

## **MISSION STATEMENT FOR LIU POST**

At its core a liberal arts institution, LIU Post is dedicated to meeting the needs and expanding the horizons of all our students, whether in the arts and sciences, our professional schools or through life-long learning.

We, at LIU Post, are committed to providing highly individualized educational experiences in every department and program from the freshman year through advanced doctoral research in selected areas. The emphasis on the student learner is evident; in our faculty's devotion to excellence in teaching, our intensive advisement system, and our encouragement of experiential learning through cooperative education, internships, practica, community service, study abroad, research projects, and artistic performance.

Our students benefit as well from the Campus' participation in one of the nation's largest private university systems, and from our ability to draw on the unparalleled cultural and professional resources of New York City and Long Island. Graduates of LIU Post will have developed strong critical and expressive abilities, civic responsibility, and a mature understanding of the ideas, events, and forces shaping the modern world.

### **SCHOOL OF HEALTH PROFESSIONS AND NURSING**

LIU Post's School of Health Professions and Nursing provides students with an education that integrates the arts and sciences with health-related theory and practice. The faculty is committed to providing an environment supportive of the individual student, recognizing and addressing varied cultural needs. In the classroom, in the laboratory, and through internships and field work in major health care facilities throughout the region, LIU Post students in the School of Health Professions and Nursing are provided with outstanding educational experiences that prepare them for professional practice, research and community service.

## **DEPARTMENT OF NURSING**

### **Mission Statement**

The faculty is dedicated to preparing the student for life-long learning in order to meet the increasing demands of the expanding environment of nursing practice. The graduates of the Department of Nursing will have developed the values and competencies which include: critical thinking; culturally competent care; autonomy; communication; and decision making within a framework of professional and ethical principles that are central to the delivery of population-focused and individualized nursing care in a global environment.

### **Statement of Philosophy**

Nursing is an art and science that focuses on the diagnosis and treatment of human responses to actual or potential health problems among individuals, families, groups, communities, and populations. Health is a state of well-being that enables individuals and groups to function at their highest level.

It is the belief of the faculty that baccalaureate nursing education is necessary for the practitioner of professional nursing to think critically, creatively, and to have sound education in nursing science, related sciences, and humanities. The educational empowerment of students promotes professionalization, community service and the competence to impact the health care system. The faculty believes that the registered nurse returning to school is best served by a program, which provides the opportunity for, and support of, individual exploration, development in the transition from registered nurse to professional nurse. The faculty strongly supports the concept of baccalaureate education for entry into professional practice, continued intellectual, moral, and ethical development, and serves as the foundation for graduate education.

The faculty believes that graduate nursing education provides an opportunity for the student to develop advanced competencies in nursing, in areas of concentration and role function, congruent with an expanding theoretical knowledge and authority base. Graduate education increases the opportunity for nurses to obtain advanced preparation

and serves to increase the number of advanced practice nurses and nurse educators that serve the community. The faculty participates in the education process as role models, facilitators, mentors, and learners.

The faculty believes that the process of education is best accomplished in a climate of respect for adult learners who come to our classrooms not only with previous experience as students, but with diverse life experiences as nurses and individuals.

In order to further accommodate the adult learner, and at the discretion of the faculty, many courses are taught as a “blended course” which combines face-to-face (f2f) classroom learning with online learning via the Internet. This flexible scheduling allows working nurses the opportunity to return to school and have the ability to work at home.

### **The Goals of the Undergraduate Program**

1. Implement critical thinking skills to provide evidence based health promotion and disease prevention with individuals, families, groups and communities.
2. Exhibit interprofessional communication skills within a framework of professional and ethical principles.
3. Collaborate with other healthcare professionals while making the transition to the professional nursing role.
4. Provide culturally competent care in the delivery of healthcare.

### **BACHELOR OF SCIENCE DEGREE PROGRAM IN NURSING**

The Department of Nursing offers a program, accredited by the Commission on Collegiate Nursing Education (CCNE), that leads to a Bachelor of Science degree with a major in nursing for registered nurses. Required nursing courses are usually scheduled for evenings so that students can continue their present employment.

### **Admission Requirements**

Candidates for admission to the B.S. program are required to be licensed registered nurses. However, applicants who have taken but have not received notification of having passed the NCLEX exam may be admitted to LIU Post as limited matriculants.

Such applicants may enroll for one semester only. Evidence of licensure must be presented by all such students prior to enrollment in courses during the subsequent semester. Candidates for admission to the Nursing Program must present a cumulative index of 3.0 or better. Applicants presenting with a GPA of less than 3.0 are evaluated for acceptance into the program on an individual basis by the Department of Nursing Chairman, and may be admitted into the program on a limited matriculation status.

International students are also required to achieve a minimum Test of English as a Foreign Language (TOEFL) score of 85 Internet-based (a minimum listening score of 22 is also required); 225 Computer-based; or 563 Paper-based. IELTS of 7.5 or above is also acceptable. Applicants who received their licensure or degree from outside of the United States may be admitted to LIU Post after appropriate evaluation of degree and prior coursework.

Matriculation in the nursing program is maintained by consistent completion of 3 credits per college semester. If a student plans to be out of attendance for a semester, he/she must apply for an official leave of absence (see Academic Advisor for Leave of Absence application form). If a student wishes to take courses at another college while being a matriculated student at LIU Post, he/she will need to obtain permission from the LIU Post Campus Academic Standing Committee.

### **Core Curriculum Requirements**

The LIU Post Core Curriculum is designed to prescribe courses that give all students a foundation in the liberal arts and sciences. In addition to 6 credits in English composition, students are required to satisfy proficiencies and/or take a minimum of 44 credits in eight major areas: 1) basic competencies (oral, library and computer skills\*); 2) laboratory sciences (8 credits); 3) history and philosophy (9 credits, at least three credits from each discipline); 4) language and literature (6 credits in sequence); 5) fine arts (3 credits in each of two disciplines); 6) political science and economics (6 credits); 7) sociology, psychology, geography and anthropology (6 credits in one discipline); and 8) mathematics (3 credits). Students in the BS program are expected to satisfy their laboratory science requirement with eight credits in anatomy and physiology courses, and their mathematics requirement with a statistics course. The Campus has also instituted a

Writing Across the Curriculum program, which stipulates that transfer students take a minimum of two courses designated as “writing intensive” as part of their undergraduate degree requirements. Challenge examinations may be available in particular courses. Students interested in challenge exams need to contact their Academic Advisor.

### **Departmental Degree Requirements**

In addition to the core curriculum requirements, nursing students in the BS program are required to take eleven credits of co-related courses, including, chemistry, microbiology, and social science. Graduates of an associate degree program in nursing receive 28 transfer credits for previous nursing education and graduates of diploma schools receive 28 credits of advanced standing towards the degree.

The upper division nursing courses for the bachelor’s degree include: nursing theory, nursing research, human growth and development, issues in professional nursing, health assessment, family nursing, community health nursing, pathophysiology, management theory and communication and group skills in the healthcare setting. In summary, a total of 37 credits in undergraduate nursing courses are required.

Students must maintain a 3.0 GPA in the nursing major and a 3.0 GPA overall (cumulative GPA) in order to stay matriculated in the program and to graduate. Students must achieve a C or better in all nursing courses. For all clinical courses, students must achieve a C or better in both clinical and theoretical components of the course in order to receive a passing grade. If less than a C is achieved in either component of the clinical course, both components must be repeated. Students have the option to repeat a course one time only. An incomplete (I) may be granted at the discretion of the professor. Incompletes must be completed within one year or sooner (at the discretion of the professor). Incompletes not done within the time-frame will be changed to a failing grade. Students with “incompletes” in nursing courses may need approval from the Department before registering for additional nursing courses. It is recommended that students complete the nursing program within five years.

## Plan of Study for the BS in Nursing Program

### A – College Core Curriculum

English Composition	6 cr
Language, Literature	6 cr
History, Philosophy	9 cr
Political Science, Economics	6 cr
Social Sciences	6 cr
Laboratory Science (anatomy & physiology)	8 cr
Fine Arts	6 cr
Math (Statistics)	3 cr
	<b>50 cr</b>

### B – Previous Nursing Education

**28 cr**

### C – Co-related Course Requirements

Chemistry 1: Foundations of Chemistry	4 cr
Lower-level Science validation (transfer, challenge exam (CLEP))	
Bio 135/ HSMB 90: Microbiology	4 cr
Validation: transfer, challenge exam (CLEP)	
Social Science elective	3 cr
	<b>11 cr</b>

### D – Upper Division Nursing Courses

The following courses may have pre-requisites and co-requisites.  
Students are advised to refer to the LIU Post undergraduate bulletin.

NUR 79 The Philosophical & Conceptual Basis of Nursing	3 cr
NUR 81 Issues in Professional Nursing	3 cr
NUR 82 Nursing Research	3 cr
NUR 82P Nursing Research Proposal Seminar	1 cr
NUR 84 Health and the Human Life Cycle	3 cr
NUR 85 Health Assessment	4 cr
NUR 86 Family Health Nursing	5 cr
NUR 87 Community Health Nursing	6 cr
NUR 90 Management Theory and Nursing	3 cr
NUR 99 Pathophysiology	3 cr
NUR 91 Communication and Group Skills in the Health Care Setting	3 cr
	<b>37 cr</b>

### E – Elective

**2 cr**

**Requirements for Graduation** - *A student must achieve a 3.0 GPA in order to graduate.*

50	Core
28	Lower-Level Validation
11	Co-related Courses
37	Nursing
2	Elective
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128	

**Program Planning**

Individual student advising is available in the Nursing Department. The Academic Advisor in the Department meets with new students individually to explain departmental requirements, advise students on appropriate course selection and help the student develop an overall plan of study. The telephone number of the Academic Advisor is (516) 299-3533. All bachelor of science degree candidates are assigned a faculty advisor in order to provide additional career advice and guidance throughout the program.

Although the program is designed as a part-time, evening program of study (students are encouraged to take six (6) credits every semester), students may elect to take more liberal arts courses, or may be eligible to take additional nursing courses. Nursing courses are usually scheduled to begin at 5:00 pm. Students are able to continue their employment in nursing. Students should plan on completion of the program within a maximum of five years. Students are responsible for all policies and procedures as stated in the LIU Post Undergraduate Bulletin and the university’s website.

The faculty of the Department of Nursing reserves the right to make changes in policy and curriculum. These changes will be communicated to the students via the LIU email system.

**ADDITIONAL STUDENT INFORMATION**

**1. Student Grievance Policy**

The School of Health Professions and Nursing (SHPN) faculty members are committed to assist students with any academic difficulties. A student who wishes to submit a grievance has the right to do so by utilizing the following procedures:

1. A student must follow his/her department grievance policy first before proceeding to the SHPN policy.

2. Any academic conduct policy violation initiated by instructors/faculty members will follow the disciplinary/appeals processes as outlined in the LIU website. Students should refer to the following websites for the procedures and for their rights as a student.

<http://www.liu.edu/cwpost/academicconduct>

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Standards.aspx>

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Disciplinary>

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Appeals>

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Rights>

Grievance Procedure (Grievances not related to academic conduct policy violations)

a. Instructor/faculty member:

The student must first make an effort to resolve the matter with the course instructor/faculty member. The student must contact the instructor or faculty member within 10 business days of the issue. The instructor will meet with the student to discuss the grievance within 5 business days of being contacted. If there is no resolution, the student may file a formal written grievance (SHPN Grievance Form) with the Chair/Program Director of the department within 10 business days after meeting with the instructor/faculty member.

b. Chair/Program Director:

The Chair/Director will schedule a meeting with the student within 5 business days of his/her receipt of the student grievance. At this time the Chair/Director may also consult with the faculty member/instructor to discuss the grievance and attempt to resolve the matter. The Chair/Director may consult other members of his/her department informally or as part of a departmental meeting/committee. Individual departments shall determine such procedures. The Chair/Director must advise the student in writing of his/her finding within 10 business days of the meeting with the student.

c. Dean:

- Subject to the procedures outlined below, the student may appeal the decision to the Dean of the School of Health Professions and Nursing within 10 business days of the issuance of the Chair/Director's decision. The student must submit a written appeal to the Dean (Grievance Appeal Request Form) indicating (1) the basis of the appeal and (2) all methods used to date to resolve the problem.
- The Dean will review the case and, if she/he believes the appeal has merit, will refer the matter to the Dean's Academic Standing Committee. A meeting of the Academic Standing Committee will be convened within 10 business days of receipt of the referral.
- The Academic Standing Committee will hear statements from both the student and faculty/department.
- The Academic Standing Committee will make a recommendation to the Dean within 5 business days after the conclusion of its meeting.
- The student will be notified by the Dean in writing of the decision within 10 business days of the dean receiving the recommendation from the Academic Standing Committee.
- The Dean's decision is the final decision making body within the School of Health Professions and Nursing. If the student wishes to appeal the Dean's decision, the student must submit a Grievance Appeal Request Form to the Office of the Vice President of Academic Affairs (stating the reasons why the Dean's decision is being appealed) within 5 business days after receipt of the Dean's letter.

## **2. Basis for Appeal**

It is presumed that academic decisions result from consistent, fair, and equitable application of clearly articulated standards and procedures. Students appealing such decisions (to the Dean or Vice President of Academic Affairs) must demonstrate that the standards and procedures were not clearly stated or that they were not applied in a consistent, fair and equitable manner. The burden of proof of an appeal is on the student.

## **LIU Post Academic Conduct Policy**

The Academic Conduct Policy of the LIU Post Campus promotes an academic community characterized by respect, honesty, originality, and fairness. Academic misconduct such as plagiarism, cheating, fabrication, sabotage or assisting someone in the committing of any of the acts, is a violation of this Policy. Any student found engaging in academic misconduct is subject to disciplinary action.

Information about the Policy and resources to prevent violating it can be found in the Academic Conduct Policies and Standards section of the website. All students are required to review the contents of the website located at:

<http://www.liu.edu/cwpost/academicconduct>

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct.aspx>

The following are many of the policies, however, students are also required to familiarize themselves with all university policies as outlined in the student handbook and the university website.

If you have any questions about the policies, please speak to your professors or academic advisors.

### **Academic Conduct Policies and Standards**

Through its mission and Student Affairs Ethos Statement, LIU Post encourages its students to become model and well-educated citizens. The Academic Conduct Ethos Statement mirrors these same ideals and expectations.

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct.aspx>

### **Ethos Statement**

The LIU Post Campus is committed to the advancement of learning and service to society. Its educational mission reflects a commitment to intellectual rigor, social justice, and active engagement of contemporary issues. Working together as a community, students, faculty, and administrators help foster a Campus atmosphere that advances the mission of the Campus.

The principles of the LIU Post mission statement challenge students to:

strive for excellence

become men and women in service to others

integrate curricular and co-curricular learning

develop talents through discovery and reflection  
be concerned for the welfare of each person

To achieve all these ideals, all students are expected to contribute, through their words, actions, and commitments, to the development and sustenance of an academic community characterized by respect, honesty, originality, and fairness. These characteristics are essential to ensure the rights and privileges of all students and faculty while preserving the academic integrity of our educational community.

The standards of academic conduct are designed to foster the highest ideals of academic integrity. Adherence to these standards by all members of the campus community promotes excellence in teaching and learning.

### **Academic Conduct Policy Standards**

The following standards, or set of responsibilities, of academic conduct are designed to foster the highest ideals of academic integrity and are intended to clarify expectations. Listed after each one is a description of activities that violate the standard.

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Standards.aspx>

### **Academic Respect for the Work of Others**

**Plagiarism:** representing in any academic activity the words or ideas of another as one's own (whether knowingly or in ignorance) without proper acknowledgement. This principle applies to texts published in print or on-line, to manuscripts, to your own work, and to the work of other students. Acts of plagiarism include but are not limited to:

Paraphrasing ideas, data, or writing (for instance, from web or online databases, books, periodicals, monographs, maps, charts, pamphlets, and other electronic sources), even if it makes up only part of your written assignment, without properly acknowledging the source; or

Using someone's words or phrases and embedding them in your own writing without using quotation marks and citing the source; or

Quoting material directly from a source, citing the source on the bibliography page, but failing to mark properly the author's text or materials with quotation marks and a citation; or

Submitting as your own part of or an entire work produced by someone else; or

Transferring and using another person's computer file as your own; or

Obtaining papers, tests, and other assessment material from organizations or individuals who make a practice of collecting papers for resubmission; or

Using visual images, dance performances, musical compositions, theatrical performances, and other digital resources (PowerPoint presentations, etc.) as your own without proper acknowledgement.

### **Academic Self-Respect**

**Facilitating Academic Dishonesty:** assisting another to cheat, fabricate, or plagiarize, including but not limited to:

1. Allowing another student to copy from you; or
2. Providing material or other information to another student with knowledge that such assistance could be used in any of the violations stated above (e.g., giving test information to students in other sections of the same course); or
3. Taking a quiz, exam, or similar evaluation in place of another person; or
4. Signing on the attendance sheet the name of a student who is not present.

### **Academic Honesty**

**Cheating:** Improper application of unauthorized materials, information, or study aids, including but not limited to:

1. Obtaining unauthorized prior knowledge of an examination or part of an examination; or
2. Using resources or instruments on academic tasks not explicitly permitted by the supervising instructor (e.g., textbook, notes, formula list, calculator, etc.); or
3. Using any electronic device in an academic exercise or examination that is not explicitly authorized by the supervising faculty. This includes but is not limited to

- the Internet, cell phones, beepers, iPods, headphones, PDAs, and other wireless handheld devices; or
4. Altering a graded exam or assignment and then requesting that it be regraded; or
  5. Collaborating by sharing information or requesting assistance, when such collaboration has been explicitly prohibited by the instructor; or
  6. Making use of another person's data or work without proper citation in an assignment; or
  7. Allowing another person to take a quiz, exam, or similar evaluation for you; or
  8. Submitting work with identical or similar content in concurrent courses without permission of the instructors; or
  9. Resubmitting a work that has already received credit with identical or substantially similar content in another course without consent of the present instructor.

### **Academic Originality**

**Fabrication:** falsification or invention of any information or citation in an academic activity, including but not limited to:

1. Crediting source material that was not used for research; or
2. Presenting results from research that was not performed; or
3. Altering data to support research; or
4. Inventing excuses for missed assignments, exams, or classes; or
5. Altering or falsifying University documents or records related to academic matters.

### **Academic Fairness**

**Sabotage:** this is understood as stealing, concealing, destroying or inappropriately modifying classroom or other instructional material, such as posted exams, library materials, laboratory supplies, or computer programs.

## **Disciplinary Process and Appeals Process**

Once a student of the academic community of LIU Post is accused of violating any of the Ethos principles above, a disciplinary process will follow. Students may obtain the specific disciplinary processes and appeals process at

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Disciplinary.aspx>

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Appals.aspx>

## **Ways to Prevent Violating the Academic Conduct Policy**

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Prevent.aspx>

The B. Davis Schwartz Memorial Library at the LIU Post Campus of has created some resources and web pages to help you to avoid the pitfalls of plagiarism and other unethical practices such as cheating.

Avoiding Plagiarizing the Work of Others

What is [Plagiarism?](#)

Recommendations:

- Organize your thoughts and sources when you begin a research project. Be sure to read and understand all instructions provided to you by your instructor.
- Always identify and document the sources used, so that when you prepare a bibliography or works cited page you will have all the information required. Never cite references that you did not use in your work.
- While doing your reading and research, take clear notes and include citation information. For examples of proper citing of references, [click here](#).
- For quotations, indicate the page numbers of the source. When paraphrasing others' ideas in your own words, remember that you still must cite the source.

- Always give credit to other authors and their work. This demonstrates that you are knowledgeable about the research on your topic and have put forth the effort to learn and investigate the subject matter.
- Above all else, when in doubt, ask for help from your instructor or a librarian.

For specifics on citing your sources, use the major style manuals (MLA, APA, etc.) in print or online, refer to the Library's [Citation Style](#) page or ask for help at the Reference Desk in the Library. Be sure to ask your instructor which style manual is acceptable. The [LIU Post Writing Center](#), located in Humanities Hall Room 202, offers writing assistance to students by appointment. Check the Web site for additional information.

### Avoiding Cheating on Exams or Tests

#### Recommendations:

- Do not allow your answers to be visible to others taking the exam.
- Do not bring any notes, books or other items into an examination unless if specifically authorized by the instructor or proctor.
- Avoid gazing around the room during exams.
- Cell phones and other electronic devices should be turned off and out of sight.
- Do not communicate with any other student during the exam.
- Arrive on time and hand all papers in promptly when asked.
- Do not fall victim to “acts of desperation.” Be sure to manage your studying time throughout the weeks leading up to an exam. If possible, try not to cram before the exam.

There are also numerous tutoring services available on campus, including the Peer Tutoring Program. Content tutoring services are available through the College of Liberal Arts and Sciences, the College of Management, the School of Health Professions and Nursing. Visit the [Tutoring Services](#) Web site for more information.

### Avoiding Other Violations of the Academic Conduct Policy

#### Recommendations:

- Do not work on with another student on any assignment unless explicitly approved by your instructor. Be sure to understand the instructor's expectations for individual and group work.
- An assignment you completed for a course should never be resubmitted for credit in another course.
- Do not lend your work to other students.
- Never take an exam for someone else.
- Keep copies of all work submitted during a course (including rough drafts and notes) until your final grade is received. If necessary, this can provide evidence of original work. This also holds for electronic assignments – save previous versions under different names.
- If you submit an assignment electronically to an instructor, be sure to request confirmation of receipt. Although discouraged, if you do not submit the assignment directly to your instructor (i.e., slid under door, left in mailbox, etc.), be sure to follow-up by phone or by email with the instructor the next day to be sure it was received.

### **Anti-Harassment/Discrimination Policy and Complaint Procedure**

Long Island University is committed to enforcing anti-harassment and discrimination policies. Please refer to the following website for detailed information.

<http://www.liu.edu/About/Administration/University-Departments/Human-Resources/HR-Policies/Anti-Harassment-Discrimination-Policy.aspx>

### **Disability Support Services: (DDS)**

The Office of Disability Support Services at LIU Post collaborates with students with disabilities to ensure equal access to all programs, services and facilities on the LIU Post Campus as well as LIU's regional campuses. Please refer to the following website for detailed information.

<http://www.liu.edu/CWPost/StudentLife/Services/LSC/DSS.aspx>