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 2015-2016 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.

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 online/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 ofinfractions 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 Associate Dean of Student Affairs 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 the above Code of Ethics and Professional Behavior issued by Columbia University School of Nursing.

Print Name____________________ Signature ___________________________ Date__________
The following are some violations of the Code of Ethics. They are illustrative, but are not intended to be all inclusive:

1. Falsification of records.
2. Signing in, or reporting time of arrival or departure for another student or requesting another student to do so for him/her.
3. Leaving clinical without permission during working hours for other than a pre-scheduled rest period, or failing to return to work after lunch.
4. Inattention to duty during clinical hours, including loafing or sleeping during clinical.
5. Insubordination including refusal to accept an assignment.
6. Immoral or indecent conduct of any nature.
7. Using vile or abusive language.
8. Use or possession of intoxicating beverages, narcotics, or drugs on University/Clinical facilities.
9. Unfitness for duty, such as being under the influence of intoxicants or narcotics.
10. Threatening, intimidating or coercing others by word or deed.
11. Fighting, "horseplay," or other disorderly conduct.
12. Possession of any firearms or any other type of weapon while on University/Clinical facilities.
13. Gambling, selling raffles, conducting games of chance, or possessing gambling on hospital premises.
14. Creating or contributing to unsafe or unsanitary conditions by act of omission.
15. Smoking in unauthorized areas.
16. Unauthorized solicitation or distribution of literature of any type on University/Clinical facilities.
17. Unauthorized posting or removing of notices in the University/Clinical facilities.
18. Unauthorized possession, use, copying, reading or sharing of hospital records or disclosure of information contained in such records to unauthorized persons.
19. Improper handling, thefts, fraud or misappropriation of University/Clinical facilities or another person's property.
20. Neglect or deliberate destruction of misuse of property belonging to the hospital or to another person.
21. Unexcused lateness or absenteeism.
22. Soliciting, accepting tips or gratuities or conducting private enterprises on health facilities premises.
23. Violation of any rule, regulation or practice of the hospital or of a division or department of the clinical facility/University.
24. Any action or attitude that would be detrimental to the interests, safety or health of any patient.
25. Copying answers off of another student's examination; using notes of other references during an examination in a manner unauthorized by the instructor.
26. Unauthorized acquisition of exam questions or answers; communicating with a student during
an exam to share or obtain exam answers.

27. Using quotations, ideas, or other information from other than one's own sources without properly cited references.

28. 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.

29. Sharing of patient information inappropriately.

30. Xeroxing medical records.

Violations of professional integrity and the Code of Ethics are referred to the Dean’s Disciplinary Process.
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. 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**
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, please visit [http://www.sexualrespect.columbia.edu](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 the Spring of 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 Finding Keys to Resiliency, an offering for those who have experienced trauma or are especially interested in trauma and healing. Students may also choose to work either individually and/or with student groups to create other, unique options to satisfy this requirement. 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 put in place 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, recognizing the increasing need for electronic communication with students, 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 Columbia University email account.

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 students may NOT redirect (auto-forward) email sent to their University email address.

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.

COLUMBIA UNIVERSITY COMPUTER AND ACCEPTABLE USAGE POLICY

Columbia University maintains certain policies with regard to the use and security of its computer systems, including the network. All users of these facilities are expected to be familiar with the policies and the consequences of violation as listed below.

Columbia University Network Security and Privacy Policies
1. Unauthorized attempts to gain privileged access or access to any account or system not belonging to you on any University system are not permitted.

2. Creation of any program, Web form, or other mechanism that asks for a Columbia user identity and password, e.g. UNI, CUNIX ID, is prohibited except by using the methods documented for the Columbia secure server at [http://www.columbia.edu/acis/webdev/password.html](http://www.columbia.edu/acis/webdev/password.html) or with the permission of the Deputy Vice President for Academic Information Systems or the Deputy Vice President for Administrative Information Services.

3. Computer and network accounts provide access to personal, confidential data. Therefore, individual accounts cannot be transferred to or used by another individual. Sharing accounts or passwords is not permitted.

4. Each user is responsible for the proper use of his or her account and any activity conducted with it. This includes choosing safe passwords, protecting them, and ensuring that file protections are set correctly.

5. Each system owner is responsible for the security of any system he/she connects to the network. A system seen to be attacking other systems, e.g. having fallen victim to viruses/worms, will be taken off the network, generally without notice, until it has been made secure. Security information is available at [http://www.columbia.edu/acis/security](http://www.columbia.edu/acis/security).

6. No University system or network may be used as a vehicle to gain unauthorized access to other systems.

7. Any user who finds a possible security lapse on any University system or network must report it to the system administrators. To protect your files and the system, don't attempt to use a system under these conditions until the system administrator has investigated the problem.

8. All users should be aware that the system administrators conduct periodic security checks of University systems and networks, including password checks. Any user found to have an easily guessed password will be required to choose a secure password during his or her next login process.

9. User files on central University systems are kept as private as possible. Attempts to read another person's protected files will be treated with the utmost seriousness. The system administrators will not override file protections unless necessary in the course of their duties, and will treat the contents of those files as private information at all times.

**Columbia University Network and Computing Usage Policies**

10. No University system or network may be used for any purpose or in a manner that violates University statutes or regulations or federal, state or local law.

11. Please keep in mind that many people use University systems and networks for daily work. Obstructing this work by consuming gratuitously large amounts of system resources (disk space, CPU time, print quotas, network bandwidth) or by deliberately crashing the machine(s) will not be tolerated. Please cooperate by running large jobs on shared systems at off-peak hours and by using the "nice" command to lower the priority of CPU-intensive processes.

12. Use of any University system by outside individuals or organizations requires special permission from the system's administrator and payment of fees to the University and to the appropriate software vendors where applicable.
13. Use of University systems or networks for commercial purposes, except where explicitly approved, is strictly prohibited. Such prohibited uses include, but are not limited to, development of programs, data processing or computations for commercial use and preparation and presentation of advertising material.

14. Frivolous, disruptive, or inconsiderate conduct in computer labs or terminal areas is not permitted.

15. No University computing facility may be used for playing computer games.

16. Copying, storing, displaying, or distributing copyrighted material using University systems or networks without the express permission of the copyright owner, except as otherwise allowed under the copyright law, is prohibited. Under the Federal Digital Millennium Copyright Act of 1998, repeat infringements of copyright by a user can result in termination of the user's access to University systems and networks. See information on copyright at: http://www.columbia.edu/cu/help/copyright.html

Columbia University E-mail Usage Policies

17. No e-mail may be sent or forwarded through a University system or network for purposes that violate University statutes or regulations or for an illegal or criminal purpose.

18. Electronic mail, like user files, is kept as private as possible. Attempts to read another person's electronic mail will be treated with the utmost seriousness. The University and its administrators of central e-mail systems will not read mail unless necessary in the course of their duties. Also, there may be inadvertent inspection in the ordinary course of managing and maintaining the computer network and in carrying out other day-to-day activities. On central systems e-mail that cannot be delivered to one or more addressees is directed to the system administrators for purposes of assuring reliable e-mail service, in most cases as "headers-only".

19. Users should be aware that their "deletion" of electronic information will often not erase such information from the system's storage until it is overwritten with other data and it may, in any case, still reside in the University's network either on various back-up systems or other forms, and even if erased, may still exist in the form of print-outs.

20. Nuisance e-mail or other online messages such as chain letters, obscene, harassing, or other unwelcome messages are prohibited.

21. Unsolicited e-mail messages to multiple users are prohibited unless explicitly approved by the appropriate University authority. See http://www.columbia.edu/cu/policy/mass_emails.html

22. All messages must show accurately from where and from whom the message originated, except in the rare, specific cases where anonymous messages are invited.

23. The University reserves the right to refuse mail and other connections from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain viruses to University or other users, and to filter, refuse or discard such messages.

Violations of these policies may result in the immediate suspension of computer account and network access pending investigation of circumstances and may lead to their eventual revocation. Serious violations of the policy will be referred directly to the appropriate University or outside authorities; unauthorized use of University computing facilities can be a criminal offense. The penalties may be as severe as suspension or dismissal from the University and/or criminal prosecution.
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

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 of these standards is subject to Dean’s Discipline.

A complaint about a student’s alleged misconduct should be addressed to the Dean of Students, who will determine whether or not a disciplinary hearing (Dean’s Discipline) is warranted. A student charged with a disciplinary infraction subject to Dean’s Discipline is entitled to notice of the charges, an opportunity to be heard and an opportunity to address an appeal to the Dean of the School of Nursing.

Ordinarily, a disciplinary proceeding begins with a written communication from Dean of Students requiring the student to attend a disciplinary hearing to respond to a specified charge. (In rare cases, the proceeding may begin with an oral communication requiring the presence of the student at the hearing.)

The hearing is held before three senior faculty members not integral to the case who comprise the Dean’s Discipline Panel. The hearing is for fact-finding purposes; it is not an adversarial courtroom-type proceeding. The student may not necessarily be present to hear other witnesses and there is no formal cross-examination of witnesses or objecting to evidence. In addition, students may not have an attorney present during a disciplinary hearing or at any appeal although they are always free to consult with an attorney. The student is informed of the evidence that led to the charges against him or her and asked to respond. The student may offer his or her own evidence. This includes the student’s own appearance at the hearing and may include the appearance by others (witnesses) on his or her behalf and any written submission or relevant documents the student may wish to submit.

After the Dean’s Discipline Panel has heard the student and others and considered all of the
evidence, it reaches a determination and the Dean of Students notifies the student in writing of that decision. If the student is found to have committed a disciplinary infraction, the penalty can include censure, probation, suspension and dismissal. The decision, if it calls for academic warning or probation, is placed in the student’s file for a duration to be determined by the Panel. Decisions of suspension and dismissal become part of the student’s permanent file.

The student has the right to direct an appeal to the Dean of School of Nursing regarding a decision that results from a disciplinary hearing. 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 in School of Nursing/Georgian Building Room 126.

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 and the discipline imposed are reasonable under all of the circumstances of the case. There is no further appeal within the University.

*The University-wide Rules of University Conduct govern conduct incident to demonstration, rallies and picketing and displace “Dean’s Discipline" in cases of serious 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 Associate Dean of Academics, 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 Associate Dean of Academic and Student Affairs 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 in School of Nursing/Georgian Building Room 126.

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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Contact information for academic advisers:

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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 credits of coursework will be accepted for Advanced Standing. Of these nine (9) credits, a maximum of six (6) may be transfer credits. 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 Enrichment.

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 Student Services. 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
   • will not exceed six credits of coursework
   • 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:
MS completion program: 15 credits by exam for national certification in the specialty may be awarded.

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.

Joint degree students in the MS/MPH program: Students who take P6530, Issues and Approaches to Health Policy and Management at Mailman School of Public Health are exempt from Columbia Nursing core course N6920, Health and Social Policy: The Context for Practice and Research. Request course exemption through the Office of Academic Enrichment.

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.

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>BS</td>
<td>60</td>
<td>90</td>
<td>6 terms</td>
</tr>
<tr>
<td>MS</td>
<td>45-61 (depending on specialty)</td>
<td>90</td>
<td>15 terms</td>
</tr>
<tr>
<td>DNP</td>
<td>40</td>
<td>60</td>
<td>15 terms</td>
</tr>
<tr>
<td>PhD</td>
<td>47</td>
<td>172</td>
<td>21 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 at Columbia Nursing are A, B, C or 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 F (Failure)
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 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 INC 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. 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.

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, Combined BS/MS (ETP) students will be reviewed by COA prior to starting Integration.

The COA may withdraw a student from the 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.

The COA will inform the student and their Program Director in writing via CU e-mail 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.
  - 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.
  - If the F is received in a specialty or clinical course, the student will be withdrawn from the school.
- Doctoral 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
http://www.cumc.columbia.edu/dept/nursing/STT/index.html
PROGRAM REQUIREMENTS AND TIME FOR COMPLETION
Please also see the School of Nursing Bulletin

COMBINED BS/MS (ENTRY TO PRACTICE) PROGRAM

This program is designed to prepare non-nurse college graduates for a career as a professional advanced practice nurse. All BS degree requirements must be successfully completed within two (2) years (maximum 6 terms allowed).

1. The **minimum** number of credits is 96 credits;

2. Academic credentials are awarded sequentially: the BS after completion of the pre-licensure course work (minimum of 60 credits); the MS after completion of all core and specialty course work (minimum of 36 credits) and completion of designated specialty program of study;

3. Students must be in continuous enrollment in both phases of the program; *

4. Students will transition between pre-licensure and specialty studies after the successful completion of all pre-licensure requirements and after the articulation process. The forms for this process are available in the Office of Student Services (OSS).

* 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.

MASTER'S PROGRAM (MS)

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 nursing practice. All degree requirements must be successfully completed within five (5) years (maximum 15 terms allowed).

1. Curriculum is constructed to include core and supporting science courses (shared by all students) and specialty-specific courses in 7 different advanced practice specialties;

2. Program requires a **minimum** of 45 credits;

3. Dual specialties are available in some instances; please check with your primary specialty program director for availability. Students receive one MS degree, and all requirements for both specialties must be completed before degree conferral.

4. 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)

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 degree requirements must be successfully completed within five (5) years (maximum 15 terms allowed).

1. The program is a full time, cohort program;
2. Program requires a minimum of 40 credits, post Master’s;
3. A portfolio is required for the degree.

PhD

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 (maximum 21 terms allowed).

1. Program requires a minimum of 47 credits;
2. A dissertation is required for the degree.

MASTER’S COMPLETION PROGRAM

This program is designed for advanced practice nurses who possess a baccalaureate and national professional certification in their area of specialty. The School of Nursing recognizes that many baccalaureate prepared nurses pursued various pathways to professional certification on the advanced practice level and recognizes this with the award of up to fifteen (15) credits for this certification, based on evaluation of previous course work, transcripts, testing and references. All degree requirements must be successfully completed within five (5) years (maximum 15 terms allowed).
1. Program requires at least 30 credits in School of Nursing;

2. Program is specially designed for CRNAs, CNMs, certified AGNPs, FNP, PNPs.

**JOINT DEGREE PROGRAMS**

**Nursing and Public Health (MS/MPH)**

This program is for baccalaureate prepared nurses who wish to be both advanced clinical practitioners as well as public health practitioners or administrators in a variety of community settings. It is particularly focused on the nurse whose career goals are in advanced practice nursing but also include a broader, multi-disciplinary outlook.

1. Program requires a **minimum** of 75 credits total;

2. At least 30 credits must be completed at Columbia Nursing and 30 credits at the SPH;
   - Degrees can be conferred sequentially (but must be conferred within two years of each other).


**Nursing and Business (MS/MBA)**

The School of Nursing in collaboration with the Columbia University School of Business offers a combined MS/MBA program for students of advanced practice nursing who also desire a business focus.

1. Program requires a minimum of 75 credits total;

2. Program ONLY enrolls full time students in the autumn term, and students complete the program in 2 ½ years;

3. Both degrees are awarded simultaneously.


**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 five (5) years (maximum 15 terms allowed).
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.

http://nursing.columbia.edu/academics/academic-programs/master-s-and-post-master-s-programs

**SUB-SPECIALTY PROGRAMS**

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.

1. **HIV/AIDS** is designed to prepare nurses to provide advanced and specialized care to persons with HIV infection as clinicians, clinical nurse specialists, and patient care educators. Students will have an opportunity to do their clinical experience at many of the New York State designated AIDS Centers. (5 credits)

2. **Oncology** enables students to pursue scholarly activities in the nursing care of patients with cancer and their families. The program is based on a holistic philosophy of patient care in which the faculty and students integrate patients’ biophysical, psychological, cognitive, cultural, and spiritual needs to provide the highest quality of nursing care. (7-9 credits)

3. **Palliative and End of Life Care** is designed to prepare students to offer informed and compassionate palliative and end of life care to patients and families across the life span and in a variety of settings. Participants in this course will explore their own attitudes, feelings, values, and expectations about death and grief, as they explore ethical, cultural and legal issues influencing end of life decisions. This is a three-course subspecialty, including didactic course, seminar and clinical practice. (5 credits)

4. **Women’s Health sub-specialty** is designed to provide students in the Adult, Pediatric or Family specialty programs the opportunity to academically and clinically specialize in women's health care across the life cycle. A woman-centered approach to care, appropriate for all ages, races and socioeconomic classes, and in urban, suburban, and rural settings, is reflected in both the didactic and clinical curricula. (10 credits)

http://nursing.columbia.edu/academics/academic-programs/master-s-sub-specialties-and-non-degree-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.

At the time of first registration, a program plan must be created in order to assist students in meeting all 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. The student and advisor meet as frequently as necessary, but at least once each term, to review progress and discuss goals. Modifications in the total program plan may be made if necessary and are then recorded on the program plan. 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 faculty advisor. Students who deviate from their program plan without consulting their advisor 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 to The Office of Curricular and Academic Support (OCAS);
- Register as indicated on the program plan in a timely fashion, based on communications from the Registration and 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, joint degrees, 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 CURRICULAR AND ACADEMIC SUPPORT**
Georgian Building, Room 203
SON-OCAS@cume.columbia.edu
Phone: 212-342-3920
Fax: 212-305-2139

The Office of Curricular and Academic Support (OCAS) provides support for the curricular activities for the Division of Academic Affairs. OCAS acts as a liaison between the school and all central academic services, including specialty program support, classroom management, course management, data reporting, etc. Within the school, the OCAS 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.

As Columbia University, Columbia University Medical Center and the School of Nursing move towards more efficiency in conjunction with high expectations and standards, the responsibilities that fall under the rubric of academic and curricular support continues to expand in quantity and complexity. OCAS is proactive in contributing to the academic mission of the school.

**ENROLLMENT REQUIREMENTS AND STUDENT ENROLLMENT STATUS**

Columbia Nursing students are expected to maintain continuous enrollment, and are required to enroll in at least 5 credits per term. 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**

Bachelor of Science
- Registration for 5 credits = Part-time status
- Registration for 6-11 credits = Half-time status
- Registration for 12 or more credits = Full-time status

Master of Science
- Registration for 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 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 (co-requisite 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)

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). All students with Full-Time status are enrolled and responsible for paying for Aetna Student Health Insurance Plan (SHIP), and other relevant Full-Time fees. 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
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

See also International Affairs Office section.

STUDENT SERVICES ON-LINE (SSOL)
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 can 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, they should 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 SON website every semester. Each year, Nursing also posts a Core/Shared Science class schedule for the entire academic year. Generally, the days/times of these courses remain the same each year.


**Account HOLDS**

Students cannot register 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)
- Do not have current RN License and Registration Certificates on file in OSS (Student Services HOLD)
- Have not submitted all required immunization documentation to Student Health Services (SHS 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 Associate Dean of Academic and 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.

*Add/Drop form may be found in the Office of Student Services

**Auditing a Course**

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 may only register for credit course as P/F grading if the course is not required for the student’s specialty or 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, you’ll 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 software used by Columbia Nursing as a Plagiarism Detector & Learning Tool. There is a CUSON writing workshop set up for students to preview Turnitin reports. Students will be e-mailed the login information the first week of school. *See Appendix X 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: [Columbia Nursing 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

Under special circumstances students are allowed to take core courses while completing matriculation requirements. Registration as a non-degree student is limited to three terms or 15 credits, whichever comes first. Students will be withdrawn from the University if they:

1) Fail to complete all requirements for matriculation within this period of enrollment;
2) Fail to maintain the academic standards;
3) Exceed term/credit limitations.

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

All non-degree students must apply for matriculation within 3 terms or 15 credits, whichever comes first. All students must meet the admission criteria when applying for matriculation. Admittance as a non-degree student does not guarantee degree candidacy. The student record is reviewed by COA. The Associate Dean of Academic informs the student of his/her status.

Combined BS/MS (ETP) students: After completion of the pre-licensure phase of the 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 the MS specialty study phase.

ARTICULATION PROCESS FOR COMBINED BS/MS STUDENTS (ETP)

In the final term (Spring) of the pre-licensure phase of the program, ETP students will be asked to select a specialty area for the master’s phase of the program. During this articulation process, students can choose to change their specialty from their original application. Meetings are arranged with program directors of the master’s programs. Only students that were initially accepted to the Nurse Anesthesia or Nurse Midwifery specialty during their application can articulate into those specialties. See the Change of Specialty or Program section for information on applying to ANES as a student.
Students interested in pursuing the full time seamless MS/DNP program can submit an abbreviated internal application during the articulation process. Details on articulation are presented to students early in the Spring term.

CHANGE OF SPECIALTY OR PROGRAM

Requests to change 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. In addition, the student should consult with the Program Director of the new program.* To officially request the change, the student must submit a Change in Specialty form, available in the Office of Student Services. A new program plan should be completed with the new Program Director or the Office of Curricular and Academic Support (OCAS). After the request is reviewed, the student will be notified by the Office of Student Services of the status of their request.

*Exceptions include the Nurse Anesthesia, PhD, and DNP programs:

ETP or MS students who are 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.

ETP or MS students who are interested in the PhD programs:
- Current students have an option to internally apply to the PhD program. The internal application deadline is the same as the admissions application deadline as posted on the Columbia Nursing website.

ETP or MS students who are interested in the full time seamless MS/DNP programs:
- Current students have an option to internally apply to the seamless MS/DNP program. ETP students can apply in the pre-licensure phase of the program. The internal application deadline is the same as the admissions application deadline as posted on the Columbia Nursing website.

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 LOA is granted for a compelling reason such as illness or military duty. Leaves are
ordinarily granted for no more than one year.

- Documentation from a health care provider must accompany a request for a medical LOA.
  - Prior to continuing their studies, students may be required to submit documentation of their ability to fully resume classes and clinicals from a health care provider.
- Combined BS/MS (ETP) program students may take a one year LOA after completion of the pre-licensure phase of the program.
- Students must complete the Leave of Absence Request Form, submit a revised program plan and a written request to the Associate Dean of Academic and Student Affairs. The request must include:
  - Student’s name, specialty and email address
  - Reason for the request
  - Semester of effectiveness of requested LOA
  - Semester of intended return from LOA
- The effective 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 their advisor at least 2 months prior to return from a LOA in order to confirm their new program of study.
- If there is not an approved LOA on record in OSS 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 Academic and 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 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 Withdrawal Request 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 the 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 veterans 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 Academic and 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 of Academic and 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](Essential Policies for the Columbia Community).

**RE-ADMISSION**

Students who have not been 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 Student Services 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 pre-licensure students are outlined in the Combined BS/MS (ETP) Student Handbook.

**TYPHON**

Typhon Group NPST™ - for Advanced Practice Nursing Programs and NAST™ - 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.

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

Should you have any questions regarding Typhon, please contact the Office of Curricular and Academic Support.

**TECHNOLOGY LEARNING CENTER (TLC) & SKILLS LAB**

Located on the 3rd floor in Columbia Nursing (Georgian) building, students are able to use medical and technical equipment to improve clinical skills. TLC’s include a mock hospital unit containing several patient units and an ambulatory care area for practicing primary care skills; it is used by graduate and undergraduate students for skills development, including physical assessment and state-of-the-art monitoring technology. Use of TLC must be supervised by a faculty member or teaching assistant.
REQUIRED HIPAA TRAINING

As of the Fall 2013, all CUMC students must 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 CU e-mail account. Students will receive a certificate of completion which should be kept as proof of training. Students who do not complete the online training will be suspended from participating in clinical placements, and their access to clinical information systems will be discontinued.

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. Combined BS/MS Program (ETP) students are drug tested their first week of class since their clinical experience begins the second week of the first term.


REQUIRED CUMC FLU VACCINATION

The Columbia University Medical Center requires mandatory participation in the influenza vaccine immunization program for all clinical students. 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. Students that receive vaccination off site are required to submit documentation of their vaccination to the office of Student Health Services.

BACKGROUND CHECKS, CHILD PROTECTION CLEARANCE AND FINGERPRINTING FOR CLINICAL PLACEMENTS

Many 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.

Students who are required to complete a background check for their clinical sites but fail to do so will be ineligible for placement and this may result in the student being unable to progress in the nursing program.

If a student’s clinical site requires a background check, students must request and purchase their own background check and submit the results to their clinical site. 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 CertifiedBackground.com. View Appendix II for Background Check instructions. Background checks generally take 3 business days.

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 Office of Curricular and Academic Support (Georgian Building room 203).

- CUMC Department of Public Safety offers free fingerprinting service to students
  - Students can call 305-0175 to schedule an appointment or go to the William Black Building, Room 109.
  - Fingerprinting is done 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.

- 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 Curricular and Academic Support (OCAS). 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
   http://www.nso.com/

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

   151 William Street
   New York, NY 10038
   (212) 233-8940 or 1-800-221-4904

4. Insurance Company of the State of Pennsylvania
   70 Pine Street
   New York, NY 10270
   (212) 477-7000

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.

**La Romana, Dominican Republic Clinical Experience**

**WHO Collaborating Center for Advanced Practice Nursing**


Columbia Nursing and the WHO Center have established a relationship with La Clinica de la Familia in La Romana, Dominican Republic. Students in good academic standing are able to apply to complete a clinical rotation at La Clinica during their studies. Opportunities for students are as follows: ETP students can apply for the rotation as part of their integration experience; MS or Certificate program students who have completed two terms of clinical courses can apply; Doctoral students can apply at any time.

La Clinica de la Familia was established by Dr. Stephen Nicholas. It has been offering global health experiences to medical students and residents for many years. We are working closely with Dr. Nicholas and his team to establish an interdisciplinary program that will include nursing, medical, dental and public health student collaborative rotations.

www.clinicadefamilia.org.do

Dependent on funding, the WHO Center may offer support to students with travel expenses.

Students that travel abroad for an approved academic experience should register with International ISOS, an emergency services insurance program that supplements your regular health insurance. Visit the above website for further information.
NAVIGATING COLUMBIA NURSING & CUMC

NAME, ADDRESS, OR SOCIAL SECURITY NUMBER CHANGES

Students who legally change their name will need to complete a Name Change Affidavit and submit it to the Registration and 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.)

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.

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

**STUDENT LOCKERS**

**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)

**Columbia Nursing Lockers - Located in Georgian Building**
We also have limited lockers available to Full-time status Columbia Nursing students in the Georgian Building. These are also distributed on a first come, first served basis. *Please note that students who reside in university housing are not eligible for a locker.* Students must use the locks provided by the Office of Student Services for these lockers. Due to the limited number of lockers, lockers are shared (2 students per locker). Enrolled full time students can sign up for a locker during the first week of the Summer or Fall term. Both locker mates must be present to sign up for the locker. Locker occupancy is until May – upon the end of the Spring semester, the locker should be vacated and the lock returned to the Columbia Nursing Office of Student Affairs.

**STUDENT MAIL FILES**

All Columbia Nursing students will receive a mail folder. Folders are located in a grey file cabinet on the 2nd floor of the Georgian building, across from room 202. Folders are created for enrolled students after the Change of Program period.

**CUMC STUDENT EXCHANGE E-MAIL**
All new nursing students are set up with a [CUMC exchange e-mail](http://www.cumc.columbia.edu/it/students/lockers.html) 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)

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 (CUIT 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:
- Athens 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

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 1000 pages per semester (must be registered in courses to get pages). Extra black and white pages can be purchased for $.10 per page. After you have registered for your courses, if you have a problem with your print quota contact the CUMC IT Service Desk.

STUDY 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

Columbia Nursing Student Nurses’ Lounge
The School of Nursing opened a Student Nurses' Lounge (SNL) in the Georgian Building in 2009. The SNL is located on the second floor of the Georgian Building, and is available for all Columbia Nursing students use 24 hours a day, 7 days a week.
Only Columbia Nursing students have access to the lounge via an ID card swipe. Since the Georgian building has student dorms on the upper levels, all students are asked to not leave doors ajar and to be sure doors fully close behind you. If a door is left open, an alarm will notify security. Students who use the lounge in the evening are asked to turn off all lights when leaving to conserve energy.

There are two sections of SNL:
Front (larger) room - has a flat screen TV with DVD player and seating for study groups, meetings, or socializing.
Back Quiet room - equipped with four computers, a printer, and individual chairs for studying.

Please note that food and drinks are only allowed in the Front room (no food/drinks near computers). Students should clean up after themselves, and be considerate of students who will use the space next. There is a microwave available for student use, but students are responsible for cleaning the microwave after each use. There is no cleaning service for the microwave.

All work saved on computers will be erased daily. Students should bring their own USB flashdrives to save their work.

BARD ATHLETIC CENTER

All enrolled CUMC students have access to the Bard Athletic Center (BAC), located in Bard Hall. 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
3854 Broadway between 166th Street and 165th Street
New York, N.Y. 10032
Phone: 212-923-2149

Morningside Campus Location
2922 Broadway at 115th Street
New York, N.Y. 10027
Phone: 212-854-4131
Website: http://www.columbiabookstore.com/

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 Center for Children and Family at 617 West 168 Street, 3rd floor. 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 this program, access to the lactation room, and to purchase pump attachments, please 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:

**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:

**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 call 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.
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:

CU ARTS INITIATIVE
http://artsinitiative.columbia.edu/

Get in FREE, just show your student CUID! To gain FREE admission to many museums, just show your CUID with a validation sticker for the current semester (visit the CUID Center 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.

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.
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

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.

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

**OFFICE OF STUDENT SERVICES**
Georgian Building  
First Floor, Suite 134  
[OSSnursing@cumc.columbia.edu](mailto:OSSnursing@cumc.columbia.edu)  
Phone: 212-305-5451  
Fax: 212-342-4759

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, advanced standing requests, specialty changes, articulation, graduation, and much more! OSS hosts annual events such as new student Orientation and the Columbia Nursing Graduation Ceremony.

OSS communicates school policies, deadlines, and upcoming events throughout the year. 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 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 ENGAGEMENT**
Georgian Building  
First Floor, Suite 134  
[http://nursing.columbia.edu/students/student-activities](http://nursing.columbia.edu/students/student-activities)  
Phone: 212-305-5451

The Office of Student Engagement 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 Activities manages and develops events and programs 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.

**Office of Student Engagement Initiatives**
- Peer mentorship
- Alumni networking
- Extra-curricular programs and events
- Student group management
- Weekly E-newsletter
The Office of Career Development at Columbia University School of Nursing provides resources to assist students with their professional development and leadership skills. Services managed and provided by this office include one-on-one counseling, events, and workshops. Please note that the Office of Career Development serves current students of Columbia University School of Nursing.

**Services**
- 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

The Office of Academic Enrichment (OAE) provides students with academic support, global experiences and professional support. The Academic Enrichment Office also supports alumni, faculty, preceptors, and friends of Columbia Nursing continuing education offerings.

The Office 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) Global Initiative – The office of OAE collaborates with the Office of Global Initiatives to create new sites, oversee exchange students with our partner schools, communications, information sessions, and processing paperwork required of students visiting clinical placements outside of the U.S.
3) 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 clearing house.
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.

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.

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. 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 are encouraged but not required to enroll in SHIP (if you do not have your own medical insurance).
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 to 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.

Here are the options for scheduling an appointment:

1. The most efficient way to make an appointment is by contacting the Mental Health Service (MHS) scheduling clinician by e-mail at shsmentalhealth@cumc.columbia.edu, or by phone at (212) 304-5549. Both messages are secure and fully confidential. Include the following information: name, telephone number, times that you will be available to receive a return call on the day you contacted the scheduling clinician and on the following day. You can leave additional information about why you have contacted MHS. You will receive a call back from the scheduling clinician, who will do a telephone triage in order to obtain the information necessary to complete the referral process.

2. You can contact any clinician on the Mental Health Service directly.

After the telephone triage, the scheduling clinician will arrange an appointment with a clinician and will provide you with the name, office telephone number, location and time of an appointment that is compatible with your availability.

If you wish to see a clinician outside of the Mental Health Service, contact an Aetna network or out-of-network clinician directly after obtaining a referral. These referrals are available either in the Student Health Service or from a Mental Health Service clinician. The Mental Health Service has a list of clinicians who participate in the Aetna network. You can locate additional in-network clinicians by going to www.aetnastudenthealth.com. You can then enter DocFind to select a clinician.

Daytime Emergencies - Call (212) 305-3400, or come to the Student Health Service, 60 Haven Avenue, Lobby Level.

After Hours Emergencies - Call (212) 305-3400 extension 7.

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
Mondays- 1pm to 5pm
Tues, Thurs- 9am to 5pm
The International Affairs Office (IAO) serves the immigration-related needs of students and scholars at the Columbia University Medical Center (with the exception of students in the Mailman School of Public Health and GSAS, who are clients of the International Students and Scholars Office - ISSO). Staff members of the IAO assist prospective and enrolled international students and scholars with initial and continuing visa documentation. Throughout the year the IAO 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 IAO. 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.

**IAO Walk-in Hours:**
Monday - Friday 11am-5pm
Location: Black Building
Room 1-126B
Te: 212-305-5455
Fax: 212-305-5208

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.
**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.

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:

**REGISTRATION AND FINANCIAL SERVICES OFFICE**
Provides registrar/bursar/account services
[http://cumc.columbia.edu/students/rsfs/](http://cumc.columbia.edu/students/rsfs/)

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

Columbia Nursing students are to come to the Office of Student Services (1st floor in the Georgian building) to request add/drop and withdrawal information. Students are not to go directly to the Registrars’ 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 at the discretion of the Associate Dean of Academic and Student Affairs and the Bursar's Office.
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 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 Long 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://ce.columbia.edu/American-Language-Program/Programs-Available-0
American Language Program ESL
http://ci.columbia.edu/ci/ecourses/esl.html
Teachers College, Columbia University
Community English Program
http://www.tc.edu/centers/communityenglish/

CUMC MAP

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

BUILDINGS

<table>
<thead>
<tr>
<th>CODE</th>
<th>LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH</td>
<td>Presbyterian Hospital</td>
</tr>
<tr>
<td>MHB</td>
<td>Milstein Hospital</td>
</tr>
<tr>
<td>HP</td>
<td>Harkness Pavilion</td>
</tr>
<tr>
<td>CHONY</td>
<td>Children’s Hospital of NY</td>
</tr>
<tr>
<td>EI</td>
<td>Harkness Eye Inst.</td>
</tr>
<tr>
<td>NI</td>
<td>Neurological Inst.</td>
</tr>
<tr>
<td>DAP</td>
<td>Irving Pavilion</td>
</tr>
<tr>
<td>ICRC</td>
<td>Irving Cancer Research Center</td>
</tr>
<tr>
<td>HSC</td>
<td>Hammer Health Science Center</td>
</tr>
<tr>
<td>P&amp;S</td>
<td>Physicians &amp; Surgeons</td>
</tr>
<tr>
<td>BB</td>
<td>Black Building</td>
</tr>
<tr>
<td>MSPH</td>
<td>Mailman School of Public Health</td>
</tr>
<tr>
<td>PI</td>
<td>Psychiatric Inst.</td>
</tr>
<tr>
<td>VC</td>
<td>Vanderbilt Clinic</td>
</tr>
<tr>
<td>BH</td>
<td>Bard Hall</td>
</tr>
<tr>
<td>SON</td>
<td>School of Nursing</td>
</tr>
<tr>
<td>GB</td>
<td>Georgian Building</td>
</tr>
<tr>
<td>RB</td>
<td>Russ Berrie Medical Science Pavilion</td>
</tr>
</tbody>
</table>

Presbyterian Hospital 622 W. 168th Street
Milstein Hospital 179 Ft. Washington Ave
Harkness Pavilion 180 Ft. Washington Ave.
Children’s Hospital of NY 3959 Broadway
Harkness Eye Inst. 635 W. 165th Street
Neurological Inst. 710 W. 168th Street
Irving Cancer Research Center 1130 St. Nicholas Ave.
Hammer Health Science Center 701 W. 168th Street
Physicians & Surgeons 630 W. 168th Street
Black Building 650 W. 168th Street
Mailman School of Public Health 722 W. 168th Street
Psychiatric Inst. 722 W. 168th Street
Vanderbilt Clinic 622 W. 168th Street
Bard Hall 50 Haven Ave.
School of Nursing 617 W. 168th Street
Georgian Building 617 W. 168th Street
Russ Berrie Medical Science Pavilion 1150 St. Nicholas Ave.
COLUMBIA NURSING DIRECTORY

Students can find contact information for faculty and staff on the Columbia Nursing website: http://www.nursing.columbia.edu
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. **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, there will be no charge to you!**

- If you have the student insurance, the ER bill will be paid by student insurance. SHS will pick up the $100 copay.
- Use your insurance card for any medications prescribed. SHS will reimburse you for the copays.
- If you have other insurance, you must pay for labs in the SHS and then submit your bills to your insurance for payment. SHS will reimburse you for copays on ER bills and prescriptions.
- Save your bills, explanation of benefits, and receipts for reimbursement.
- Remember, if you have not notified us, we will not know to reimburse you.

**Remember the acronym CITES**

Clean, Inform (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.
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 212-305-5451 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)

Students are also encouraged to sign up for Campus Emergency Text Alerts through SSOL (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 website.

GRADUATION

To graduate, students must satisfy all academic and credit requirements for their program. Student’s 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, MS Completion, 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.  

**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.

**GRADUATION AWARDS**
Awards are named for those who are distinguished in the profession and who have given the strongest support to the pioneering accomplishments of the School.

**THE THERESA MARCOS JANSSON AWARD** is presented to a graduating pediatric nurse practitioner who exhibits compassion, competence and strong patient and family advocacy.

**THE MARY DICKEY LINDSAY AWARD** is given to a nurse midwifery or women’s health nurse practitioner graduate who best exemplifies a dedication to individualized, culturally sensitive comprehensive care for women and their families.

**THE ANNE PENLAND AWARD** is presented to an outstanding graduate of the nurse anesthesia or adult-gerontology acute care nurse practitioner programs who best demonstrates qualities of academic excellence, clinical proficiency and empathy for patients.

**THE CAPNA (Columbia Advanced Practice Nurse Associates) AWARD** is presented to a distinguished graduate of the adult-gerontology or family primary care programs who best demonstrates academic excellence, commitment to the provision of highest quality primary care and maintenance of access to care for all vulnerable populations.

**THE MARY SIMMONS AWARD** is presented to the graduate who demonstrates compassion and devotion to the mental health needs of patients.

**THE FACULTY AWARD FOR PROFESSIONAL EXCELLENCE IN A SUB-SPECIALTY** is given to a student who best exemplifies professional competence, capacity for leadership and compassion for patients.
THE DISSERTATION EXCELLENCE AWARD is presented by the Faculty for distinguished doctoral student research.

THE DOCTOR OF NURSING PRACTICE AWARD is presented to a DNP graduate who demonstrates expertise in the provision of comprehensive care and a dedication to clinical scholarship.

THE ALPHA ZETA CHAPTER OF SIGMA THETA TAU, the international honor society for nursing, honors the graduating student who best exemplifies the principles of Sigma Theta Tau: leadership, scholarship and community service.

THE ALUMNI ASSOCIATION AWARD is presented to the graduate who has demonstrated active commitment to developing and maintaining alumni support for the School.

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 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 Georgian building). 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 V for the history of the Columbia Nursing pin.

Student Mail File: All MS and doctoral graduates may pick up their student mail file from the Office of Student Services when picking up your lapel pin. Mail files not picked up will be shredded.

ALUMNI LIFELONG E-MAIL FORWARDING

Your Columbia email address will remain active for approximately 3 months post-graduation. Students will be notified by CUIT when their email will be terminated. At that time, students will be advised to set up their alumni email. For more details, visit the alumni website at: http://alumni.columbia.edu/access/s2_2.html
RN LICENSURE

All states require licensure in order to practice professional nursing. Graduates of the School of Nursing are eligible for licensure in all states. Requirements for licensure as a registered professional nurse in New York State include: education in accordance with the Commissioner of Educations 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 Combined BS/MS (ETP) Program. Additional information can be requested from the New York State Education Department (518-474-3845).

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 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. Part of the application requires degree verification – students should submit this part of their licensure application along with a transcript (available from Registration and Student Financial Services) to the Office of Academic Enrichment (OAE). OAE will verify program completion. In instances that a student has completed degree requirements and is waiting for their degree to be conferred, OAE will submit a letter along with the form. NYS Office of the Professions will accept an official letter from Columbia Nursing attesting to completion (even though student is awaiting degree conferral).

Nurse Practitioner License in states other than New York

Most other states require that Columbia Nursing graduates have their degree conferred and appearing on their transcript for licensure/registration as an Advanced Practice Nurse. Students should check with specific state requirements.

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.

Students should submit state licensure forms that require verification of education to the Office of Academic Enrichment for completion.
Professional Certification

Graduates of Master's degree 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.

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:

ANCC (American Nurse Credentialing Corporation)
AANP (American Academy of Nurse Practitioners: AGNP/FNP)
AACN (American Association of Critical-Care Nurses: ACUT)
NCC (National Certification Corporation: WHNP)
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)
ABCC (DNP Certification)

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: http://www.nursecredentialing.org/DisplayCredentials-Brochure.pdf
APPENDIXES

APPENDIX I – Conversion Table for Numeric to Letter Grade

<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
APPENDIX II – Certified Background Instructions

---Student Instructions---

**Background Check**
If your clinical site requires a background check, follow the below instructions.

**About CertifiedBackground.com**
CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background are posted to the CertifiedBackground.com website in a secure, tamper-proof environment, where the student, as well as organizations can view the background check.

To order your background check from CertifiedBackground.com, please follow the instructions below.

**Instructions**
1. Go to www.CertifiedBackground.com and click on "Students."
2. In the Package Code box, enter package code: OL93
3. Select a method of payment: Visa, MasterCard or money order.

**Retrieving Results**
Once your order is submitted, you will receive a password via email to view the results of your background check. The results will be available in approximately 72 hours. Once your background check is complete, please provide your clinical site coordinator (or whoever is requesting the background check from you) with your password and the last four digits of your Social Security Number in order to share your background check results.

**Price**
Initial package price for background check is $40.00. Additional counties lived outside of the current county or residence will be automatically searched for $14.00 per county.
(Prices subject to change)

www.Certifiedbackground.com Phone: (888) 666-7788
info@certifiedbackground.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.

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For more information, visit: [http://www.plagiarism.org/resources/student-materials](http://www.plagiarism.org/resources/student-materials)
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@clumbia.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
Please take some time and make yourself familiar with all the tools available for students. Here are two helpful links:

**Student Quickstart:**

**Student Manual:**
APPENDIX V – 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.