

# Framingham State College

Nursing Department

Graduate Student Handbook



## TABLE OF CONTENTS

1.	Philosophy; Conceptual Terms; and Characteristics of the Graduate.	Page 1
2.	Course progression Graduate Certificate in Nursing Education	Page 8
	Master of Science in Nursing Education	Page 8
	Master of Science in Nursing Leadership	Page 9
3.	Selected Policies	
I.	Current Registration	Page 10
II.	Liability Coverage	Page 10
III.	Evaluation	
	A. Grading System	Page 10
	B. Student Outcomes by Course	Page 10
	C. Appeal Policies	Page 11
	D. Academic Honesty	Page 12
IV.	Adding or Dropping Courses	Page 13
V.	Attendance	Page 13
VI.	Academic Advising	Page 14
VII.	CEU Contact Hours	Page 14
VIII.	Cellular Phone Policy	Page 14
IX.	Student Conduct	Page 14
X.	Appropriate Classroom Behavior Policy	Page 15
XI.	Change in Biographical Data	Page 15
XII.	CORI Investigation	Page 15
XIII.	Snow Emergency Policy	Page 15

XIV. Student Outcomes	Page i
XV. Biographic Data Change Form	Page ii
XVI. CORI Policy	Page iii

# **PHILOSOPHY OF THE FRAMINGHAM STATE COLLEGE**

## **NURSING PROGRAM**

### **Philosophy of the Framingham State College Nursing Program**

#### **NURSING**

Nursing is a science and an art that is developing its own body of knowledge. It builds upon, incorporates, synthesizes, and extends knowledge from the natural and behavioral sciences and the humanities. Nursing utilizes scientific knowledge to enable the person to progress towards higher-level wellness through goal-directed, health-related activities. Nursing facilitates wellness through interaction.

The faculty believes that the object of nursing is the person, viewed holistically. Nursing focuses on the person as a physiological, psychological, sociocultural, and developmental being who progresses through the life cycle as a unified whole within the environment. The person, as a recipient of nursing care, may be an individual, family, group, or community. The person has the right and ability to make choices, is responsible and accountable for decision making, and has potential for high-level wellness. Each person's current or potential state of health can be described in relation to a location on the wellness-illness continuum, ranging from high-level wellness to states of illness/premature death. The faculty believes that the goal of nursing is to promote the person's movement along the wellness-illness continuum toward high-level wellness.

The faculty believes that the person's state of health is dynamic and is influenced by the environment. The environment, a composition of those elements external to the person, comprises an integrated system with the person. The environment and the person share a mutual simultaneous energy exchange that results in the person's state of health.

Nursing, a caring profession, is evidence-based practice related to concepts of prevention based on knowledge, values, and skills. Nursing is both comprehensive and individualized based on the person's socioeconomic status, life style, gender, culture, and personal values and beliefs. The nurse facilitates movement towards high-level wellness through the concepts of health promotion and prevention.

Nurses formulate decisions based on nursing judgments and the nursing process that is a scientific and deliberate method of providing care. Nursing occurs through interaction with persons and with the environment through the application of the nursing process. Nurses produce or facilitate change within the person and/or the environment to promote wellness.

## **EDUCATION**

The mission of Framingham State College is to offer accessible, affordable, relevant, and rigorous academic programs of educational excellence to a diverse, multicultural student body. Emphasis is placed on teaching and lifelong learning, and intellectual, social, and ethical development is fostered. Higher education offers a uniquely effective opportunity to be the catalyst for change to improve individual lives and social structures. The faculty of the Nursing Department concurs with this philosophy.

The faculty believes that education is a dynamic ongoing process that promotes the development of the student in his or her intellectual, social, and ethical development. The curriculum is based on the philosophy that the baccalaureate and graduate levels of education provide the foundation for life-long learning. In addition, at the graduate level, nurses synthesize practice with theory and research to provide leadership in practice, academic, and service agencies, professional organizations, communities, and the profession as a whole.

## **NURSING EDUCATION**

The faculty believes that the professional nurse is prepared at the baccalaureate level. Upper Division baccalaureate nursing education provides opportunities for the integration of professional education with the natural and behavioral sciences and the humanities, leading to self-fulfillment and professional development.

Nursing education is based on nursing theory, other related theories and the scientific process as it applies to nursing, and is organized around prevention. Professional nurses understand and meet the person's physiological, psychological, sociocultural, and developmental needs to promote wellness.

Evidence-based teaching provides learning experiences designed to achieve sequence, continuity, synthesis of knowledge, values, and skills as outlined by the educational objectives. The teaching and learning processes involve the faculty and students in selecting learning experiences, evaluating student progress, and appraising instructional methods. Faculty members create the educational climate that encourages intellectual inquiry, critical thinking, and creativity. The ultimate responsibility for learning belongs to the students.

Nursing education is sensitive to influences that are inherent in changes within society, and is responsive to the educational needs of the practitioner of nursing in the Commonwealth of Massachusetts.

## **CONCEPTUAL TERMS**

**Caring:** Caring is the process whereby the nurse meets the need for care by alleviating the person's vulnerability and promotes health and recovery through first-hand knowledge of the family and the community. It is a service to the whole person which provides protection, enhancement and preservation of human dignity. Caring is achieved through conscious judgment and manifests itself in concrete acts. Necessary conditions for caring include:

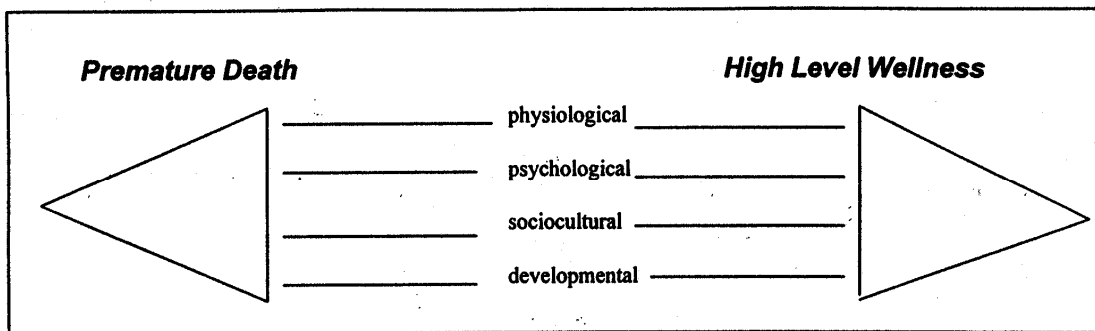
1. Awareness and knowledge about one's need for care
2. An intention to act, and actions based on knowledge.
3. A positive change as a result of caring, judged solely on the basis of welfare to other.

**Person:** The person is defined as the recipient of nursing care. Person may be an individual, family, group, or community. Person is perceived holistically: a physiological, psychological, sociocultural, and developmental being, in interaction with the environment. A person has the right and ability to make choices, is responsible and accountable for decision-making, and has potential for high-level wellness.

**Health:** Health is a dynamic state on the wellness-illness continuum, ranging from high-level wellness, to states of illness/premature death.

**Wellness-illness continuum:** Illness-wellness is a continuum upon which the dynamic state of health is located.

### **Wellness-Illness Continuum**



**High-Level Wellness:** An integrated method of functioning which is oriented toward maximizing the person's potential (physiologically, psychologically, socioculturally, and developmentally) within the environment where he is functioning.

**Premature Death:** Cessation of life prior to that which is expected of the person in relation to developmental, physiological, psychological, and sociocultural expectations.

**Prevention:** Prevention is the process of identifying problems or potential problems and intervening in order to promote wellness. The goal of prevention includes:

1. **Primary Prevention:** - to prevent the initiation of illness through the reduction of risk factors, and the promotion of wellness.
2. **Secondary Prevention:** - to arrest the development of illness through early detection of illness and the promotion of wellness.
3. **Tertiary Prevention:** - to minimize the consequences of illness and disability through the promotion of wellness.

**Health Promotion:** An interpersonal process and an intrapersonal product. As an interpersonal process, health promotion is motivating clients, through the provision of education, to adopt positive, empowering beliefs, attitudes and behaviors which will assist the client in attaining their highest level of wellness. As an intrapersonal product health promotion is the incorporation by the client of empowering beliefs, attitudes and behaviors which result in the actualization of increasing levels of wellness.

**Environment:** The faculty believe that the person exists within an environment which influences the state of health. The environment is a composition of those elements external to the person, including all aspects of that person's healthcare system. It is a component that, together with the person, comprises an integrated healthcare delivery system. The environment and the person share a mutual simultaneous energy exchange which determines the person's state of health.

**Nursing Process:** The nursing process is a scientific and deliberate method of providing care. The nursing process includes assessment, nursing diagnosis, goal setting, implementation, and evaluation which focuses on the unique human response of a person or group of people to an actual or potential alteration in health

**Assessment:** The first step of the nursing process, during which data are gathered for the purpose of identifying actual and/or potential health problems

**Nursing Diagnosis:** Nursing Diagnosis is the analysis of data on order to:

1. identify actual or potential problems/nursing diagnoses
2. identify the cause, or etiology, of the problem

3. identify usual life styles and coping patterns
4. determine which problems can be treated independently by a nurse, and which problems require that the nurse seek direction or orders from another health care professional, usually a physician.

**Setting Goals:** Formulating a plan of action that will reduce or eliminate the identified problems promoting wellness. The plan of action will include:

1. setting priorities - (i.e. What problems are the most important, and therefore must be accomplished first?)
2. establishing goals - (i.e. Exactly what must be accomplished and by when?)
3. prescribing evidence-based nursing interventions - You must decide what nursing actions/patient activities will help to achieve the goals that you and the patient have set.

**Implementation:** Putting the plan into action. It involves the following activities:

1. continuing to collect information to determine whether new problems are occurring and how the person is responding to your actions
2. performing the evidence-based nursing activities of education, motivation, advocacy, and assistance
3. documenting nursing care.

**Evaluation:** Comparison of person's response to the nursing care intervention and the predetermined goals. The comparison determines whether nursing care will continue, be modified, or terminated.

### **NURSING ACTIVITIES:**

**Education:** Facilitating the learning of a new thought, skill, attitude or behavior through the utilization of a broad repertoire of teaching strategies.

**Assistance:** Performing activities for the person when he is unwilling or unable to assess his own health status, problem solve or care for himself.

**Advocacy:** Intervening with others on the behalf of the person.

**Motivation:** Providing the person with the requisite knowledge skills and support, to make desired changes in his own behavior or deciding to make change(s) related to personal behavior.

**Accountability:** Being answerable to someone for something one has done. Moral accountability is being answerable to someone for how moral requirements of nursing practice have been carried out. Legal accountability is being answerable to someone for how legal requirements of nursing practice have been carried out.

**Communication:** A process by which information is exchanged between individuals through a common system of symbols, signs and behaviors.

**Decision Making/Critical Thinking:** Is the ability to combine attitudes, knowledge, and skills in the perception and solution of professional problems.

**Nursing Leadership:** From a visionary perspective, utilizing effective communication, collaboration, intraprofessional team building, affirmation of values, motivation, mediation, mentoring, empowerment, and risk-taking to affect innovative change.

## PROGRAM OBJECTIVES

The MSN Program will prepare graduates who will be able to:

1. Synthesize the theoretical and empirical knowledge from the natural and behavioral sciences and the humanities with nursing theory in the delivery of advanced nursing role of educator and/or leader.
2. Demonstrate accountability for activities of assistance, education, motivation, and advocacy in advanced nursing roles.
3. Analyze current trends in health care to refine and expand one's evidence-based knowledge in order to fulfill the role of nurse educator and/or nurse leader.
4. Analyze and apply research methodologies to evidence-based advanced nursing roles in education and/or leadership settings.
5. Incorporate an understanding of the social, economic, ethical, legal, cultural, and personal influences in the delivery of individualized and comprehensive nursing care at all three levels of preventive health care.
6. Synthesize nursing knowledge and ethical decision making to achieve quality outcomes in advanced nursing roles in education and/or leadership settings.
7. Utilize system-based resources to achieve effective team functioning and effect change within nursing education and/or practice settings.
8. Demonstrate leadership skills through communication and collaboration with interdisciplinary team members to advance evidence-based nursing.
9. Utilize information systems and technology to enhance evidence-based nursing.

## **COURSE PROGRESSION**

### **I. Graduate Certificate In Nursing Education**

NOTE: All three of the certificate courses will be applied towards the MSN in the nursing education concentration with a minimum grade of B (3.0 on a 4.0 scale).

#### Degree Requirements

a. Fall Semester

NURE 941 Curriculum Design and Evaluation

NURE 951 Course Development and Implementation

b. Spring Semester

NURE 981 Advanced Teaching Methods

### **II. Master of Science in Nursing (Concentration in Education)**

c. Fall I Semester

NURC 905 Health and Education Resources and Policies

NURE 941 Curriculum Design and Evaluation

d. Spring I Semester

NURC 915 Advanced Technology and Nursing Informatics

NURE 951 Course Development and Implementation

e. Summer I Semester

NURC 925 Ethical, Social and Cultural Competencies

f. Fall II Semester

NURC 971 Nursing Theory and Research I

NURE 981 Advanced Teaching Methods

g. Spring II Semester

NURC 972 Nursing Theory and Research II

NURE 991 Application of Technology to Education

**III. Master of Science in Nursing (Concentration in Leadership)**

h. Fall I Semester

NURC 905 Health and Education Resources and Policies

NURL 943 Strategic Planning for Nursing's Future

i. Spring I Semester

NURC 915 Advanced Technology and Nursing Informatics

NURL 953 Role in Health Care Systems

j. Summer I Semester

NURC 925 Ethical, Social and Cultural Competencies

k. Fall II Semester

NURC 971 Nursing Theory and Research I

NURL 983 Practicum in Organizational Management Skills

l. Spring II Semester

NURC 972 Nursing Theory and Research II

NURL 993 Internship in Independent Leadership Skills

**FRAMINGHAM STATE COLLEGE  
NURSING DEPARTMENT**

**Selected Policies**

**I. Current Registration**

Enrollment in any nursing course is contingent upon current Registered Nurse licensure in Massachusetts. Evidence of current licensure must be present in the student's departmental file. No student will be permitted to participate in graduate courses, including practicum courses, without evidence of current, unrestricted RN licensure. Any lapse in licensure will result in immediate dismissal from the program.

**II. Liability Coverage**

Professional liability insurance is provided for each enrolled student by the college.

**III. Evaluation**

A. Grading System (Graduate Catalog, p. 8)

Framingham State College uses the following marking system at the graduate level.

**Grade Quality Points**

<b>A</b>	4.00
<b>A-</b>	3.70
<b>B+</b>	3.30
<b>B</b>	3.00
<b>B-</b>	2.70
<b>C+</b>	2.30
<b>C</b>	2.00
<b>F</b>	0.00
<b>WF</b>	0.00

The Master of Science in Nursing and Graduate Certificate in Nursing Education programs at Framingham State College require that all students achieve a minimum of 3.00 quality point average in graduate courses taken to satisfy program requirements. Only credits received from Framingham State College are included in this calculation. Students are expected to monitor their academic progress and will receive an academic warning if their quality point average falls below 3.00.

## B. Student Outcomes

Each instructor defines the assignments/requirements for his/her own courses. These requirements (student outcomes) are designed to fulfill the course objectives. See Appendix i. MSN Student Learning Outcomes by Course

## C. Appeal Policies

### 1. Grade Appeal

The College recognizes that the instructor has the right to determine course evaluation policies that are consistent with departmental and college policies. The instructor's policy will be designated in the course syllabus distributed at the beginning of the semester. It is the instructor's responsibility to grade student work in a manner consistent with those procedures published in the syllabus. The following procedure is employed in the event that students wish to appeal a final grade based on a mechanical error in calculation or if there is reason to believe that the grade was calculated in a manner inconsistent with the policies of the instructor, the department, and the College. Appeals based on other criteria can be pursued through affirmative action procedures.

There are two levels at which a grade may be appealed:

#### **Level I: Informal**

Within the first month of the semester following the semester of the course in which the final grade is questioned, students will pursue their concerns on the informal level, as designated below. Every effort will be made to resolve the students' concerns informally at Level I. The informal procedure is a two-step process in which the student first meets with the course instructor. After this meeting, if the matter is not resolved, the student would meet with the department chair. If the appeal is not resolved at the departmental level, the student has the right to pursue a formal appeal.

#### **Level II: Formal**

At the formal level, the student would write to the Chair of the Graduate Education Council. Grade appeals are to be made no later than the semester following receipt of the disputed grade.

1. Formal complaints other than grade appeal.
  - a. Definition: Complaint by student that is written and signed with knowledge that it will be shared with all involved parties and administration
  - b. Process: Issue should be brought to the attention of the Department Chair who will attempt to resolve the issue. In the event that that effort is unsuccessful, the Chair will go over the criteria for a formal complaint and explain the procedure. Once

a person has made the decision to file a formal complaint, the Chair will:

1. Advise any involved parties of the receipt of the complaint within ten (1) calendar days of receipt of complaint.
2. The involved party/parties have the right to submit written response within ten (10) calendar days.

#### **D. Academic Honesty**

The Nursing Department supports the College Policy Regarding Academic Honesty, as published in the Framingham State College Graduate Catalog (pp. 6-7).

#### **College Policy Regarding Academic Honesty**

Integrity is essential to academic life. Consequently, students who enroll at Framingham State College agree to maintain high standards of academic honesty and scholarly practice. They shall be responsible for familiarizing themselves with the published policies and procedures regarding academic honesty.

Academic honesty requires but is not limited to the following practices: appropriately citing all published and unpublished sources, whether quoted, paraphrased, or otherwise expressed, in all of the student's oral and written, technical and artistic work; and observing the policies regarding the use of technical facilities. Infractions of the Policy on Academic Honesty include, but are not limited to:

1. Plagiarism: claiming as one's own work the published or unpublished literal or paraphrased work of another. It should be recognized that plagiarism is not only academically dishonest but also illegal.

2. Cheating on exams, tests, quizzes assignments, and papers including the giving or acceptance of these materials and other sources of information without the permission of the instructor(s).

3. Unauthorized collaboration with other individuals in the preparation of course assignments.

4. Submitting without authorization the same assignment for credit in more than one course.

5. Use of dishonest procedures in computer, laboratory, studio, or field work. Further clarification on academic honesty will be provided, when appropriate, in individual courses.

6. Misuse of the College's technical facilities (computer machinery, laboratories, media equipment, etc.), either maliciously or for personal gain. Examples include but are not necessarily limited to:

a. Accessing the private files of another person or agency without express permission.

b. The unauthorized use of technical facilities for purposes not connected with academic pursuits.

When evidence indicates that a student has improperly used a technical facility, an appropriate supervisor (faculty or staff member) may take appropriate action reflecting the seriousness of the infraction, ranging from a verbal warning to, but not beyond, denial of use of the facility. If coursework may have been plagiarized, the supervisor will also inform all concerned faculty members, who may take action as described in the procedures for handling cases alleged infractions of academic honesty.

#### **IV. Adding or Dropping Courses**

A. Students may add and/or drop a semester course (or change section of same) without penalty, if they do so before the end of the sixth academic day.

B. Students can drop a course (or change section of same) by logging onto "MyFramingham" and indicate the course that is to be dropped through the registration process.

C. Students may add a course, by logging onto "MyFramingham" and completing the registration process. If the desired course is "closed", students may download an "over-ride form" for faculty/chair signatures.

#### **V. Attendance**

Each course syllabus will include requirements for attendance/participation, including the impact of non-attendance/non-participation on the course grade.

##### **College Attendance**

The college policy is as follows (College Catalog and RAM Student Handbook): Online and classroom instruction is a principal component of the educational process. Students and faculty have mutual responsibility for contributing to the academic environment of the classroom, whether it is face-to-face or online.

Consistent course attendance and participation in activities are essential. Students should consult the course syllabus to determine the relationship between attendance/participation and the goals, objectives, and grading of each course.

## **VI. Academic Advising**

Graduate students are assigned a graduate advisor at the time they receive admission to a graduate program. The graduate advisor will be a member of the department in which the student has been accepted and will have the responsibility of advising the student in completing the graduate degree requirements. Students should meet with an advisor at least once each semester, but are expected to meet with their advisor at least once per academic year.

## **VII. CEU Contact Hours**

Past practice of the Massachusetts Board of Registration in Nursing has been to accept nursing courses in lieu of CEU contact hours. This is based on one contact hour for each 50 minutes of class time. A four (4) credit course is 15 weeks X four (4) credit hours, which equals the equivalent of 60 contact hours. This only applies to courses in nursing.

If asked for documentation, submit a copy of your FSC grade report with your RN license renewal application to meet the Continuing Education requirement.

## **VIII. Cellular Phone Policy**

A. All cell phones must be kept on silent alert (vibration or visible flash) while in the classroom.

B. Any calls must be answered outside the classroom.

## **IX. Student Conduct**

Graduate students must comply with Framingham State College Guidelines and Policies, as outlined in the RAM Student Handbook, [www.framingham.edu/ramhandbook.htm](http://www.framingham.edu/ramhandbook.htm). College regulations include but are not limited to: the Framingham State College General Student Conduct Code; the alcohol and drug policy; the care and use of college property policy; and the sexual harassment policy. Unfamiliarity with institutional regulations or rules is not grounds for excusing infractions. Students who are involved in violations of College conduct guidelines or commonly accepted standards of behavior while on campus will be subject to disciplinary proceedings by the College. The RAM Student Handbook is available in alternative formats for students with disabilities. A hard copy of the handbook may be obtained from the offices of DGCE or Judicial Affairs.

## **X. Appropriate Classroom Behavior Policy**

The faculty of the Nursing Department defines appropriate classroom behavior as:

- 1) Being punctual, coming to class on time
- 2) Being attentive
  - a. No personal conversations during lecture and/or class discussions.
  - b. Using computers for academic, course-related purposes only; No Instant Messaging (IM) or web surfing in class.
- 3) Being courteous and respectful to faculty and colleagues; no interrupting
- 4) Active participation in class discussions
- 5) Being prepared for class
- 6) Giving faculty prior notice for absences by email or voice mail
- 7) Wearing appropriate dress in class when guests are present and/or making oral presentations, and in off-campus practicum experiences.

## **XI. Change in Biographical Data**

If you have a change/correction in address, emergency contact, name change, social security number or date of birth, you will need to obtain a Biographical Data Change Form, fill it out and return it to the office of the Registrar. Please call the Nursing Department office if your mailing address changes. It is important for program evaluation that the Nursing Department has your correct mailing information. Please refer to sample Biographical Data form on p. ii.

## **XII. CORI Investigation**

As mandated by the Mass. General Laws 444 of the Acts of 1996, a criminal offender record Information check (CORI) will be performed on students who will have practicum experiences in academic or service settings. The Department Chairperson will review the results of CORI and make decisions on an individual basis. Please refer to College CORI Policy on Appendix p. iii.

## **XIII. Snow Emergency Policy**

### **The Following Procedures Will be in Effect During Snow Emergencies**

In the event of severe weather conditions or other emergency situations, notice of delayed openings or cancellation of classes will be broadcast on radio station WBZ 1030 AM and WBZ TV Channel 4.

You may also check the [www.framingham.edu/dgce](http://www.framingham.edu/dgce) website or My Framingham portal. You may call 508.626.4898 for a recorded weather message.

**PLEASE DO NOT CALL CAMPUS POLICE.**

Nursing Department classes will not meet in the morning if day-school classes are cancelled. Late afternoon nursing classes will not meet if DGCE classes are cancelled. Please use your good judgment when deciding to come to class.

<b>MSN Student Learning Outcomes by Course</b>													
	NURC 905	NURC 915	NURC 925	NURC 971	NURC 972	NURE 941	NURE 951	NURE 981	NURE 991	NURL 943	NURL 953	NURL 983	NURL 993
Scholarly paper	X		X	X	X		X	X		X	X		X
Debate	X	X	X										
Group presentation						X				X			
Individual presentation	X	X	X				X	X			X		X
Reflective journal			X					X		X	X		
Discussion boards	X	X	X			X	X	X	X	X	X	X	X
Research project				X	X								
Practicum								X	X			X	X
Practicum project									X			X	X
e-portfolio		X							X				X

Framingham State College  
Office of the Registrar  
Dwight Hall 220  
100 State Street  
PO Box 9101  
Framingham, MA 01701-9101

## Biographic Data Change Form

Please Print

Student Framingham State College ID#: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - -

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Presently Attending? \_\_\_\_\_

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### Change of Address:

All students may two addresses maintained in the College's database. When the College is not in session, all mail is sent to the "Permanent" or "Home" address. "Local" address is considered either your Residence Hall or your off-campus address if different from your permanent address.

Please check all that apply for your address change (NOTE: If you are an Out-of-State student and are attempting to change your "Permanent Address" and expect to be considered an a resident of Massachusetts for tuition purposes, you must submit a new Proof of Residency form with supportive documentation before you can be considered for in-state tuition):

\_\_\_\_\_ Local (where most mail is sent during the semester)

\_\_\_\_\_ Permanent (Home also considered as "Billing")

New Address: \_\_\_\_\_

Street

City or Town

State

Zip Code + 4

Daytime Telephone Number: \_\_\_\_\_

(Area Code)

### Change (or Update) of Emergency Contact:

In case of emergency, please provide/update the following information:

Full name of Person to be contacted: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
(Area Code) (Father, Mother, Spouse, etc.)

### Change (or Correction) of Name:

Student must provide legal documentation (a photocopy of the legal document will suffice) before a name change will be recorded in the College's database.

Changing Last Name to: \_\_\_\_\_

Changing First Name to: \_\_\_\_\_

Changing Middle Name to: \_\_\_\_\_

### Change (or Correction) of Social Security Number:

Student must provide legal documentation (a photocopy of Social Security Card) before a change will be recorded in the College's database.

Old/Incorrect SSN: \_\_\_\_\_ - -

New/Correct SSN: \_\_\_\_\_ - -

### Change (or Correction) of Date-of-Birth:

Student must provide legal documentation (a photocopy of birth certificate or driver's license) before a change will be recorded in the College's database.

Incorrect Date-of-Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
YY MM DD

Correct Date-of-Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
YY MM DD

Framingham State College  
Nursing Department  
CORI Policy

For nursing majors enrolled in selected nursing courses, the following practices and procedures will generally be followed.

- I. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, the chairperson authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify a student from a practice learning experience (clinical) or practicum. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If the chairperson is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. If the CORI record provided does not exactly match the identification information provided by the applicant, the chairperson will make a determination based on a comparison of the CORI record and documents provided by the applicant. The chairperson may contact CHSB and request a detailed search consistent with CHSB policy.
- VII. If the chairperson reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
  - (a) Relevance of the crime to the position sought;
  - (b) The nature of the work to be performed;
  - (c) Time since the conviction;
  - (d) Age of the candidate at the time of the offense;
  - (e) Seriousness and specific circumstances of the offense;
  - (f) The number of offenses;

- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

VIII. The chairperson will notify the applicant of the decision and the basis of the decision in a timely manner.