Dear Student, Welcome!

On behalf of the faculty and staff of the nursing program at CUNY School of Professional Studies, I would like to welcome you and offer congratulations on your admission to the college.

Pursuing an advanced nursing degree is one of the most worthwhile undertakings in one’s life. Therefore, I am pleased that you have chosen to join the student body at CUNY SPS, in your quest for knowledge. I know the memories you create during this experience will enrich and inspire your life.

Throughout your tenure as a student, there will be many challenges. Embrace them as you aspire toward personal and professional growth and development. Always be mindful that education is a journey to be savored. Therefore, invest fully in your pursuit of learning.

Please take a few minutes to familiarize yourselves with the information contained in this handbook. It will provide an overview of the Nursing Program, the requirements and some of the rules and regulations that will guide you during your tenure at CUNY SPS.

Please sign the Graduate Nursing Student Policies Acknowledgement Form found in the appendices of this handbook then submit it as directed.

Best regards,
Dr. Margaret Reilly, Academic Program Director
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Nursing Program Mission

Mission
The mission and vision of the School of Professional Studies online nursing programs is to offer a liberal arts-based educational experience which will guide students in attaining the knowledge, skills, and values essential for professional nurse leaders and managers, including the ability to make sound judgments and address the health needs of diverse cultural groups.

Nursing Program Philosophy
The philosophy of the CUNY SPS Nursing programs encompasses the faculty’s beliefs about the concepts of Education, Nursing, Persons, Society/Environment and Health and provides a framework for the nursing curriculum. The nursing program’s mission, philosophy and goals and outcomes are consistent with the School of Professional Studies’ Mission statement calling for education to be responsive to emerging needs of the student.

Persons
The faculty defines persons to include the individual, family, and community. The nurse interacts with them during normal life events as well as critical life situations. All persons have worth and dignity and are to be respected within the context of their belief systems which include physical, psychological, cultural and spiritual dimensions. The faculty believes that each person has an innate ability and responsibility to choose among situations in their life. Nurses facilitate a person’s healthcare decision making by providing appropriate health education and health care interventions so that patients, families, and communities can fulfill their human potential.

Nursing Education
The faculty believes that education for professional nursing practice is rightfully conducted in an institution of higher learning, with a strong foundation of liberal arts and sciences supporting the nursing major. Nursing education is a partnership characterized by mutual respect between faculty and students. The responsibility for learning lies with the students, who come equipped with prior knowledge and experiences as well as a desire for lifelong learning. The faculty encourages the students’ spirit of inquiry and provides educational experiences that foster the responsibility, independence, and critical thinking of the learner.

Nursing
The faculty believes that nursing is an evidence-based practice profession, which promotes optimal health across the life span through health teaching, health counseling, and provision of care and support for individuals, families and communities. In the rapidly changing health care environment of the 21st century, the registered nurse must be ready to assume greater responsibility for the successful outcome of patient health care goals. Understanding the complexity that cultural beliefs and practices provide in an unfolding healthcare situation is critical for the nurse if she/he is to successfully assist the patient to attain and maintain their highest level of wellness and achieve greater health equity.

Being knowledgeable in healthcare policy, politics and delivery systems as well as having a deeper understanding of the role of other healthcare personnel will prepare nurses to advocate for their patients as they negotiate the complex labyrinth of services needed to maintain optimal health. To support these efforts, nurses must demonstrate facility with technology, intellectual curiosity and a sense of social responsibility.

Society/ Environment
The faculty believes that the environment is the context in which persons fulfill their basic needs and achieve
their greatest potential. In the environment there are mutual and simultaneous interactions among persons. Societal groups within the environment include families, communities, institutions and nations and these are interrelated and interdependent. Our community is global and our patient population is mobile. The patient comes from the community and returns to the community in a whole or altered state. A deeper understanding of the resources available to the patient in the community and the role the family plays in helping the patient achieve their highest level of wellness is essential for all healthcare workers. To ensure patients’ optimal health, nurses must also be able to access and utilize the best available data in developing effective plans of care.

Health
The faculty believes that health is a state of wellness or optimal functioning encompassing both disease and non-disease states of the individual. It includes a physical, psychological, social and spiritual dimension. A person’s health state influences the interchanges between individuals, family and community.

Accreditation
The CUNY SPS Graduate Nursing programs at CUNY School of Professional Studies is accredited by the New York State Education Department. A CCNE accreditation visit will take place in September 2019.

Graduate Nursing Programs
Graduate level Nursing program include the following:
- MS in Nursing Education
- MS in Nursing Informatics
- MS in Nursing Organizational Leadership
- Accelerated RN- BS/MS in Nursing Education
- Accelerated RN- BS/MS in Nursing Informatics
- Accelerated RN- BS/MS in Nursing Organizational Leadership
- Advanced Certificate in Nursing Education
- Advanced Certificate in Nursing Informatics
- Advanced Certificate in Nursing Organizational Leadership

Program Goals and Outcomes

Master of Science Nursing Programs
Program learning outcomes are adapted from, and consistent with the American Association of Colleges of Nursing (AACN) Essentials of Master's Education in Nursing. Upon completion of the program the graduates will:
1. Demonstrate effective communication with diverse client populations, disciplines, and staff ensuring optimal health promotion.
2. Apply leadership skills to guide and educate nursing staff to make sound judgments in the provision of safe, quality nursing care.
3. Assume a leadership role in collaborative teams to improve care outcomes and advocate for policy changes through knowledge creation, distribution, and application.
4. Design health policies that address local and global population health issues.
5. Analyze current and emerging technologies and informatics systems to support safe practice environments, and optimize quality care, cost-effectiveness, and health outcomes.
6. Demonstrate effective management of patient care across disciplines to ensure best possible health care outcomes, including clinical prevention strategies.
7. Conduct research, implement evidenced-based care, and quantify the impact on quality and safety.
8. Demonstrate an understanding of how healthcare delivery systems are organized and financed and how this impacts patient outcomes; and identify the economic, legal, and political factors that influence health care.

9. Integrate nursing and related sciences in the design, delivery, and evaluation of health care for diverse populations.

**Nursing Education (NE)**
1. Integrate program planning and curriculum development based on a comprehensive assessment of learning theories, styles, and needs of diverse learners.
2. Synthesize pedagogical strategies and best practices in the design, implementation, and evaluation of nursing curricula.
3. Implement current and emerging technologies in the education of nursing students, practicing nurses, and faculty to support lifelong learning.

**Nursing Informatics (NI)**
1. Synthesize organizational science and informatics theory to make changes in nursing practice.
2. Provide oversight and guidance in the selection and integration of technologies to document patient care and improve health outcomes.
3. Analyze current and emerging technologies for applications in safety and quality improvement, research and evidence-based practice, and nursing education.

**Nursing Organizational Leadership (NO)**
1. Analyze how policies impact the structure and financing of healthcare, nursing organizations, and health outcomes.
2. Advocate and mentor the professional nurse as a member and leader of interprofessional teams.
3. Design a nursing organization business plan utilizing budgeting, cost-benefit analysis, and marketing principles.

**Program Goals – Accelerated BS to MSN and MSN Programs**
1. Graduation rates (75% of traditional MSN students will graduate within five years; 75% of Dual BS-MSN program students will graduate within seven years).
2. Program satisfaction: Program alumni and employers will report 80% or higher satisfaction based on terminal student learning outcomes.
3. Job placement rates: 80% or higher of alumni desiring a new position will report attainment within 12 months of graduation.

**Program Goals – Advanced Certificate Programs**
1. Certificate completion rates: 80% of certificate participants will complete the program within two years.
2. Program satisfaction: Certificate participants will report 80% or higher satisfaction based on terminal student learning outcomes.
3. Job placement rates: 80% or higher of certificate participants desiring a new position will report attainment within 12 months of graduation.
Graduate Nursing Program Curriculum

The curricula will prepare students to meet the challenges and mandates for the revised healthcare system. As per accreditation guidelines, all Master’s programs must include the core components of the three “P's” of Advanced Practice: Advanced Pathophysiology, Advanced [Physical and] Health Assessment, and Advanced Pharmacology.

MS in Nursing Programs

Each 45 credit MS program is comprised of nine core courses (27 credits), four courses (15 credits) in the specialized area of nursing, and one nursing elective course (3 credits). To satisfy the elective, students may take a course in a specialization area other than the one they are enrolled in, or they may select, in consultation with an academic advisor, a course from another program offered by CUNY SPS (e.g., MA in Disability Studies or the MA in Psychology). Students may enroll full-time or part-time. Those who opt to enroll full time will be able to complete the program in three semesters.

Courses are three credits unless otherwise indicated.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Nursing Informatics</th>
<th>Nursing Organizational Leadership</th>
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<tbody>
<tr>
<td>NURS 600 - Policy and Ethics in Nursing</td>
<td>NURS 616 - Understanding and Management of Decision Support and Health Information Systems</td>
<td>NURS 621 - Leading and Managing Health Care Disparities and Underserved Populations</td>
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<tr>
<td>NURS 601 - Nursing Theory and Role Development</td>
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<td>NURS 611 – Advanced Practice Health Assessment</td>
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<td>NURS 612 – Advanced Practice Pathophysiology</td>
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<tr>
<td>NURS 613 – Advanced Practice Pharmacology</td>
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<tr>
<td>NURS 615 - Advanced Nursing Informatics</td>
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<tr>
<td>NURS 610 - Nursing Curriculum and Program Planning</td>
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<tr>
<td>NURS 616 - Understanding and Management of Decision Support and Health Information Systems</td>
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<td>NURS 617 - Project Management, Systems Analysis and Design for Quality Patient Outcomes</td>
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<tr>
<td>NURS 620 - Pedagogical Strategies and Best Practices in Nursing Education</td>
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<tr>
<td>NURS 618 - Nursing Informatics Applications: Education, Research, Quality Management, Patient Care, and Evidence Based Practice</td>
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<tr>
<td>NURS 621 - Leading and Managing Health Care Disparities and Underserved Populations</td>
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<tr>
<td>NURS 630 - Measurement and Evaluation in Nursing Education</td>
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<tr>
<td>NURS 622 - Nursing Quality and Safety Strategic Planning</td>
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<tr>
<td>NURS 639 - Nursing Education Practicum (6 credits)</td>
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<tr>
<td>NURS 623 - Transformational Nursing Leadership in Community, Regulatory, and Healthcare Organizations</td>
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<tr>
<td>NURS 649 - Nursing Organization Leadership Transforming Healthcare Practicum (6 credits)</td>
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<tr>
<td>Elective</td>
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To view the full curriculum, visit: [https://sps.cuny.edu/online-nursing-degree-programs](https://sps.cuny.edu/online-nursing-degree-programs)
**Accelerated BS to MS in Nursing**

The 150 credit BS - MSN curriculums will include select courses from the BS in Nursing. Students will take the essential core MSN courses and an 18 credit concentration. Coursework not taken at the BS level will be covered in the more advanced MSN coursework. Students may enroll full-time or part-time. Those who opt to enroll full time will be able to complete the program in five semesters. Students who opt out with a BS in nursing will be required to complete all RN to BS degree courses.

<table>
<thead>
<tr>
<th>BS- MS in NURSING</th>
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<tbody>
<tr>
<td>Undergraduate</td>
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<tr>
<td>AAS in Nursing Transfer Credits</td>
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<tr>
<td>General Education: 22 Credits</td>
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<tr>
<td>Nursing Coursework 33 credits</td>
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<tr>
<td>Other LAS Requirements 11 credits</td>
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<tr>
<td>BS Required in Nursing</td>
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<tr>
<td>General Education</td>
<td></td>
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<tr>
<td>BIO 310 - Pathophysiology &amp; Pharmacology 3 credits</td>
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<tr>
<td>CHEM 101 - General Chemistry 3 credits</td>
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<tr>
<td>MATH 215 - Introduction to Statistics 3 credits</td>
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<tr>
<td>BS—MS Nursing Coursework</td>
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<tr>
<td>NURS 300 – Transition to Professional Nursing 3 credits</td>
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<tr>
<td>NURS 301 – Health Assessment for Culturally Diverse Populations 3 credits</td>
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<tr>
<td>NURS 302 - Health Teaching in Diverse Cultures 3 credits</td>
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<tr>
<td>NURS 303 – Caring for Patients, Including Diverse Populations, in their Communities (4 cr)</td>
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<tr>
<td>NURS 313 – Nursing Informatics [Fulfilled by NURS 615 Advanced Nursing Informatics 3 credits]</td>
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<tr>
<td>NURS 350 – Nursing Research [Fulfilled by NURS 626 Advanced Nursing Research Methods 3 credits]</td>
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<td>NURS 461 - Global Health and Policy Issues 3 credits</td>
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<tr>
<td>NURS 499 -Leadership and Management in Healthcare Capstone Course 5 credits</td>
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<tr>
<td>Nursing Electives</td>
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<tr>
<td>NURS 625 Statistics for Advanced Nursing Practice 3 credits</td>
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<tr>
<td>NURS 612 Advanced Practice Pathophysiology 3 credits</td>
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<tr>
<td>NURS 602 Healthcare Finance and Management 3 credits</td>
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<tr>
<td>NURS 600 Policy &amp; Ethics in Nursing 3 credits</td>
<td></td>
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<tr>
<td>NURS 601 Nursing Theory &amp; Role Development 3 credits</td>
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<td>NURS 613 Advanced Practice Pharmacology 3 credits</td>
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### Nursing Education - 18 Credits

- NURS 610 Nursing Curriculum & Program Planning 3 credits
- NURS 620 Pedagogical Strategies & Best Practices in Nursing Education 3 credits
- NURS 630 Measurement and Evaluation in Nursing Education 3 credits
- NURS 639 Nursing education practicum (6 credits)

### Nursing Informatics - 18 Credits

- NURS 616 Understanding and Management of Decision Support and Health Information Systems 3 credits
- NURS 617 Project Management and Systems Analysis and Design for Quality Patient Outcomes 3 credits
- NURS 618 Nursing Informatics Applications: Education, Research, Quality Management, Patient Care, and Evidence Based Practice 3 credits
- NURS 619 Nursing Informatics Practicum (6 credits)
- Graduate Elective (3 credits)

### Nursing Organizational Leadership - 18 Credits

- NURS 621 Leading and Managing Healthcare Disparities and Underserved Populations 3 credits
- NURS 622 Nursing Quality & Safety Strategic Planning 3 credits
- NURS 623 Transformational Nursing Leadership in Community, Regulatory, and Healthcare Organizations 3 credits
- NURS 649 Nursing Organization Leadership Transforming Healthcare Practicum (6 credits)
- Graduate Elective (Elective)
**Advanced Practice Certificates**

The Advanced Practice Certificates will each require 18 credits of coursework. All course prerequisites are met by virtue of having completed a MS in nursing prior to enrolling in the Advanced Practice Certificates.

<table>
<thead>
<tr>
<th>Nursing Education</th>
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<tbody>
<tr>
<td>NURS 610 - Nursing Curriculum and Program Planning</td>
<td>3</td>
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<td>NURS 620 - Pedagogical Strategies and Best Practices in Nursing Education</td>
<td>3</td>
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<td>NURS 630 - Measurement and Evaluation in Nursing Education</td>
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<td><strong>TOTAL CREDITS</strong></td>
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<tr>
<td><strong>TOTAL CREDITS</strong></td>
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Nursing Program Policies

I. Communication

All students should regularly visit the Blackboard Organization: CUNY SPS GRAD Nursing Notes for GRADUATE Nursing Students for important Program information

All student- faculty communication should follow this format:
- Student first discusses issues/ concerns with course instructor
- If additional information/ clarification is needed the course instructor and/or student will speak with the Program Director

II. Participation in Classes
- Be prepared with required text(s) and supplies
- Complete all coursework on time
- Actively participate as required in Blackboard

Note about submitted assignments:
Online courses at CUNY SPS use SafeAssign for student submission of written assignments. This program compares submitted assignments against a set of sources to identify areas of overlap between the submitted assignment and existing works. Essentially it is used to ensure that students’ work is not plagiarized and helps students identify how to properly attribute sources rather than paraphrase.

The following are some resources to help understand the correct way to cite and use sources in assignments; these resources are also posted in each Blackboard course site:
- [https://owl.english.purdue.edu/owl/resource/560/01](https://owl.english.purdue.edu/owl/resource/560/01)
- [https://owl.english.purdue.edu/owl/owlprint/563](https://owl.english.purdue.edu/owl/owlprint/563)
- CUNY SPS writing fellows: [http://bacwritingfellows.commons.gc.cuny.edu](http://bacwritingfellows.commons.gc.cuny.edu)

III. Residency
*NOTE: Since the CUNY SPS Graduate Nursing program is online, enrollment in the program does not qualify individuals for a student Visa.

IV. Practicum Course Requirements

Each MS track has a six-credit practicum experience (Nursing Education, Nursing Informatics, and Nursing Organizational Leadership). These 135 hour total practicum experiences include a required thesis/ scholarly project that demonstrates that the student has synthesized skills attained that positively influence nursing education; nursing informatics; and/or nursing practice and patient outcomes, or contributes to nursing research. The student is partnered with a skilled nurse educator, nursing informatics specialist, or executive nursing organization leader and collaboratively develops goals for the experience. Additionally, students in the nurse educator track must participate in a direct care practicum experience with an advanced practice nurse as a component of their 135 hour requirement.

Students enrolled in practicum courses must meet the following requirements:

A. Practicum Placement: Nursing faculty will work with students to determine optimal practicum placements and potential preceptors.

B. Preceptorship: Practicum preceptor experiences are one-to-one relationships created between the CUNY Graduate student and more experienced nurses who have achieved a minimum of a Master’s Degree. Working collaboratively with the preceptor, the student gains advanced expertise and receives feedback to facilitate
synthesis and integration of new knowledge with the students' existing knowledge base and level of skill. These experiences enhance the students' expertise in Nursing Education, Nursing Informatics, or Nursing Organizational Leadership.

i. Students are responsible for finding a qualified preceptor (with the approval of the Nursing program) in order to successfully complete the practicum component of the program.

ii. Graduate Practicum Agreement: The student must identify the agency and preceptor and submit this information the semester prior to enrolling in the Practicum course; she/he must complete the CUNY SPS Graduate Nursing Student Clinical Practicum Request Form then submit it by October 15 for the Spring term or April 15 for the Fall term to Nursing.Clinical@sps.cuny.edu. The form may be accessed at the Blackboard Organization under "My Organizations":

CUNY SPS GRAD Nursing Notes (for GRADUATE Nursing Students)

Additional details can be found in the course syllabi for each practicum course

iii. Roles of the Instructor, Preceptor, and Student

Graduate Faculty Responsibilities

I. Prior to the initiation of the practicum experience, The Graduate Faculty or designee will:

   A. Communicate with the site and request placements for a student(s) for the upcoming semester. Faculty members are responsible for approval of sites and preceptors.
   B. When indicated, send a verification letter/form to the preceptor and site with names of the student and contact faculty member and the dates in which the student will be completing a rotation at the site. Comply with any requirements required by the school/agency.
   C. Provide a copy of the course description, requirements which includes the course outcomes and the appropriate evaluation form to the preceptor and site.
   D. Ensure that a current contract/letter of agreement exists between the agency and the CUNY SPS, if required.

II. CUNY SPS Nursing faculty member and all preceptors will jointly evaluate the graduate student's performance in the clinical setting but the faculty is ultimately responsible for student evaluation and grade assignment. Evaluation/Documentation forms to be used throughout and upon completion of the clinical preceptorship will be provided by students in the setting.

III. CUNY SPS Nursing Faculty will provide periodic site evaluations and will be available for consultation as requested to the student, preceptor, and clinical site.

IV. CUNY SPS Nursing Faculty will retain final authority for determining when the graduate student has successfully met requirements for satisfactory completion of the practicum experience and course requirements.

V. Practicum sites and preceptors are evaluated annually by CUNY SPS Graduate Program Faculty.

VI. CUNY SPS Nursing Faculty members will be responsible to the student for:

   A. Assistance in arranging the practicum experiences to meet the course and student objectives.
   B. Periodic site clinical evaluations as determined by the faculty and student.
   C. Consultation at the practicum site as requested by the student and/or preceptor.
Practicum Site Selection Criteria and Responsibilities

The settings chosen shall provide experiences appropriate to the graduate student's educational needs in either nursing education, nursing informatics, or nursing organizational leadership.

Nursing Education students should be allowed to perform all the required student/staff development activities for their specific role. These activities include, but are not limited to:

1. Critical analysis of the nursing curriculum in the clinical site.
2. Implementation of instructions specific to the needs of the clinical site.
3. Instruction in both classroom and campus lab/clinical sites.
5. Participation in academic meetings for curriculum, nursing organization, and program evaluation.
6. Opportunities to develop in-depth knowledge and expertise in a particular area of nursing that includes graduate-level clinical practice content and experiences.
7. Additionally, nurse educator students must complete direct care hours as a part of their practicum hours.

Nursing Informatics students will perform informatics activities based on their objectives for their specific role at the agency/hospital site. These activities include, but are not limited to:

1. Analysis informatics systems
2. Evaluate the information requirements for quality care outcomes
3. Compare and contrast informatics strategies to determine the impact on the affected groups in the healthcare setting
4. Participate in the site's interprofessional informatics team meetings

Nursing Leadership and Administration in Health Systems students will perform management activities based on their objectives for their specific role. These activities include, but are not limited to:

1. Participation in the administration of selected aspects of a health care agency/system.
2. Analysis of the responsibility and accountability of administrators of selected departments functioning in a health care agency/system.
3. Evaluation of the role of nurses and other health care providers in the administration of a health care agency/system.
4. Analysis of current issues in health care systems with emphasis on the role of nurse administrators in developing creative solutions.

Preceptor Selection Criteria and Responsibilities

I. Selection Criteria

Preceptor selection criteria shall include:

A. Current license to practice as a Registered Nurse in New York State.
B. Master's Degree in Nursing (required), doctorate preferred.
C. Appropriately credentialed (i.e., national certification as appropriate).
D. Minimum of one year practice experience, in clinical specialty and role.
E. Current role as a Nurse Educator, Nurse Informatics Specialist or Executive Nursing Organizational Leader.
F. Willingness to participate actively in the education and contribute to the evaluation process of the graduate student.

II. Preceptor Responsibilities

A. Orientation
   i. The graduate student should arrange to meet with the identified preceptor for orientation at the initiation of the actual clinical experience.
   ii. During orientation to the clinical setting, the graduate preceptor(s) should:
a. Communicate general guidelines to be used for preceptor/student interactions and for review and feedback of student performance.
b. Review policies, procedures, and protocols specific to the setting and role as appropriate.
c. Review student’s previous learning experiences and practicum learning outcomes.
d. Encourage student to identify strengths and areas for continued professional growth.
e. Negotiate a schedule with the graduate student. In order to ensure an optimal practicum experience; all graduate students are required to arrange their schedules to assure continuity of experiences as applicable to the specific specialty and role. If the student will be absent on a scheduled day, the student is responsible for notifying the preceptor and the faculty prior to the day or in the case of illness before the start of the scheduled day.

III. Clinical Supervision and Teaching
The graduate preceptor should:
A. Provide timely and necessary input to student regarding student's ability to meet course learning outcomes throughout the practicum.
B. Assess the competence of the graduate student in providing role responsibilities to clients and populations.
C. Directly mentor the graduate student in the performance of role responsibilities.

Graduate Student Responsibilities

Academic Integrity and Professional Expectations
According to the American Nurses Association, The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, education, evidence-based practice and research, quality of practice, communication, leadership, collaboration, professional practice evaluation, resource utilization and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their health care consumers, their peers, and ultimately to society.

Consistent with these standards, the Graduate Nursing program at the CUNY School of Professional Studies therefore expects students to demonstrate a set of values and attitudes consistent with the highest professional standards, and to comply with professional nursing standards and institutional codes of conduct. This includes compliance with Academic Integrity Policies. It is essential that all Nursing students become familiar with these policies. The full text of these policies may be accessed via https://sps.cuny.edu/about/dean/policies/academic-and-student-policies/academic-integrity.

Any suspected violations of the Academic Integrity Policies will be reported and investigated, as outlined below.

Process for Academic Integrity Violation:
Faculty report all evidence of academic integrity violations to the Academic Director and the Associate Dean for Academic Affairs. An investigation follows by the Academic Integrity Officer. Examples of academic integrity violations can include:

• Fails to provide information required for clinical experience placement, including a criminal background check or other prescreening or immunization requirements;
• Is ineligible for participation in the clinical experience at a health facility for any reason;
• Fails to complete successfully the required number of clinical experience hours for course completion; and/or falsifies required clinical documentation.
• Demonstrates a lack of commitment to the values of the nursing profession as evidenced through behavior and
attitudes during a clinical experience or within an online learning environment. This may include submitting assignments, blogs, discussion board posts, exams or other examples of student works that are not original to the submitter for the specific course.

- Please note that both a student who submits a previously submitted assignment as well as the student who shared their assignment will be charged with academic integrity violation.

- Any sharing of one’s BB login user name and/or password is against CUNY SPS policies.

- Potential consequences for academic integrity violations will follow CUNY Academic Integrity procedures and may include: suspension; notation on one’s records of academic integrity violations; program dismissal; and/or notification to the NYS Office of Professions.

- If a student’s behavior appears to present an immediate danger to the welfare and safety or rights of staff or patients, the dean suspends the student pending an investigation and decision.

- A student who receives a warning or is dismissed from the School of Nursing may appeal the decision according to the college’s Grievance policy http://www.esc.edu/academic-affairs/catalogs-guides/.

Practicum Course Requirements
The student is responsible for being self-directed in identifying initial and ongoing learning needs, for seeking learning opportunities to meet identified needs, and for being accountable for their performance in the selected role. The student will:

1. Discuss specific course learning outcomes and negotiate a mutually agreeable schedule with the preceptor prior to the actual preceptorship.

2. Create a CastleBranch account at http://portal.castlebranch.com/UK65. This is where students will submit clinical clearance requirements.

3. Complete all Clinical Clearance requirements prior to the experience.

   a. **Criminal Background Checks:** All CUNY Clinical Practicum Nursing students must have a background check and drug screen as a part of the clinical clearance process. At CUNY SPS this is accomplished through the student’s Castlebranch account.

   b. **Professional Liability Insurance Requirements:** All students participating in a clinical experience must have Professional Liability Insurance. The City University of New York provides liability insurance coverage for Nursing students participating in a clinical experience with an affiliated agency. This is provided at no cost and requires no action on the part of the students. However it is restricted to your participation in the clinical experience as it relates to your required coursework as a Nursing student at CUNYSPS. For participation at a clinical site without a formal affiliation agreement with CUNY SPS, the student must provide documentation of their own professional liability insurance.

For students who are currently working as Registered Nurses, it is recommended that you purchase your own professional liability insurance policy. Nurses can be sued and while you may be covered by your employer’s policy, there may be limitations. Below is a list of companies where you can obtain your own professional liability insurance should you choose to do so.

**Liability Insurance Companies:**
- Nurses Service Organization - http://www.nso.com/
Please know that the CUNY School of Professional Studies neither endorses nor recommends any particular insurance company. The list provided above is not all inclusive of insurance companies.

If you have questions about professional liability insurance please feel free to reach out to the nursing faculty and staff. Contact information can be found via http://sps.cuny.edu/whoweare/departments/nursing.

c. Student Health Requirements for Practicum Experience: All health documents (a completed physical examination form completed by licensed a health care provider (MD, NP, DO) and requisite lab/ immunizations must be submitted to the student’s CastleBranch account. The physical examination form is available at the end of this handbook. If students do not have clinical clearance they will not be able to participate in clinical courses for that semester.

Note that proof of immunization to rubella, rubeola, mumps, hepatitis B and varicella are required. Health forms are located in appendix and are available at: http://sps.cuny.edu/filestore/1/8/6/9_f9cddbe0ec884b/1869_dec44ede42f0a53.pdf.

Students must be free from addiction to drugs, alcohol or other behavior altering substances; able to stand, walk, bend, push, grasp and lift without restriction; and have normal sight, hearing and speech (with correction).

d. CPR Certification: Students in clinical courses are required to be certified in BLS for Healthcare Providers by the American Heart Association or CPR for the Professional rescuer by the Red Cross (adult/child and AED) and provide documentation of this to their Castle Branch account with a copy of an unencumbered NYSED RN license and current RN registration prior to course registration.

4. Complete orientation and forms as required by the clinical agency.

5. Complete clinical preceptor and site evaluations and provide feedback about the experience.

6. Submit all required clinical Practicum documents.

7. Practicum Performance
   a. Clinical learning experiences will include the provision of comprehensive nursing care to multicultural client systems in a variety of settings. Students are expected to successfully meet the objectives and requirements of both the theory and the clinical components of the course in order to receive a satisfactory grade for the entire course.
   b. Demonstrate professional behaviors at all times.
   c. Maintain a log of time and activities throughout the experience.
   d. Demonstrate progressive independence and competency in the chosen role and specialty area.
   e. Identify areas for professional growth with Faculty member and preceptor(s).

8. Infection Control/Standard Precautions
   Standard Precautions are expected to be implemented by all students in the clinical setting. Exudative lesions, weeping dermatitis, or other possible communicable conditions should be brought to the attention of the clinical instructor prior to giving care. Appropriate barrier precautions should be implemented to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated. Exposure to blood or body fluids must be reported to the clinical instructor, in a timely manner.

9. Uniform and Hygiene Policy
Appropriate business professional attire is required. Hygiene should reflect an understanding of professionalism, asepsis, and safety.

10. Accidents/Injury/Incidents During Clinical Experiences
If a student is injured during a clinical experience they must follow the protocols of the host agency. In addition, any accidents/injuries/incidents must be reported to the Nursing Program staff and an incident report completed.

11. Use of Electronic Devices
Students are not permitted to make any recordings or to take any photographs at their clinical placement site and to abide by confidentiality regulations.

12. Confidentiality
Confidentiality of all information and records related to client care is a patient right in New York State and mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Students who fail to maintain the patient’s right to confidentiality will receive a course grade of “F” and will not be permitted to return to clinical site.

13. Social Media Guidelines
The proliferation of Facebook, Twitter, Pinterest, Instagram, and other social media sites necessitates guidelines to ensure safe use. While there are many benefits of these sites for patients, consumers, nurses, and other healthcare personnel, as professionals we have an obligation to maintain patient confidentiality and privacy, prevent disparaging postings regarding our employment and schools, and maintain professional boundaries. The following are some specific rules health care professionals (including students) must follow:

- Do not capture or share any photo of any client (or potential client) in any way (e.g., Instagram, Snapchat, Youtube, Facebook, Twitter, etc.).
- Use of any type of audio, video, image capture (e.g., smartphone camera) in or near any clinical agency is strictly prohibited.

**Important reminders:**
- All information you share online is viewable to the world, is not confidential, and may impact your professional reputation.
- While you may delete content from a social media site, it may still remain available and discoverable to others.
- Understand and use privacy settings so that your personal related social media activity remains separate from your professional and educational activity.

The following resources provide additional information and guidance regarding professional nursing standards and social media:
- CUNY Policy on Acceptable Use of Computer Resources ([http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf](http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf))
- Additional information is provided within the HIPAA guidelines ([http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html))

14. Other Requirements
Students are required to follow the policies and procedure of the placement site.
Admission/ Retention in the Nursing Program

MS in Nursing Programs
- Hold a bachelor's degree in nursing from an accredited college or university, and accredited nursing program;
- Hold an unencumbered nursing license in New York State and a current RN registration;
- Earned a minimum GPA of 3.0 in nationally accredited bachelor's and master's programs and provide all transcripts;
- Demonstrate the potential to successfully pursue graduate study through an admission essay highlighting education and career achievements. Essay to include specific examples of problem solving while working in the practice setting, application of evidence-based practice, leadership experience at the bedside or in other settings, and professional and community awards;
- Submit three letters of recommendation, one from a Master's or doctoral prepared faculty or nurse educator in the workplace, one from a nurse leader who was an immediate supervisor, one from a community leader (from a professional organization, volunteer organization, workplace practice committee);
- Submit a summary of an evidence-based practice project that was completed in nursing school or in which the applicant participated in some way in the practice setting; and,
- Submit a current resume.

Accelerated BS-MS in Nursing
- Hold an Associate in nursing degree from an accredited college or university, accredited nursing program;
- Hold an unencumbered nursing license in New York State and a current RN registration; demonstrate the potential to successfully pursue graduate study through an admission essay highlighting education and career achievements. Essay to include specific examples of problem solving while working in the practice setting, application of evidence-based practice, leadership experience at the bedside or in other settings, and professional and community awards;
- Submit three letters of recommendation, one from a Master's or doctoral prepared faculty or nurse educator from your workplace, one from a nurse leader who was an immediate supervisor and/or clinical instructor, one from a community leader (from a professional organization, volunteer organization, workplace practice committee);
- Submit a summary of an evidence-based practice project that was completed in nursing school or in which the applicant participated in some way in the practice setting; and,
- Submit a current resume.

Advanced Certificates
- Hold a Master's in Nursing (could include Nurse Practitioner) from an accredited college or university, and accredited nursing program; Hold an unencumbered nursing license in New York State and a current RN registration;
- Earned a minimum GPA of 3.0 in nationally accredited bachelor's and master's programs and provide all transcripts;
- Demonstrate the potential to successfully pursue graduate study through an admission essay highlighting education and career achievements. Essay to include specific examples of problem solving while working in the practice setting, application of evidence-based practice, leadership experience at the bedside or in other settings, and professional and community awards;
- Submit three letters of recommendation, one from a Master's or doctoral prepared faculty or nurse educator from your workplace, one from a nurse leader who was an immediate supervisor, one from a community leader (from a professional organization, volunteer organization, workplace practice committee);
- Submit a summary of an evidence-based practice project that was completed in nursing school or in which the applicant participated in some way in the practice setting; and,
- Submit a current resume.

Progression and Retention
All students will maintain a 3.0 overall GPA per semester and at graduation. To ensure this criteria is met, a minimum grade of “B” is required in all nursing courses. Students earning less than a “B” grade in a Nursing course may repeat the course one time and must attain a grade of “B” or better. A second earned grade of less than “B” in any Nursing Program Course will result in dismissal from the program.
Accelerated BS-MS in Nursing Programs
The 150 credit BS - MS curriculums will include select courses from the BS in Nursing. Students will take the essential core MS courses and concentration specific coursework. Coursework not taken at the BS level will be covered in the more advanced MS coursework, which includes all essential content, but with an expanded approach. For a detailed comparison between the BS and BS-MS programs, see chart on page 7 of the CUNY SPS Graduate Nursing Student Policies Handbook. Students may enroll full-time or part-time. Those who opt to enroll full time will be able to complete the program in five semesters. Students who opt out with a BS in nursing will be required to complete all RN to BS degree courses.

Nursing Appeals
Upon receiving an official notice of dismissal from the Registrar, or any other form of decision, students can appeal this decision by submitting an official CUNY SPS Nursing Dismissal Appeal form made available on the SPS Website, along with a copy of the official letter of dismissal and any evidence of support. All documentation must be emailed to NursingAppeals@sps.cuny.edu

The deadline to submit appeals is as follows:
Spring & Summer Appeals September 15th
Fall & Winter Appeals February 15th.

Student appeals and all submitted documents will be presented at the full-time faculty meeting by the chairperson of the appeals committee. A decision will be made and will be voted on by the full-time/consortial faculty members. If a majority (consensus) of full-time/consortial faculty support the decision, then the decision stands of either accepting or denying the student appeal.
Student will receive a notification by the chairperson of the appeals committee of the faculty decision of either granting or denying the appeal. A copy of this letter will also be submitted to the nursing office and will be placed in the student file for future reference. All decisions are final. Students will not be allowed to submit another appeal for the same situation to the CUNY SPS Nursing Appeals Committee. Students can re appeal decision to the CUNY School of Professional Studies.

Student Resources

ACADEMIC INTEGRITY
The CUNY SPS nursing program considers academic integrity an essential value and all incidents will be investigated with appropriate consequences applied. Potential consequences for academic integrity violations will follow CUNY Academic Integrity procedures and may include: suspension; notation on one’s records of academic integrity violations; program dismissal; and/or notification to the NYS Office of Professions. Students should review the CUNY SPS Academic Integrity Policy on the website and included here: Academic Integrity at CUNY SPS.

ACCESSIBILITY AND ACCOMMODATIONS
The CUNY School of Professional Studies is firmly committed to making higher education accessible to students with disabilities by removing architectural barriers and providing programs and support services necessary for them to benefit from the instruction and resources of the University. Early planning is essential for many of the resources and accommodations provided. Please see: http://sps.cuny.edu/student_services/disabilityservices.html
ONLINE NETIQUETTE AND ANTI-HARASSMENT POLICY
The University strictly prohibits the use of University online resources or facilities, including Blackboard, for the purpose of harassment of any individual or for the posting of any material that is scandalous, libelous, offensive or otherwise against the University's policies. Please see: http://catalog.sps.cuny.edu/content.php?catoid=2&navoid=205

LIBRARY SERVICES
You must use your Baruch library user name and password to access the library. It was sent to your SPS email at the start of the semester and is different from your SPS email or your Blackboard login
http://www.baruch.cuny.edu/library/sps/

STUDENT SUPPORT SERVICES
For information about the students services provided to CUNY SPS students visit http://sps.cuny.edu/student_resources/index.html.
Appendices
Graduate Student Practicum Request Form

Student Name: _______________________________ Email _______________________________
Semester: ____________________
--- Nursing Education
___ Nursing Organizational Leadership
___ Nursing Informatics

Student will self-identify three goals for the practicum experience:

1. _____________________________________________________________________________
2. _____________________________________________________________________________
3. _____________________________________________________________________________

Select one Option:
___ Option 1: I will be placed by CUNY SPS
___ Option 2: I will obtain my own preceptor and practicum site (complete below)

Preceptor Name: __________________________________________
Credentials: ______________________________
Title: ______________________________________________________
Specialty: __________________________________________
Preceptor Phone: ____________________________
Preceptor Email: ______________________________________
Preceptor License #: ______________________________
Facility Name: __________________________________________
Facility Address: ____________________________________________________________________

Describe Anticipated Clinical Practicum Experience:
____________________________________________________________________________________
____________________________________________________________________________________

Please note that if the student is also an employee of the facility, the practicum hours must be completed in a different setting/role than the regular nursing position.

This is to acknowledge that I have agreed to serve as a preceptor for the above named student in CUNY SPS Graduate Nursing program. I understand that services rendered by me, under the direction of the assigned course faculty member, are voluntary and without compensation. I agree to complete the practicum experience evaluation form required for student submission at the end of the practicum experience.

Preceptor Signature: ____________________________________________ Date: ______________________
Student Signature: ____________________________________________ Date: ______________________

___ Preceptor resume/biographical sketch is attached

One of the following must be selected:
___ Student may participate as a volunteer (without an affiliation agreement)
___ Affiliation agreement (contract) already in place
___ Affiliation agreement (contract) required
Attestations
By signing below, I acknowledge and agree to the following:

1. I have received and reviewed the CUNY School of Professional Studies (CUNY SPS) Graduate Nursing Student Policies handbook.
2. I will abide by the rules and regulations set forth in the Graduate Nursing Student Policies handbook.
3. I understand that information course schedules, registration, withdrawal and tuition deadlines, and other pertinent policies and deadlines are available via the CUNY SPS website (http://sps.cuny.edu/).
4. I understand that I am required to purchase professional liability insurance prior to beginning my clinical courses if I participate at a site without an affiliation agreement with CUNY SPS.
5. I understand that I am required to have a current CPR (BLS) for health professionals' certification prior to beginning my clinical practicum courses.
6. I understand that I am required to obtain an annual physical, proof of immunity, background and drug screen before placement at any practicum facility.
7. I understand that I am required to sign the Confidentiality Agreement prior to beginning my clinical placement.

Name:

Home Address:

Telephone Number:

E-mail address:

Date:

Signature:

EMPL ID:

NOTE: This form is a program requirement and will be maintained in your school records. Not submitting this form may result in the inability to register for the clinical courses. Please submit this form as directed to the ASSIGNMENT Attestation Link in the Graduate Nursing Orientation Site (preferred). You can also send to:

Email:  Nursing@sps.cuny.edu
Fax:  646.344.7269 (ATTN: Nursing Program)
Mail:  CUNY SPS Nursing Program
       CUNY School of Professional Studies
       119 West 31st Street, 10th Floor  New York, NY  10001
Professional Expectations
According to the American Nurses Association, The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics. Consistent with these standards, the Graduate Nursing Program at the CUNY School of Professional Studies therefore expects students to demonstrate a set of values and attitudes consistent with the highest professional standards, and to comply with professional nursing standards and institutional codes of conduct. This includes compliance with Academic Integrity Policies. Examples of academic integrity violations can include:

- Fails to provide information required for clinical experience placement, including a criminal background check or other prescreening or immunization requirements;
- Is ineligible for participation in the clinical experience at a health facility for any reason; fails to complete successfully the required number of clinical experience hours for course completion; and/or falsifies required clinical documentation.
- Demonstrates a lack of commitment to the values of the nursing profession as evidenced through behavior and attitudes during a clinical experience or within an online learning environment. This may include submitting assignments, blogs, discussion board posts, exams or other examples of student works that are not original to the submitter for the specific course.
- Please note that both a student who submits a previously submitted assignment as well as the student who shared their assignment will be charge with academic integrity violation.
- Any sharing of one's BB login user name and/or password is against CUNY SPS policies.

The CUNY SPS Nursing program considers academic integrity an essential value and all incidents will be investigated with appropriate consequences applied. Potential consequences for academic integrity violations will follow CUNY Academic Integrity procedures and may include: suspension; notation on one’s records of academic integrity violations; program dismissal; and/or notification to the NYS Office of Professions [Graduate Nursing Student Policies Handbook].

I have reviewed the Academic Integrity Policies for the CUNY SPS Graduate Nursing Program and agree to abide by these standards.

Student Signature: ____________________________ Date: ________________

Student Printed Name: ____________________________ EMPL ID _________________________

NOTE: This form is a program requirement and will be maintained in your school records. Please submit this form as directed to the Attestation Link in the Graduate Nursing Orientation Site (preferred). You can also send to:

Email: Nursing@sps.cuny.edu
Fax: 646.344.7269 (ATTN: Nursing Program)
Mail: CUNY SPS Nursing Program
      CUNY School of Professional Studies
      119 West 31st Street, 10th Floor New York, NY 10001
Confidentiality of all information and records related to client care is a patient right in New York State and mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

I understand and agree that in the pursuance of my work as a student in the Nursing program of CUNY School of Professional Studies I must hold all health information with regard to specific patients, healthcare workers and healthcare facilities in confidence. I understand that I will be privy to such information both in the classroom, as well as at clinical affiliation sites. I also understand that all health information regarding specific patients, healthcare workers and healthcare facilities, whether it is obtained in written, verbal, or any other format, is considered a privileged communication between the patient and the patient’s health care provider, and as such, may not be released without the patient’s written consent.

I further understand that any violation of the confidentiality of health information will result in a course grade of “F” and I will not be permitted to return to the clinical site.

Student Signature: ___________________________________________ Date____________________

Student Printed Name: _______________________________ EMPL ID __________________________

NOTE: This form is a program requirement and will be maintained in your school records. Not submitting this form may result in the inability to register for the clinical courses.

Please submit this form as directed to the ASSIGNMENT Attestation Link in the Graduate Nursing Orientation Site (preferred). You can also send to:

Email: Nursing@sps.cuny.edu
Fax: 646.344.7269 (ATTN: Nursing Program)
Mail: CUNY SPS Nursing Program
      CUNY School of Professional Studies
      119 West 31st Street, 10th Floor
      New York, NY 10001
Attestation # 4: CUNY School of Professional Studies Personal Consent and Release

Students can elect to opt out of onsite photo sessions when they occur.
I hereby authorize The City University of New York and its affiliates, licensees, successors and assigns (collectively, “CUNY”) to make use of my appearance in connection with CUNY SPS Nursing (the “Program”), as follows:

1) To photograph me and any materials I include in my performance (e.g., photographs, audio or video clips);
2) To record my voice, conversation and sounds, including the performance of any musical composition(s), during and in connection with the Program; and
3) To edit, use, reproduce, exhibit and distribute, in whole or in part, in any manner and media now known or hereinafter invented, an unlimited number of times in perpetuity throughout the world, these photographs and recordings, in support of, or to promote, CUNY’s educational programs and mission.

I hereby waive the right to inspect or approve any of the photographs or recordings. I understand that CUNY will be the exclusive owner of all of the photographs and recordings.

I also agree that CUNY may use my name, voice, likeness and biographical material for promotion of the Program.

I hereby release and hold harmless CUNY and those acting pursuant to its authority from liability for any claims by me or any third party in connection with my participation in the Program or the actions of CUNY in reliance of this consent and release. I have read and fully understand the terms of this consent and release.

Student Signature:_______________________________________________________  Date____________________

Student Printed Name:___________________________________

Address_______________________________________________

Phone: _____________________________________________________

NOTE: This form is a program requirement and will be maintained in your school records. Not submitting this form may result in the inability to register for the clinical courses.

Please submit this form as directed to the ASSIGNMENT Attestation Link in the Graduate Nursing Orientation Site (preferred). You can also send to:

Email: Nursing@sps.cuny.edu
Fax: 646.344.7269 (ATTN: Nursing Program)
Mail: Czarina Valente, Assistant Director, Nursing Program
CUNY School of Professional Studies
119 West 31st St., 10th Floor
New York, NY 10001