Application Deadlines</th>
<th>Degree Conferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term</td>
<td>August 1</td>
<td>October degree</td>
</tr>
<tr>
<td>Fall term</td>
<td>December 1</td>
<td>February degree</td>
</tr>
<tr>
<td>Spring Term</td>
<td>February 1</td>
<td>May degree</td>
</tr>
</tbody>
</table>

Students who fail to apply for a degree by the appropriate date or do not complete program requirements can apply for the next degree conferral.

GRADUATION CEREMONIES

University Commencement
A University-wide commencement ceremony is held each May on the Morningside Campus. All students are urged to attend this gala event. Candidates for degrees are presented by their respective Deans and the President publicly confers the degrees. http://www.columbia.edu/cu/ceremonies/commencement/index.html

Graduation Ceremony
The School of Nursing holds a Graduation Ceremony in May at which time Masters, Certificate, and Doctoral degree candidates are individually recognized. Graduates from the entire academic year, including the Fall, Spring and the following Summer semesters are eligible and encouraged to attend the School of Nursing graduation. Awards are presented to students during the Nursing Graduation Ceremony.

COLUMBIA UNIVERSITY DIPLOMA

Diplomas are mailed out to a graduate’s diploma address on file with the university after degree
conferral. All students should add a Diploma Address (DP) to their student record on SSOL before degree conferral: https://ssol.columbia.edu/

COLUMBIA NURSING CERTIFICATE & LAPEL PIN

MS advanced practice graduates receive a School of Nursing Certificate which indicates their specialty. Doctoral students also receive a certificate. Certificates are distributed by the Office of Student Services (1st floor in the School of Nursing). Certificates that are not picked up will be mailed to your diploma address on file with the university (or your permanent address if no diploma address is listed). Logon to SSOL to ensure your diploma and/or permanent mailing address is correct: https://ssol.columbia.edu/

MS graduates and Doctoral graduates receive a Columbia Nursing lapel pin upon degree conferral. Students can pick up their pin from the Office of Student Services. Students not able to pick up their Columbia Nursing pin can have someone else pick it up for them (student must submit a written request with the name of the person picking it up to the Office of Student Services). View Appendix VI for the history of the Columbia Nursing pin.

ALUMNI E-MAIL ADDRESS

Your CUMC Exchange e-mail account will be deleted automatically 90 days after your graduation date. Watch for reminders from CUMC IT. Before your account is deleted be sure to take your CUMC Exchange e-mails with you by exporting your mailbox content. As Columbia alumni, you can sign up for a Columbia Alumni e-mail address.

RN LICENSURE

All states require licensure in order to practice professional nursing. Requirements for licensure as a registered professional nurse in New York State include: education in accordance with the Commissioner of Education’s regulations, achievement of a satisfactory grade on the NCLEX and fulfillment of a good moral character requirement by the State Education Department. A child abuse class is incorporated into the curriculum of the Masters Direct Entry (MDE) Program. Additional information can be requested from the New York State Education Department (518-474-3845).

Graduates of the School of Nursing are eligible for licensure in all states. However, most states outside of New York require that candidates have their degree conferred prior issuing the license although candidates can sit for the NCLEX. Candidates should check with the specific state for requirements. Any licensure paperwork for states outside of NY should be submitted to the MDE Office or the Office of Academic Affairs.

PROFESSIONAL LICENSURE & CERTIFICATION POST-GRADUATION

Nurse Practitioner License and Registration in New York

Students who have completed all Columbia Nursing and specialty requirements for a Master’s degree or Post MS Certificate are eligible to register in New York State as a Nurse Practitioner
(except for Midwifery and Anesthesia students). Students must submit an application for licensure to NYS. NYS requires validation of professional education. Therefore, NYS Nurse Practitioner Form 2 should be submitted to the Office of Academic Affairs. The Office of Academic Affairs will request the student’s transcript to accompany the form. Completion of specialty program requirements is verified on transcripts.

**Nurse Practitioner License in states other than New York**

Most states require that Columbia Nursing graduates have their degree conferred and reflected on their transcript for licensure/registration as an Advanced Practice Nurse. Students should check with specific state requirements. When requesting transcripts through SSOL to accompany licensure paperwork, students should send all Columbia University School of Nursing transcripts (undergraduate and graduate). Students should submit state licensure forms that require verification of education to the Office of Academic Affairs for completion. All forms are completed by the Office of Academic Affairs, not the program directors. The Office of Academic Affairs submits all forms directly to the state. Forms will not be returned to students.

**Prescriptive Privileges for Nurse Practitioner Licensure in California**

Columbia Nursing’s Advanced Pharmacology courses (N8102 and N8661) contain the content that the state of CA requires in Advanced Pharmacology courses. However, the CA Board of Nursing requires NP applicants educated outside of CA to complete an approved module regarding CA laws and regulations in order to prescribe schedule II controlled substances. Students can contact the CA Board of Nursing for a roster of approved modules. Approved modules can be taken online at any time before, during or after the nurse practitioner application is submitted to CA Board of Nursing. If such a course does not accompany the NP application, it can be taken at any time in order to get prescriptive privileges.

The California Association for Nurse Practitioners (CANP) offers a three hour online Controlled Substance II course that meets the CA Board of Nursing requirement: [https://canpweb.org](https://canpweb.org).

**Prescriptive Privileges for Nurse Practitioners in Other States**

Many states have their own state specific requirements for prescriptive privileges. Please contact the state directly to confirm if any additional education may be required to obtain your prescriptive privileges. Students should submit state licensure forms that require verification of Pharmacology education to the Office of Academic Affairs for completion. Academic Affairs can be contacted at 212-342-3920 or son-ocas@cumc.columbia.edu. The Office of Academic Affairs submits all forms directly to the state. Forms will not be returned to students.

**Midwifery License in New York State**

Students who have completed all Columbia Nursing and specialty requirements for a Master’s degree or Post MS Certificate are eligible to register in New York State as a Midwife. Students must submit an application for licensure to NYS. Part of the application requires certification of professional education – students should submit this part of their licensure application, Midwife Form 2, to the Office of Academic Affairs. This form will be sent after the Conferral of the Degree or Certificate. The Office of Academic Affairs will request the student’s transcript to accompany the form. Completion of specialty program requirements is verified on transcripts.
Midwifery students must also sit for and pass their boards in order to receive their midwifery license.

Students should submit state licensure forms that require verification of education to the Office of Academic Affairs for completion. Academic Affairs can be contacted at 212-342-3920 or son-ucas@cumn.columbia.edu.

**Professional Certification**

Graduates of Master’s degree or Post MS Certificate programs are eligible to take a professional certification examination in the area of their clinical major. All states require professional certification for practice as a nurse-anesthetist or nurse-midwife. Graduates in these clinical majors are eligible to take the national certification examinations offered by the Council on Certification of Nurse Anesthesia and the American College of Nurse-Midwifery. Further information regarding certification for specialist practice should be sought from faculty advisors and the specific state agency for nurse practitioner certification. When requesting transcripts be sent to certification bodies through SSOL, students should send all Columbia University School of Nursing transcripts (undergraduate and graduate, if applicable).

The following professional certification bodies will schedule certification exams for students who have completed the requirements of the school and the specialty. Degree conferral is not a requirement to sit for the exam, however certification may not be issued until the degree is conferred and final official transcripts are received:

- ANCC (American Nurse Credentialing Corporation)
- AANP (American Academy of Nurse Practitioners: AGNP/FNP)
- AACN (American Association of Critical-Care Nurses: ACUT)
- AMCB (American Midwifery Certification Board: MIDW)
- CCNA (Council of Certification of Nurse Anesthetists: ANES)

The following professional certification organizations require that the degree is conferred on the graduate’s transcript before sitting for the exam:

- PNCB (Pediatric Nursing Certification Board: PNP-PC)
- AOCNP (Oncology Nursing Society)

Students should contact their faculty advisor with any questions, and for completion of certification forms.

ANCC offers a quick guide on how to display your nursing credentials: [https://www.nursingworld.org/~49636a/globalassets/certification/certification-specialty-pages/ancc-credentialsbrochure.pdf](https://www.nursingworld.org/~49636a/globalassets/certification/certification-specialty-pages/ancc-credentialsbrochure.pdf)
APPENDIXES

APPENDIX I – Grade Criteria Description & Conversion Table for Numeric to Letter Grade

<table>
<thead>
<tr>
<th>GRADE</th>
<th>CRITERIA DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Pass</td>
<td>Student consistently exceeds anticipated criteria and demonstrates outstanding clinical judgement and skill for their level of training.</td>
</tr>
<tr>
<td>Pass</td>
<td>Student meets the overall basic requirements for their anticipated level of training. They are able to function in a safe and competent manner.</td>
</tr>
<tr>
<td>Fail</td>
<td>Student's overall performance is below anticipated level of training. Students are not able to progress in a program with a grade of F in a clinical course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Range</th>
<th>Points in Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>A</td>
<td>93-99</td>
<td>7</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>2</td>
</tr>
<tr>
<td>B</td>
<td>82-87</td>
<td>6</td>
</tr>
<tr>
<td>B-</td>
<td>80-81</td>
<td>2</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>72-77</td>
<td>6</td>
</tr>
<tr>
<td>C-</td>
<td>70-71</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
<td></td>
</tr>
</tbody>
</table>

How to Calculate Your GPA:

1. Convert each grade into its numeric equivalent using the chart below:

   - A+ = 4.33
   - A = 4.0
   - A- = 3.67
   - B+ = 3.33
   - B = 3.0
   - B- = 2.67
   - C+ = 2.33
   - C = 2.0
   - C- = 1.67
   - F = 0.00

2. Multiply each class grade by the number of credits earned.
   - Ex: 3.0 (B grade) x 3.0 (# of credits) = 9.
   - 4.0 (A grade) x 4.0 (# of credits) = 16.

3. Divide your total number by the total credits attempted. This is your GPA.
   - Ex: 9+16 = 25
   - 25/ 7 (attempted credits) = 3.57 GPA
Welcome to myCB!

When you place your initial order, you will be prompted to create your secure myCB account. From within your myCB, you will be able to:

- View your order results
- Upload and store important documents and records
- Manage requirements specific to your programs
- Place additional orders as needed
- Complete tasks as directed to meet deadlines

To place an order, go to mycb.castlebranch.com.

In the “Place Order” field, enter the following package code specific to your organization:

OL93BG – Background Check
OL93R – Recheck Background

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your myCB and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

You can respond to any active alerts or To-Do List items now, or return later by logging into your myCB. You will receive alerts if information is needed to process your order. Access your myCB anytime to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.

Your myCB Service Desk is available to assist you via phone, chat and email Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST
888-914-7279 or servicedesk.cu@castlebranch.com
APPENDIX III – What is Plagiarism?

Many people think of plagiarism as copying another’s work, or borrowing someone else’s original ideas. But terms like “copying” and “borrowing” can disguise the seriousness of the offense:

According to the Merriam-Webster OnLine Dictionary, to “plagiarize” means

1) to steal and pass off (the ideas or words of another) as one’s own
2) to use (another’s production) without crediting the source
3) to commit literary theft
4) to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else’s work and lying about it afterward.

But can words and ideas really be stolen?

According to U.S. law, the answer is yes. In the United States and many other countries, the expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some media (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else’s work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on “fair use” rules)

Attention! Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

Document provided by Turnitin.com and Research Resources. Turnitin allows free distribution and non-profit use of this document in educational settings.

For more information, visit: http://www.plagiarism.org/
APPENDIX IV – Turnitin Originality Report

The university purchased the license for Turnitin Originality Checking & Plagiarism Prevention. Turnitin Originality Checking & Plagiarism Prevention is a web-based solution that lets educators and their students check written work for improper citation or misappropriated content. Turnitin references:

- Over 12 billion web pages crawled & archived
- Over 100 million student papers
- Over 80,000 major newspapers, magazines & scholarly journals
- Thousands of books including literary classics

The School of Nursing will be utilizing Turnitin in two ways. First, Turnitin will be used as a learning tool. As a student, you will be able to submit your assignments into a mock course called Columbia Nursing Writing Lab - where you will get an originality report. The report provides a summary of matching or similar areas of text found in a submitted paper that can be considered as plagiarized information. You will be able to check your own work to see where citations and referencing are needed.

The second way that Columbia Nursing will use Turnitin is as a plagiarism detector. Your instructor may add you to a specific course or request that you register for their course(s). They will post assignments and request that you submit papers into Turnitin. Your instructor will obtain an Original Report after you’ve submitted your assignment. Through Originality Reports generated from submitted materials, faculty is able to quickly decipher if plagiarism has taken place.

Students can use the Columbia Nursing Writing Lab before submitting their final assignments to instructors. Please note that the lab is for academic use only and will not be monitored. Any final assignment that must be submitted into Turnitin should be at the request of your instructor who will supply you with a class ID and an enrollment password.

ACCESS TURNITIN TODAY

Create a profile on www.turnitin.com

1) Go to www.turnitin.com and click on the Create account link next to the Sign In button
2) Under the New Students start here section click on the Create a user profile link
3) Click on the student link
4) The Create a New Turnitin Student Account form must be completed to create a new student user account

Note: The Columbia Nursing Writing Lab Class ID number and password can be obtained by contacting Dian Holder, dh2387@cumc.columbia.edu.

From the completed user profile creation page, click on log in to Turnitin and you are now able to submit papers in the Columbia Nursing Writing Lab or to a course your instructor has requested.

Please take some time and make yourself familiar with all the tools available for students. Here are two helpful links:


1. Open Web Outlook.
2. Open Web Outlook and click the “Calendar” icon located at the bottom left.
3. Click the “New” tab.
4. Then select “Calendar event”.
5. In subject add your last name, first name, and UNI
6. Go to People and type son_student to find group study rooms or son_private to find private study rooms. The room you select will show up on the location section.
7. Once your room shows on location, fill out the necessary fields (Start time, end time, date). For group rooms, add all participant’s names (required, or reservation will be cancelled).
8. Add attendee’s names and then click send. You can also add attendees email address/es in the To section to send them an invite.
9. If the room is available you will receive a confirmation email. If it is unavailable you will receive a declined email.
10. Reservations that are no longer needed should be canceled. Go to your calendar and right click the mouse over the meeting. An option will appear to cancel/delete meeting.

Checking Study Room Availability
1. Open Web Outlook and click the “Calendar” icon located at the bottom left.

2. Click the “Add Calendar” button located next to the “New” tab. Select "From Directory..." from the drop-down list.

3. On “Open calendar” type the name of the study room you reserved. When the calendar opens check to see if your meeting appears. Also, remember to check for your confirmation email.

*You will notice the meeting room that was selected added to your left navigation pane under “Other calendars” group. Select the calendar to view availability.

**Study Room Reservation Process Using Outlook**

1. Open Outlook.
2. Click on calendar in the bottom bar.
3. Click the NEW MEETING button on the ribbon menu on the top left.
4. In subject add your last name, first name, and UNI.
5. Besides the location box, click the Rooms button.
6. Select the room you want to book and fill out the necessary fields (Start time, end time, date).
   **For group rooms, add all participant’s names (required, or reservation will be cancelled).**
7. Add attendee’s names and then click send. You can also add attendees email address/es in the To section to send them an invite.
8. If the room is available you will receive a confirmation email. If it is unavailable you will receive a declined email.
9. Reservations that are no longer needed should be canceled. Go to your calendar and right click the mouse over the meeting. An option will appear to cancel/delete meeting.
Checking Study Room Availability

1. Open Outlook and click the “Calendar” icon located at the bottom left.

2. Click the “Open Calendar” button located under the Home tab in the Ribbon. Select "From Room List..." from the drop-down list.

Find the meeting room that you would like to know the availability for and then click OK.

*You will notice the meeting room that was selected added to your left navigation pane under a “Rooms” group. Select the calendar to view availability.
APPENDIX VI – History of the Columbia University School of Nursing Pin

The school pin was first presented to graduates of the classes of 1894, 1895 and 1896 on November 25, 1896 by Frederick Sturges, Sr., president of the Training School for Nurses Committee. Members of the Sturges family were longstanding School benefactors. In 1896, the School was part of the Presbyterian Hospital, and at that time, hospitals and those who worked in them were viewed as social philanthropists, with religious leanings. PH was viewed as a place that provided quality care for everyone.

The front face of the pin consists of a white cross background - a symbol of mercy, help and caring; a laurel wreath, symbolic of the ‘victory’ of having completed a rigorous program in nursing education. The motto ‘Salus Generis Humani,’ meaning safety of the human race and the health of humanity is engraved on a ribbon under the laurel wreath. In the center of the pin is a red stone, perhaps symbolic of life blood - that of the graduate and those for whom s/he cares.

Until 1975, the initials ‘PH’ for Presbyterian Hospital were attached to the stone. Beginning with the Class of 1976, the Columbia Crown became the emblem on the stone, formally recognizing the long connection of the School with Columbia University and symbolizing the successful transition from a hospital-based apprenticeship model for nursing education to a professional one based within an institution of higher learning.

The tradition of the pin was begun by the School’s founder, Anna Caroline Maxwell (who seldom wore a cap but always wore her pin). In recognition that the School now offers only graduate programs in nursing, the current ‘tradition’ is to present the pin to graduates who have successfully completed the master’s degree. Recipients of special awards of distinction receive a blue enameled star to recognize their award, which is affixed to the pin by a gold chain.