PLEASE NOTE:
Currently there is a very high interest in the nursing curriculum. Since registration into the General Studies Program with Nursing Option is based on placement testing and seat availability, most students require more than the semesters listed to complete the program.

Please be certain the College has your current mailing address, phone number and email.

This booklet has been prepared for the guidance of students who wish to earn an AAS degree in Nursing. Careful reading will provide you with the information necessary to plan your study at Dutchess Community College.

The student is advised to read this handbook in conjunction with two other DCC publications available at the College’s website, www.sunydutchess.edu.

- [DCC College Catalog](#)
- [The Rights and Responsibilities Handbook](#)

The Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) [formerly known as the National League for Nursing Accrediting Commission (NLNAC)], 3343 Peachtree Road – NE, Suite 850, Atlanta, GA  30326.  [www.acenursing.org](http://www.acenursing.org)

The Nursing Program at Dutchess Community College offers an Associate Degree in Applied Science (AAS).  After graduation, the student is eligible to sit for the licensing exam to become a Registered Professional Nurse.

Employment options for graduate nurses in the Hudson Valley are limited due to the economy and an increasing demand for Bachelors’ prepared nurses. Graduates also need to be aware that positions for inexperienced nurses are limited.
NURSING PROGRAM OPTIONS

Students have four options to obtain an AAS in Nursing depending on the results of placement exams.

a. a full-time four-semester Nursing sequence
b. a full-time General Studies with Nursing option sequence
c. a part-time General Studies with Nursing option sequence
d. a dual-degree General Studies and Nursing sequence

1. Matriculation into the Four-Semester Nursing Sequence
The four-semester sequence is possible only for a first-time student testing into ENG 101, College level math and BIO 131. If a student places directly into these courses, they are then able to take the TEAS exam which they must score “proficient” or better on the four components of the TEAS exam. The student is then matriculated into ‘Nursing’. The course sequence can be completed full time in four semesters. In order to be considered for fall admission, placement testing must be completed prior to January 1, to determine if these scores make the student eligible to take the TEAS exam.

2. Matriculation into General Studies (GSP)
   [Nursing Advisement Track]
The advisement track allows students to complete many of the prerequisite courses in the Nursing program. After completion of the 27 credits of prerequisites with a GPA of 3.0 or better, the student is eligible to take the Test of Essential Academic Skills (TEAS) exam. A score of “proficient” or better is required. The student is then eligible to be considered for the nursing program. Consideration is based on GPA in prerequisite courses and seat availability.

3. Transfer students
Transfer students will be matriculated into General Studies Nursing Advisement Track. The grades of prerequisite courses transferred in will be calculated into the student’s GPA. After completion of 27 prerequisite credits with a GPA of 3.0 or better, the student is eligible to take the TEAS exam. A score of “proficient” or better is required. The student is then eligible to be considered for the nursing program. Consideration is based on GPA in prerequisite courses and seat availability. Dutchess Community College does not accept any student who was not successful in another nursing program nor does the college accept transfer of any Nursing Science courses. It is recommended to meet with the nursing advisor [Ms. Lauren Bunnell, 845-431-8098] to go over transfer credits and to evaluate GPA.
The Process of Matriculation

The following information is designed for students who are planning to matriculate as GSP students with the Nursing options or as students for the four-semester sequence. Matriculation status affects the students’ planned course of study as well as eligibility for financial aid and transfer credits.

Dutchess Community College requires students entering the GSP with Nursing option or the four-semester sequence AAS program to be legal residents of Dutchess or Putnam County. To prove residence, the student must have resided in Dutchess County or Putnam County for six months and New York State for one year. Students must maintain their residency throughout the duration of the program. In order to prove residency, students must provide one of the following items: a current drivers license (no PO Box addresses), a rental agreement or deed, taxes, or a car registration.

Full-time students are assigned a faculty advisor. Part-time students are guided by the Registrar’s Office, and are also encouraged to seek input from nursing faculty.
A. PROCEDURE

Full-time Students (Enrolled in 12 or more credits per semester)

• Students must be matriculated to be considered full-time. Representatives from the Office of Admissions at (845) 431-8010, Student Services Center, Room 101, will assist with first-time, full-time status.

Part-time Students (Enrolled in 11 or fewer credits per semester)

• Fill out the Part-time Application for Matriculation available in the Registrar’s Office, Student Services Center, Room 201.
• Provide a copy of high school diploma or GED and, if appropriate, official college transcript(s) (including DD214 for veterans) to be sent to the DCC Registrar’s Office.
• Obtain referral form for testing in the Registrar’s Office. Make an appointment with the Office of Academic Services, Hudson 315, to take the ASSET or COMPASS test and Science Placement exam.
• See an Advisor in the Academic Advising Center, Student Services Center, Room 201, to fill out a Study Plan.
• Provide proof of Dutchess or Putnam County residence.

After successful completion of the pre-requisite courses with a GPA of 3.0 or better, students may then take the TEAS test.

Based on their TEAS score of proficient or better in all 4 TEAS assessments, students can then change their matriculation status from GSP to Nursing or add Nursing to the General Studies Program and maintain a dual major. The student will need to fill out the necessary forms in the Registrar’s Office.

Timely matriculation is encouraged so that nursing students may be identified and receive guidance. Full-time students are assigned a faculty advisor. Part-time students are guided by the Registrar’s Office, and are also encouraged to seek input from nursing faculty.

B  PLACEMENT TESTING

All students, both part-time and full-time, are tested for appropriate placement in college level courses to assure successful completion of course work. Students are tested in reading, writing, numerical skills, and biological science.

The Biology Department has developed a test guide for those preparing for the Science placement exam. Additional information is found on the college website www.sunydutchess.edu under Academic Services.

Students may be required to take remediation courses based on placement test scores.
C. Test of Essential Academic Skills (TEAS) from ATI
Upon completion of the prerequisites, the student will be invited to take the TEAS exam with Academic Services in H315. Students who placed into the four-semester course sequence take the TEAS as part of their admission process. All four TEAS assessments have to be passed with a score of proficient or better. The TEAS score will be valid for 18 months. Students may transfer in TEAS scores if the test has been taken within the last 18 months at another location.

ENTERING THE DCC NURSING COURSES

A. GETTING STARTED

Please note that registration into nursing courses must be completed by the Nursing Advisor in the Registrar’s Office.

All students must be CPR certified for the Health Care Provider, meet all health clearance requirements from healthcare facilities, and pass a background check and drug test.

1. All students must present valid, current CPR certification for the health care provider upon entry into NUR 105. This includes one- and two-person rescue, infant and child CPR, and use of the automated defibrillator. Courses may be taken at local hospitals, or through the Office of Community Services at DCC, or any local agency that offers CPR for the health care professional. HED 134 does not meet the CPR requirements. It is the student’s responsibility to maintain this certification throughout the nursing science courses. A photocopy of the current CPR card must be submitted to the clinical instructor along with the health waiver on the first clinical day. CPR certification must be current for all nursing clinical courses. The expiration date cannot fall in the middle of a semester.

2. All students are required to submit a completed physical examination form prior to clinical courses. All blood work, immunizations, and other required testing indicated on the form must be current. When this form is on file in the College Health Office, the student will be issued a waiver clearing him/her for clinical placement. All mandatory examinations and tests must be re-submitted on an annual basis. In order for the health clearance to be valid for the school year, students admitted in the fall semester need to complete this requirement between May 1 and June 1. Students admitted in the spring semester need to complete it between December 1 and January 1. You may download the Health Form here.
Note: the form must be printed on a color printer to be legible. If you do not have access to a color printer, you will need to pick up the form in the College Health Office.

3. The background check and drug testing is arranged by Certified Background. All students are to create an account at www.certifiedbackground.com and enter the required personal information. Within 24-48 hours after an order is placed, the electronic chain of custody form (echain) will be placed directly into the student’s CertifiedProfile account. This echain will explain where to go to complete the drug test. During the online order process the student will be prompted to enter a Personal Identification Number (PIN). These will be provided when the student registers for the nursing course. The background check and drug test are valid for the entire nursing curriculum.

B. LENGTH OF PROGRAM

This 70-71 credit program generally requires a 3-year period to complete. Several additional semesters may be necessary due to placement scores and remedial courses. Students must complete the following courses: ENG 101, 102, BHS 103, PSY 111, GSS 100, PSY 203, BIO 131, BIO 132 and either HIS 104/HIS 108 /or GOV 121 with a GPA of 3.0 with at least a C in BIO 131 and BIO 132. They may then apply to take the TEAS test. Based on the TEAS score of proficient or better in all 4 TEAS assessments, students can then be considered for entry into the nursing program.

The quantitative skills requirement must be met. This applies only to students who have placed into the CSM math. These students must take CSM 093.

The third required biology course (BIO 212) can be taken with clinical nursing courses. (Please be aware that there is a five year limitation on the required biology courses.)

Note: Registration for nursing courses is always dependent on a space available basis. When there are more eligible students than space availability, students are selected on a priority ranking based on GPA. In the event that a student does not get seated and wants to be considered in the next admission cycle, the same priority ranking based on GPA will apply.

C. CONCURRENT ENROLLMENT

In the event that a student has completed all the pre-requisite courses and is not awarded a seat, he/she is eligible to enter the DCC-Excelsior College Concurrent Enrollment Program. This program makes it possible for Dutchess nursing students to concurrently take courses
in Excelsior’s online bachelor degree nursing program. Dutchess provides many courses that can meet most of the general education requirements for Excelsior College’s Bachelor of Science in nursing.

D. DETERMINATION OF TIME COMMITMENT FOR COMPLETION OF COLLEGE COURSES

The Carnegie Unit of Measure is used to calculate the number of credit hours required in each nursing course. According to this system:

- One lecture hour is equal to one credit hour
- Two college laboratory hours are equal to one credit hour
- Three clinical laboratory hours are equal to one credit hour

For example: If this measure is applied to NUR 105 which is a 6 credit course, the breakdown would be as follows:
  - 3 hour lecture (3 credit hours)
  - 2 hour college laboratory (1 credit hour)
  - 6 hour clinical laboratory (2 credit hours)

Since this course includes college and clinical components, the actual number of hours a student attends class is 11 hours per week.

If this same unit of measurement is applied to NUR 112 or NUR 213, which are eight credit courses, it would require 13 hours of classroom time.
  - 5 hour lecture (5 credit hours)
  - 2 hour college laboratory (1 credit hour)
  - 6 hour clinical laboratory (2 credit hours)

Additionally, it is important to keep in mind the rule of thumb that suggests the number of hours for student study time. Generally 2 to 3 hours of preparation or homework is required for each credit hour of the course; therefore, enrollment in NUR 105 would require at least 18 hours of preparation/homework. The number of hours represents suggested minimal hours of study for successful completion of a course.

E. DECLARATION OF DAY OR EVENING PROGRAM

Nursing students must declare their nursing sequence as day or evening with the Nursing Advisor when they are registered for BIO 132.

In order to accommodate the increasing number of students, some clinical sections of the day nursing courses will be held in the evening and vice versa. Day clinicals generally run from 8:00 a.m. to 1:00 p.m. and evening clinicals from 4:30 p.m. to 10:00 p.m.
The evening course sequence will no longer be available after 2016.

F. DAY SEQUENCE

After completion of required prerequisite courses with a minimum GPA of 3.0 and the required TEAS score, students can be considered for clinical nursing courses.

**Fall Semester Start Nursing Science Courses.**

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<td>NUR 105</td>
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EVENING SEQUENCE (part-time only)

**Spring Semester Start (evening classes) Nursing Science Courses.**

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**LPN to RN OPTION**

This program is intended for LPNs with strong clinical skills including IV therapy and medication administration. Submit a copy of your current LPN license to the Registrar’s Office. *Students who were unsuccessful in the DCC nursing program and then earned an LPN license are not eligible to use this option.*
DCC participates in the New York State Coalition for Educational Mobility LPN to RN program. This is not an accelerated program. NUR 090 and NUR 120 are taken in place of NUR 105, NUR 107, and NUR 112. All other prerequisite requirements apply.

**NUR 090**
This course is offered in the fall semester and meets once weekly for 3 hours. Prior to registration, students must complete all non-nursing courses including BIO 131 and BIO 132 with a GPA of 3.0 or better and have taken the TEAS test.

**NUR 120**
Students must complete NUR 090 before being eligible to take NUR 120, which is offered in the spring semester. The content familiarizes the student with Dutchess Community College Nursing Program philosophy and conceptual framework as well as applied nursing process. Students must pass a dosage calculation exam with 100% accuracy as well as a Skill Competency test. This course is a prerequisite to entering NUR 213 and NUR 215. Once completed, a “J” grade will appear on the transcript for NUR 105, NUR 107 and NUR 112.

**ADDITIONAL COSTS**

Additional requirements for the nursing students require purchases and fees over the cost of the college’s tuition and lab fees, and text purchases. These requirements and approximate fees include:

- CPR certification (varies)
- Physical exam – includes titer levels for immune status (varies)
- Nurse practice packs for NUR 105, NUR 112, NUR 120, and NUR 213 (approximately $85 each)
TECHNICAL STANDARDS FOR THE PROFESSION OF NURSING

For admission and participation in the nursing curriculum students must meet, maintain, and satisfactorily demonstrate technical standards* throughout the program. Students must not pose a physical or emotional threat to the well-being of patients, other students, staff or themselves. Those seeking reasonable accommodations** should contact the Coordinator of Disability Services in the Student Services Center. The skills and abilities that have been identified as required to meet nursing technical standards include but are not necessarily limited to:

**Visual Acuity** that is sufficient to perform health assessment and appropriate nursing interventions.
Examples:
- Detect changes in client condition
- Collect data from technological devices used in client care
- Draw up correct quantity of medication into syringe

**Hearing Ability** that is sufficient to perform health assessment and appropriate nursing interventions.
Examples:
- Hear body sounds using stethoscope
- Detect alarms related to client care
- Respond to client with or without view of client’s face

**Tactile Ability** that is sufficient to perform health assessment and appropriate nursing interventions.
Examples:
- Detect changes in skin temperature and texture
- Detect unsafe temperature levels in heat-producing devices used in client care
- Detect physical abnormalities related to diseases.

**Fine Motor Skills** that are sufficient to execute movement required to provide nursing care to clients in all health care settings.
Examples:
- Manipulate equipment involved in client care
- Safely dispose of needles in sharps container
- Accurately record data on documentation sheets

**Strength and Mobility** that is sufficient to perform all nursing care.
Examples:
- Manually position clients that are lying in bed or sitting in a chair
- Lift 40 pounds
• Push an occupied wheelchair, shower chair, stretcher, or bed
• Move immobile clients from stretcher to bed, bed to stretcher, or bed to chair alone or with assistance from personnel

**Physical Endurance** that is sufficient to complete periods of assigned clinical practice.

Examples:
• Be able to stand or walk 5-8 hours
• Complete care within the allotted time

**Communication** that is sufficient to give and receive verbal and non-verbal communication. This requires the ability to see, speak, hear, read, write and effectively utilize the English language.

Examples:
• Speak clearly during oral communication i.e., shift reports, telephone conversations
• Read and understand English printed documents
• Teach/instruct clients regarding medical problems
• Write correctly/legibly in client records

**Emotional Stability** that is sufficient to function effectively under stress, adapt to changing environments, and display flexibility.

Examples:
• Deal with the unexpected i.e., frequently changing client status
• Adapt readily to changes and multiple demands

**PLEASE NOTE:**
It is the student’s responsibility to make needs known. Those seeking reasonable accommodations** must contact the Coordinator of Disability Services in the Student Services Center.

*“Technical Standards” refers to nonacademic criteria used for admission and participation in a program. From How the Law Applies – Rehabilitation Act of 1973 – Section 504.*

**Reasonable accommodations are adjustment of course/program requirements which are not (1) unduly costly, (2) extensive, (3) disruptive, and (4) do not fundamentally alter the nature of the course/program.*
LEGAL LIMITATIONS TO LICENSURE

Upon completion of the program, the student is eligible to take the New York State examination for RN licensure in nursing. Graduation from the program does not guarantee admittance to the licensing examination. Individuals who have prior convictions, felony or misdemeanor, exclusive of parking violations, are advised to contact the New York State Board of Nursing for advice on legal limitations for licensure. Visit the website at www.op.nysed.gov.

The information contained in this document is informational only, and is not intended to be contractual in nature.
Good luck in your nursing studies!

If you have additional questions regarding
the Nursing Program, please contact
the Department of Nursing
at (845) 431-8570

or

the Nursing Advisor in the Registrar’s Office
at (845) 431-8098

or

Visit our website at
www.suny dutchess.edu/academics/departments/nursing