

2010



Indiana University
East

University

*A Guide for the
Pre-Nursing Student*

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WELCOME

WELCOME TO INDIANA UNIVERSITY EAST SCHOOL OF NURSING. Our faculty and staff are here to assist you in successfully realizing your goal of joining the nursing profession.

You have chosen a challenging career--one that offers you flexible working schedules, work environments that range from hospitals to private corporations, an opportunity for entrepreneurship, educational opportunities through the doctoral level and, best of all a career in great demand. Your career opportunities will be vast.

To enjoy those benefits, the nursing faculty and staff challenge you to be your best. Your learning and success is our main mission. We will introduce you to various facets of campus life and offer our assistance throughout your professional and academic journey.

This Guide for the Pre-Nursing Student summarizes the information that is of immediate importance to you. You should also familiarize yourself with information on the IU East website and the School of Nursing website, including the *Nursing Student Handbook*. The [School of Nursing](#) website is an important source of up-to-date information.

We look forward to working with you and are committed to assisting you. Here's to your health and good learning!

Karen Clark, Ed D, RN
Dean of Nursing

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Indiana University School of Nursing

A GUIDE FOR THE PRE-NURSING STUDENT

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Accrediting Agencies:

North Central Association of Colleges and Secondary Schools

National League for Nursing Accrediting Commission
61 Broadway, New York, NY 10006
800-669-1659 ext. 153

Indiana State Board of Nursing
Health Professions Bureau
402 W. Washington St.
Room W072
Indianapolis, IN 46204
317-234-2043

ADVISING AND REGISTRATION

The Bachelor of Science in Nursing program is a selective admissions program which necessitates a two step admissions process. All students who have declared nursing as a major are admitted to the School of Nursing as a pre-nursing student. Upon completion of at least 27 credit hours of specific coursework, the pre-nursing student may apply for admission to the BSN program. All advising, progression assistance, and registration for pre-nursing students occurs with the pre-nursing advisor, Chad Beanblossom. Chad is located in Hayes Hall 246. He may be contacted via phone at 765-973-8353 or e-mail at chadbean@iue.edu. The pre-nursing advisor works with all pre-nursing students to help them learn the processes of advising, registration, progression, etc. The pre-nursing advisor also develops a *Program Planning Sheet* for each student and facilitates the process of application to the BSN program. Once admitted all nursing students will be assigned a nursing faculty advisor who mentors them through the BSN program and facilitates registration each semester until graduation.

There are two primary sources for finding courses offered each semester. One can be viewed on the web through OneStart and is updated each time a change is made. The second, the Schedule of Classes, is available through the [Registrar's](#) website and is updated every night.

Please refer to the [Bursar's](#) website for student account and tuition information.

The [Registrar's](#) website provides additional information about the following:

- Priority Registration Dates
- University Calendar
- Registration Instructions
- Drop/Add Instructions
- OneStart Instructions
- Campus Map for Richmond

University College

University College is the department that serves as a gateway for all first year students at Indiana University East. University College staff members strive to meet the needs of first year students and are dedicated to helping students reach their academic and personal goals. University College provides students with the tools and knowledge to succeed as first year college students by providing coaching and counseling services, career services, and general advising. University College also coordinates First Year Seminar classes and presents several useful workshops and presentations throughout the academic year.

All first year college students with less than 12 credit hours are required to complete a First Year Seminar course. This class will provide you with the knowledge and skills to help you succeed throughout your academic program and will provide you with general information about the Indiana University East campus community.

Please visit the [University College website](#) for additional information

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IMPORTANT TERMS

APG COMMITTEE

Admission, Progression, and Graduation Committee (APG Committee). The School of Nursing has a nursing faculty committee whose charge is to decide on “exceptions to the rule” on admission, progression, reinstatements, and graduation issues. Letters of appeal are directed to the chair of the APG Committee as are letters seeking approval of any progression plan other than the published plan. Letters of appeal should include the Admission & Progression Request Form (available on the Nursing web page under the “Student Forms” link). Both the letter and the form should be sent via registered mail to the APG Committee Chairperson. You may contact the School of Nursing office at 765-973-8213 to find out the name of the current APG chairperson

CLINICAL/PRACTICUM COURSE

A clinical or practicum course is one which offers experience in the learning laboratory or in a health care setting. Each credit hour of a clinical course equals three contact hours per week. For example, a two credit hour clinical /lab course will require six hours of class attendance time (2 credit hours x 3 contact hours).

DIDACTIC

This term describes the course that is taught in the classroom (no clinical component). Sometimes didactic courses are also referred to as theory courses. Most didactic courses have a companion clinical course.

IN-SEQUENCE/OUT OF SEQUENCE

Once admitted, students who follow the published program plan of nursing coursework without interruption are considered "in sequence" students and are assured a spot for each successive semester. Students who “stop-out,” must repeat a course, or interrupt their progression in any way are considered “out of sequence.” “Out of sequence” students can register for nursing classes on a “space available” basis and are **not** guaranteed continued progression. Regularly progressing students have priority over those whose progression has been interrupted.

PROGRAM PLAN

The program plan is created by the pre-nursing academic advisor and should be used by the student as a guide to the remainder of his or her academic program. The program planning sheet outlines general education requirements as well as nursing courses required to graduate with a BSN degree.

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FREQUENTLY ASKED QUESTIONS CONCERNING THE NURSING PROGRAMS

What is the difference between an LPN and an RN?

Registered Nurses (RN) perform a wide variety of health care functions. They observe, assess and record symptoms, reactions, and progress of patients. They administer medication, assist in the rehabilitation of patients, instruct patients and family members in proper health maintenance care and health promotion, and help maintain a physical and emotional environment that promotes health. Besides providing competent care in a variety of roles, a Registered Nurse is a critical thinker, culturally competent, a coordinator of community resources, politically aware, an ethical and legal practitioner, an effective communicator, and a professional role model.

Under the direction of physicians and registered nurses, the Licensed Practical Nurse (LPN) provides nursing care that requires technical/vocational knowledge but not the professional education of a registered nurse.

What is the difference between an Associate of Science in Nursing (ASN) and the Bachelor of Science in Nursing (BSN) degrees?

Both programs prepare students to take the registered nursing licensing exam. Also, both programs prepare students to work in beginning staff positions as direct patient care givers. In addition to being prepared for beginning staff positions, the baccalaureate degree offers leadership skills, nursing management, community health, an emphasis on working with families, an introduction to nursing research, and preparation for graduate work in nursing.

What is the difference between a "basic (traditional)" student and a registered nurse student?

The basic (traditional) student is beginning initial preparation for their first nursing degree. The registered nurse student has graduated from a diploma or associate degree program in nursing, has passed the NLCEX-RN exam and is now pursuing the baccalaureate degree in nursing.

Does the Indiana University East School of Nursing have a time limit for accepting credits toward the degree?

The answer to this question differs by program. For the RN to BSN student, there are no time limits for any credits. However, for the basic BSN student, there is a seven-year time limit on Life Span Development and all required science courses. These courses must be repeated or revalidated by the department which offers the course if the seven year time limit is reached prior to program admission.

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Once admitted to the BSN program or RN to BSN Mobility option, how long do I have to complete the degree?

Once the nursing coursework has begun, the BSN student, whether basic or RN, must complete the degree within six years.

Where will I take the clinical/practicum portion of my courses?

Local clinical instruction is made possible through cooperation with Reid Hospital & Health Care Services, the Richmond State Hospital and over 40 other health related facilities. Students may have clinicals/practicums in outlying areas and will need to provide their own transportation to these sites.

When are nursing courses scheduled?

Check each semester's [Schedule of Classes](#) for general course offerings and times. Basic BSN course scheduling depends on the level of classes. In general, students are in class or at clinical four days a week. Nursing major courses for the RN/BSN mobility program meet one evening a week. This flexible scheduling offers the working RN an opportunity to complete the BSN degree in a reasonable time frame.

Will any of my requirements change after I have begun taking classes at IU East?

While efforts are made to impact students' programs as little as possible, *all policies are subject to change.*

How much can I work once I am admitted to the nursing program?

The curriculum for the BSN program is very demanding. Although the amount of time you spend in employment activities will differ based on your needs, faculty have found that students who work more than 20 hours a week often have difficulty in nursing courses.

What is the role of my Faculty Advisor?

Upon being granted admission to the BSN program each student will be assigned a faculty advisor. Your faculty advisor will help guide you through the remainder of your nursing program. This person is a faculty member in the School of Nursing and will provide you with advice about remaining coursework and general information/guidance about the health care industry.

What is the role of my Pre-Nursing Academic Advisor?

The Pre-Nursing Advisor, Chad Beanblossom, will provide all pre-nursing students with general information about the BSN program. Chad will also be responsible for developing program plans for each student and will meet with each pre-nursing student prior to registration. The pre-nursing advisor also facilitates the BSN admissions process and will provide general guidance/advice to all nursing students throughout their academic program. The pre-nursing advisor is here to provide each student with tools and resources needed to ensure student success. Please feel free to contact Chad at 765-973-8353 for any issues or concerns.

How much time will it take?

It is important to remember that there are only **24 hours in each day** and only **168 hours in each week**. It is common for college students to want to participate in more activities than their time allows and, as a result, perform poorly in many of the activities. Unfortunately, this poor performance often includes school work. The following assessment is designed for you to begin thinking about how you spend your time now and how your time might change when you begin taking classes.

Fill in the Blanks:

1. Number of hours per week: 168
2. Average number of hours you need to sleep per week: _____
3. Number of hours for hobbies, recreation, church, and other activities: _____
4. Number of hours per week you will work and/or take care of household duties: _____
5. Number of hours needed for eating, shopping, TV, etc: _____
6. Number of courses you will take. Multiply this number by 2 ½ (number of hours which you will generally be in class per week): _____
7. To figure the number of hours needed for study, multiply the answer to #6 by 2 ½ (the average number of hours of study for each hour in class): _____
8. The TOTAL NUMBER OF HOURS YOU USE PER WEEK (determined by adding items #2 through #7): _____
9. If your answer to #8 is **Less** than 168, subtract that number from 168. This answer gives you the number of hours which you still have left each week: _____
10. If your answer to #8 is **More** than 168, you must adjust part of your plan. You are working too many hours, planning to take too many classes, or involving yourself in too many activities. Subtract 168 from your answer to #8 to find out the number of hours of school, work, or other activity which must be eliminated: _____

Can I complete the program on a part time basis?

The BSN program is structured as a full-time program. However, students may take general education courses on a part-time basis prior to admission to the nursing major. (Please refer to you program plan or the pre-nursing advisor for BSN program schedule).

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As an older student, can I be successful in college and will I fit in?

Absolutely! You are the college student who has recently changed the thinking of university administrators across the country - the adult student. You bring life experiences, maturity, and a strong desire to be successful into the classroom. By enrolling at IU East, you are **adding** "college student" to your list of responsibilities. **Managing your time and setting daily priorities among your many responsibilities is your most difficult and important task.** *When you take on new commitments, it is often necessary to lessen your involvement in other activities.* Your decision to become a student again affects everyone who is important in your life. You will need their support and understanding. Your advisor will work with you and direct you to resources that will be helpful as you pursue your college degree.

What should I do if I'm having trouble?

The most common problems are in the areas of time management, study skills, work conflicts and personal relationships. If you are experiencing difficulty, you should:

- **Talk to your instructor**

Many problems can be alleviated in this manner. You should be aware of what the requirements are for the course, what your instructor expects of you, and where you stand. It is important to build a rapport early on with your instructor. Create an open line of communication and discuss any issues or concerns as soon as they come up.

- **Talk to your academic advisor**

Your advisor is always available to assist you in working out your problems, suggesting alternatives, identifying services, and making decisions. You are free to discuss anything with your academic advisor and you should meet with this person at least once per semester.

- **Identify university services**

Many services are available on campus that can assist you with a variety of academic and non-academic needs. The IU East website describes campus services and identifies locations and telephone numbers. Ask your instructor or your advisor about other possibilities.

- **Do not ignore the problem**

Problems rarely go away by themselves and the longer you wait, the harder they are to solve. If you are unsure of what to do, contact your advisor immediately.

What happens if I fail a course?

Indiana University does allow you to retake a course and have the new grade substituted for the old under the Grade Replacement-X Policy. The new grade will not be automatically substituted. To replace a grade for a course, you must request a "Petition for Grade Replacement-X Options" form from the [Registrar's office \(Student Records\)](#) or your advisor. Once you have signed up for the course again, complete the form with the proper signatures, and return it to the Registrar's Office. In the IU East School of Nursing, students may exercise the grade replacement option for a limit of **three** general education courses up to **fifteen** credit hours (Policy #: U-VI-A-9). ***Of the three courses a student may not exercise a grade replacement for more than one science course.*** The School of Nursing requires a grade of C or better in all required prerequisite courses. Students pursuing a nursing degree may only repeat 15 credit hours of prerequisite course work to achieve the minimum "C" grade. The grade-replaced courses count as repeated courses toward this 15 credit hour limit. Each one will be counted as one completed attempt to meet the course requirement. ***Students must attain a C or better by the second attempt toward any requirement or the student will no longer be eligible for the BSN program.*** The former grade (the one replaced) will not be counted as part of the competitive Nursing Admissions GPA (NAGPA), but will still affect your cumulative GPA if the grade replacement policy is not utilized. Consult *the Nursing Student Handbook* for specific information regarding failures in particular classes.

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TRANSFER

How can I transfer credits in from another university?

You must contact your original university and request that they **send** an official transcript of your coursework to the IU East Admissions Office. An "official transcript" is sent directly to IU East from the transfer university. The Admissions Office will evaluate the transfer credit after you have been fully accepted. You will not be given transfer credit for any course in which you received a grade of less than C. When you receive your Credit Transfer Report (CTR) you may arrange an appointment with the pre-nursing advisor to review this CTR for possible coursework toward the nursing degree.

How do I know what classes will transfer?

The most convenient method in determining what classes will transfer is by utilizing the [Indiana Core Transfer Library](#) located online. This resource provides information about the transferability of several classes offered at most public colleges and universities located in the state of Indiana. For additional information about the transfer of classes, please contact the admissions office or the pre-nursing academic advisor.

How do I transfer nursing courses from another university?

If you have attended an accredited university or college and have taken some nursing major courses, make an appointment to see the pre-nursing advisor. Some nursing courses may have been reviewed previously by faculty and determination has already been made how that course may be transferred and used toward a nursing degree at IU East. However, if this is not the case, then you will need to provide the pre-nursing advisor with a course syllabus of any courses you have taken and wish to transfer. The pre-nursing advisor will forward your materials to the Admission, Progression, and Graduation Committee (APG) who will collaborate with the Dean of Nursing to determine transferability. The APG committee will send you, in writing, a final decision about the course's equivalency to courses in the BSN program. [Student must make a formal appeal in writing to the APG committee.](#)

How can I transfer credits from IU?

If you wish to transfer to a university other than Indiana University, you must apply directly to that college and be accepted. You must then contact the IU East Registrar's Office to have an official transcript sent to the college you wish to attend. The new college/university will provide you with information about their transfer/admissions process.

How can I transfer credits from one IU campus to another IU campus?

If you wish to transfer to another campus within the IU system, you must complete an **Intercampus Transfer**. By completing an intercampus transfer you are requesting permission to take courses on another IU campus; you are not requesting housing or financial aid. Housing and

financial aid must be arranged separately. To complete an intercampus transfer, you **must** have a cumulative grade point average of 2.0 or higher. Please note that in the BSN admission policy, the following criteria apply. Applicants for admission at each campus are placed into one of two categories. Within each category, applicants are then ranked according to admission grade point average. These categories are:

Category 1: Students who have taken more than half of their prerequisite coursework at Indiana University East, who have taken over half of their coursework at another Indiana University campus, or students who are regionally connected to the IU East campus service area, i.e., live in one of the following counties: Wayne, Union, Fayette, Franklin, Rush, Henry, Randolph, and Darke and Preble (Ohio).

Category 2: Students who have no regional connection and students who have taken more than half of their prerequisite coursework outside the Indiana University educational system who now wish to complete their nursing major at IU East.

For questions about your particular situation and requirements, please contact the Pre-Nursing Advisor, Chad Beanblossom.

Can I transfer from one IU campus to another IU campus after admission to the program?

Nursing students in good academic standing may seek intercampus transfer by petitioning the Admission, Progression, and Graduation (APG) Committee (at the IU campus you wish to transfer) at least one semester in advance of the requested transfer. Due to the difference in course sequencing, students seeking an intercampus transfer should do so only at the completion of all nursing courses required in the sophomore or junior year. Intercampus transfer requests submitted to the APG that ask for mid-year transfer consideration are discouraged. Students wishing to transfer within an academic year may be required to complete supplemental coursework due to course sequencing differences. Intercampus transfer requests will be evaluated individually on the basis of the student's academic record, the availability of space in the required courses, faculty and facility resources to meet the student's needs, and program outcomes and competencies.

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GRADE POINT AVERAGE

How your GPA is calculated

Quality points are assigned to each grade as follows:

A+	=	4.0 points	C-	=	1.7 points
A	=	4.0 points	D+	=	1.3 points
A-	=	3.7 points	D	=	1.0 points
B+	=	3.3 points	D-	=	0.7 points
B	=	3.0 points	F	=	0.0 points
B-	=	2.7 points	I	=	No points assigned
C+	=	2.3 points	S	=	No points assigned
C	=	2.0 points	W	=	No points assigned

To figure your semester grade point average, divide the total number of credit points for the semester by the total number of credit hours completed that semester. The points listed above are for one credit hour. To obtain the total number of credit points, multiply the points by the amount of credit hours per class. For example: If you receive a B- in a 3 credit hour class, multiply 2.7 by 3. This gives you 8.1 credit points for that class.

You can calculate your cumulative grade point average using the same system by using the **total** number of credit points divided by the **total** number of completed credit hours.

- In order for students to be eligible to be admitted into the major courses for nursing, a **cumulative GPA of 2.5 is required.**
- BSN students must have a **C (2.0) in each required general education course** by the **second attempt** to be considered for admission into the major courses of the program. Once admitted to the BSN program, in order to be considered in **good standing**, you must maintain a **semester and cumulative grade point average of 2.0 or higher and no lower than a C (2.0) in all required coursework by the second attempt.**
- Once admitted to the BSN program, a student who receives a failing grade (C- or lower) in **two or more** required classes will be removed from the program and unable to return or transfer to another IU School of Nursing.

*A [GPA Calculator](#) can be found at the registrar's website.

Admission Grade Point Average

The competitive nursing admissions GPA (NAGPA), used for ranking students for the purpose of admission, is computed from all grades earned in the required general education courses except for the university Grade Replacement-X Policy, which allows for no more than three courses totaling no more than 15 credit hours to be repeated and the former grade not count in the GPA. Students should be aware that this includes F grades not replaced by the *FX policy* as well as grades in courses that are repeated without utilizing the *grade replacement policy*. Only 15 credit hours of coursework may be repeated and may include only once science course.

You can calculate your nursing admission GPA (NAGPA) by following these procedures:

1. For each pre-nursing requirement, the grades from all courses will be recorded and calculated into the NAGPA independently.
2. If a required pre-nursing course is repeated, the grade from the second attempt will be recorded and calculated into the NAGPA.
3. All IU and transfer grades earned in courses required for the degree, excluding grades which are replaced, will be calculated into the NAGPA. Grades from the sciences and life span development that exceed the seven-year limit **will not** be used in the calculation of the NAGPA and will not be counted as an attempt in accordance with the "two-times" policy. If they are revalidated (a written memo from the revalidating School is required), the old grade will be used.
4. If any requirements are met by a combination of courses, all of the grades involved will be recorded and calculated into the NAGPA independently.
5. If a student has earned credit for numerous courses, any of which would satisfy the same nursing requirement, the academic advisor or APG Committee will determine which course(s) best meet the requirement. All grades from course(s) approved to meet the requirement will be used in the NAGPA.

ACADEMIC POLICIES FOR PRE-NURSING STUDENTS

BSN Pre-Nursing

The following policies are in effect for all BSN pre-nursing students of the School of Nursing.

Good Standing: Pre-nursing students who maintain a minimum grade of C (2.0) in all courses and a minimum grade of C (2.0) in all courses required for the degree will be in good academic standing.

Repeat of Prerequisite Courses: To qualify for admission a student must earn a minimum grade of C (2.0) in all required prerequisite courses by the second attempt (**C- is not acceptable**). Only the second grades on repeated courses will be used for the NAGPA for the degree. Prerequisite courses may not be repeated more than one time. Students may repeat no more than three courses for a total of 15 credit hours of required general education courses and may include no more than one science course.

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REQUIREMENTS FOR ADMISSION INTO THE NURSING MAJOR

Limited Criminal History Check

Beginning 2009 all students applying to the BSN or RN/BSN Mobility Option must submit to a criminal history background check during the application process. **This must be completed by the application deadline.** Many of the clinical sites where students complete clinical experiences are now requiring verification of criminal history before students can be placed in their organizations. Based on requirements of these agencies, as well as state and federal regulations, all students must provide evidence that they have submitted to a limited criminal history check.

Students will complete this criminal background check with CertifiedBackground.com at the **student's expense**. The total cost of the basic criminal background check is approximately \$45. This package includes a search of your current county of residence. If any additional residences are found within the previous 7 years (from your residency history) additional county criminal searches will be performed at an additional cost per county. Specific information on how to complete the criminal background check process will be included in the BSN application packet.

Students will be required to submit to a criminal background check annually while enrolled in the BSN program.

Application Information

There are separate applications for admission to the BSN and RN/BSN Mobility option. The deadline for the BSN program is March 1 of the year prior to the Fall semester in which the student seeks admission. The application for the RN/BSN program is needed as early as possible, but no later than August 1 to be eligible for Fall admission.

Basic Bachelor of Science in Nursing

Admission Policy (*These Admissions Requirements are subject to change.*)

1. Admissions will be based on **academic achievement** which will be defined by the Grade Point Average (GPA) of all completed courses required for the BSN degree at the time of admission review.

2. Students may only apply for admission to the BSN program after completing at least 27 general education credits. The student must earn a grade of C (2.0) or better in each course by the second completed attempt.

These credits must include the following courses or their equivalent:

ENG-W131	English Composition	3 cr.
PSY P103	Introduction to Psychology	3 cr.
SOC S-100	Introduction to Sociology	3 cr.

Cultural Diversity Course of your choice	3 cr.
Humanistic Appreciation Course of your choice	3 cr.
Critical Analytical Cluster Courses	5-6 cr.
ENG W132 English Composition	3 cr.
<i>OR</i>	
SPCH S121 Public Speaking	3 cr.
MICR-J200/J201 Microbiology/Lab	3 cr./1cr.
<i>OR</i>	
PHSL-P261 Anatomy & Physiology I	5 cr.

The above course grades will be calculated to determine the competitive Nursing Admissions GPA (NAGPA).

3. At the time of application for admission, if a student has completed the 27 general education course requirements plus additional courses which are required for the degree, those course credits and grades also will be calculated into the competitive nursing admissions GPA (NAGPA).

4. Applicants whose cumulative GPA falls below a 2.5 will not be eligible to apply.

5. Efforts for the student body to reflect the cultural, ethnic, and gender diversity that is broadly representative of the community served by IU East will continue to be made. Faculty will continue to volunteer as mentors for students, encourage participation of diverse groups and intervene with appropriate assistance and support to meet the needs of students.

6. Students must complete all required coursework by established deadline dates, including independent study courses, correspondence courses, and courses for which a student received an Incomplete (I). Students wishing to transfer required coursework from a university other than Indiana University must have achieved a grade of C (2.0) or higher in the transfer course.

7. Students must achieve a minimum grade of C (2.0) in prerequisite coursework by the second attempt if repeated. Courses which have had low grades replaced will count as a first attempt. This policy also applies to any student wishing to transfer required courses from a university other than Indiana University.

8. Students may repeat a maximum of three courses totaling no more than 15 credit hours (and not including more than one science course) of the 27 credit hours of prerequisite coursework. This policy also applies to any student wishing to transfer required courses from a university other than Indiana University.

9. Students must have a completed official credit transfer report (CTR) for all work being transferred from a university other than Indiana University.

10. Students must submit a complete application by March 1. Applications received after the published deadline may not be considered. Students may reapply in a subsequent year.

11. Admission to the BSN program is competitive. The nursing faculty of the campus to which the student is seeking admission has the responsibility and authority to select those applicants

who will be admitted. The faculty selects those applicants who they believe best reflect the goals and values of the School of Nursing and the nursing profession and who have the greatest potential for academic success.

12. Priority for admission will be given to students who have completed more than half of their prerequisite coursework at an Indiana University Campus and students who have a regional connection to IU East. Transfer students without a regional connection will be considered for admission only after Indiana University students have been reviewed. Students will be admitted to the baccalaureate nursing major for a specific semester and are expected to enter that semester. Students not entering that specific semester must reapply for admission to a subsequent year on a competitive basis.

13. A student whose criminal background check finds results of illegal activity may be deemed ineligible for admission based on the nature of the infraction and whether the student will be able to complete program requirements with the identified criminal history.

PREPARATION FOR NURSING MAJOR COURSES

Once you are admitted to the BSN program you will receive a packet of detailed information and forms which you must read carefully, complete and return. This packet will include information concerning immunizations, CPR, uniforms, name tags, drug calculation guidelines, legal limitations for licensure, etc. The following information is designed to outline some of the expectations of the program.

Uniforms

The BSN student wears the official IU East School of Nursing uniform during laboratory and clinical nursing courses. These uniforms may not be purchased until the student is admitted to the nursing courses. Specific instructions for purchasing uniforms will be in the admissions packet and may be found in the Nursing Student Handbook. Some students prefer to have two uniforms since most semesters you will have 2 clinicals per week. White lab coats are worn for visits to the clinical areas in preparation for clinical experience.

Immunizations

All students in the School of Nursing must complete immunization requirements. ***Compliance is mandatory.*** Students may sign a waiver to immunization if immuno-suppressed or advised by a physician to do so. Prompt compliance with immunizations and completed paperwork is an expected professional behavior. Evidence of all immunizations must be filed with the School of Nursing upon admission with updates filed annually. The due date for submission is August 1 each year. *All immunizations are at the student's expense.*

Immunizations are required to help protect both students and patients. Clinical agencies also require these immunizations. Students will ***NOT*** be permitted to attend ***any nursing class or clinical*** until the immunization record is submitted to the School of Nursing. The following

immunizations are required:

Tetanus/Diphtheria: Must be no more than 10 years old.

Rubella titer or Rubella vaccine: Rubella titer of 1:10 or receipt of Rubella vaccination with live virus vaccine on or after the first birthday.

Polio vaccine: Provide date the series was given.

Hepatitis B. Vaccine: This vaccination is given in a series of three injections with one month between the first and second injection and six months between the first and third injections. You must have had at least the first injection before you can begin clinical/practicum experiences. The second and third injections should be completed in accordance with the recommended time schedule (1 mo-6mo from 1st injection). When you receive the second and third injection, you must add them to your immunization record. **It is wise to start this series as soon as you plan to apply to the BSN program.**

Mantoux (PPD skin test): Must be obtained initially (for new Nursing students) and repeated each year of the program (for continuing Nursing students) between May 1 and August 1. The results **must be recorded** as follows:

mm of induration: _____

Date read: _____

Date given: _____

By whom administered: _____

If positive, then must have a negative chest X-ray report:

Chest film results: _____

Date given: _____

*Please note that chest X-rays need only be repeated after exposure or development of disease symptoms.

Rubeola: Persons born after 1957 who had physician diagnosed Rubeola must show evidence of receipt of two doses of live measles vaccine after the first birthday, separated by at least one month, or other evidence of immunity (e.g., laboratory evidence).

Mumps: Those who have not had physician diagnosed mumps must show evidence of receipt of live mumps vaccine after the first birthday or other evidence (e.g., laboratory evidence or signed statement from a parent/guardian/family doctor).

Varicella: Those who have not had physician diagnosed Varicella (chicken pox) must show evidence of immunization with two doses of Varicella virus vaccine or other evidence (e.g. laboratory evidence or signed statement from a parent/guardian/family doctor).

Influenza: Although not required, it is recommended that students receive a yearly influenza vaccination. Due to the recent H1N1 pandemic, students are also encouraged to receive the H1N1 vaccine as long as its use is recommended by the Center for Disease Control and Prevention.

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CPR

The expectation for each nursing student is to be basic CPR certified as a healthcare provider. This certification includes adult, child, and infant CPR, one- and two-man, and use of AED (automatic external defibrillator). **Although CPR certification is for two years, while in nursing school students are expected to be re-certified yearly between May 1 and August 1.** All students will need to be basic CPR certified prior to beginning clinicals in the fall. This expectation is also relevant for any clinical observational experience. Newly matriculated students for the fall term are expected to submit a copy of their CPR card to the School of Nursing by August 1 each year. Returning students are expected to submit a copy of their CPR card to the School of Nursing by August 1 for the fall term. Annual CPR certification must be completed between May 1 and August 1 for the upcoming academic year. CPR certification must be current throughout the entire time you are enrolled in nursing major courses. **Again, CPR certification (recertification) must be renewed each year you are in the program between May 1 and August 1.**

Renewal of Immunizations and CPR

CPR training and the PPD (tuberculosis) immunization must be renewed each year between **May 1 and August 1** while a student is in the program. It is also recommended each student receive an annual Influenza vaccination.

Name Tags

Name tags are to be worn during time spent on the clinical unit or practicum site. Order forms will be provided in the packet of information you will receive once you have been admitted to the program.

Technology Requirement

The IU East School of Nursing has implemented a technology requirement for all admitted nursing students effective fall 2006. This policy requires all nursing students to have a notebook (laptop) computer and a handheld digital device. This equipment will be integrated in classroom and clinical use. Specific requirements for these items will be in the nursing admissions packet. You may find additional information on the [Nursing website](#).

For additional help, the Information Technology department offers several services to IU East students. IT staff members are available to offer assistance with technological issues, information about setting up student accounts, and provide up to date availability of campus computer labs. Indiana University also provides free software downloads available through the [Information Technology](#) website.

The purchase of a laptop computer is required for the BSN program. Special deals and offers through vendors can be found at <http://uits.iu.edu/page/antj>. Additional services and useful links are available at <http://www.iue.edu/it/>.

The IU East IT helpdesk is located in Hayes Hall 169. Phone: 765-973-8375.

IU SCHOOL OF NURSING BSN POLICIES

Essential Abilities Policy

The School of Nursing faculty has specified essential abilities (technical standards) critical to the success of students in any IU nursing program. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential abilities (technical standards) with or without reasonable accommodations.

1. **Essential judgment skills to include:** ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving around patient conditions and coming to appropriate conclusions and/or course of actions.
2. **Essential physical/neurological functions to include:** ability to use the senses of seeing, hearing, touch and smell to make correct judgments regarding patient conditions and meet physical expectations to perform required interventions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological and physical functions include, but are not limited to observation, listening, understanding relationships, writing, and psychomotor abilities consistent with course and program expectations.
3. **Essential communication skills to include:** ability to communicate effectively with fellow students, faculty, patients, and all members of the health care team. Skills include verbal, written, and nonverbal abilities as well as information technology skills consistent with effective communication.
4. **Essential emotional coping skills to include:** ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.
5. **Essential intellectual/conceptual skills to include:** ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.
6. **Other essential behavioral attributes:** ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the School of Nursing and as a developing professional nurse consistent with accepted standards of practice.

Faculty have the responsibility to determine whether a student has demonstrated these essential abilities. Faculty have the right to request consultation from recognized experts as deemed appropriate. Students failing to meet these essential abilities, as determined by the faculty, at any

point in their academic program may have their progress interrupted until they have demonstrated their ability to meet these essential abilities within negotiated time frames. Students will be dismissed from their program of study if faculty determine that they are unable to meet these essential abilities even if reasonable accommodations are made. Students failing to demonstrate these essential abilities criteria, as determined by the faculty, may appeal this adverse determination in accordance with the Indiana University's appeal procedures. *When a student is admitted to either the BSN program, the student will be requested to read and sign a Student Letter of Agreement for the Essential Abilities Policy.*

Sex Offenders Screening Policy

During the Fall 1997-98 semester, the School of Nursing implemented the Sex Offenders Screening Policy. This policy simply states that any student enrolled in the BSN program who has been convicted of a sex offense against children shall be dismissed from the program. Further declarations of this policy include:

1. The School of Nursing will review the Indiana Sex Offenders Registry for each nursing student prior to admission and periodically after admission.
2. Any student whose name appears in the registry will be ineligible for admission.
3. Any student requesting transfer to another nursing program whose name appears in the Registry will be denied transfer.
4. Any student already admitted to the BSN program whose name appears on the Registry during the time of enrollment in the nursing major, shall be ineligible for continuation or completion of their current or any other nursing program.

Confidentiality Policy

Each student will be required to sign the following agreement of confidentiality upon entry to the nursing program. The original signed agreement will be placed in the student's permanent file.

In accordance with the "ANA Code for Nurses," each student must judiciously protect information of a confidential nature. Information of a confidential nature is any information that identifies the client in any health care setting or site of clinical experience which include but is not limited to:

- Family relationships
- Diagnosis and prognosis
- Treatment modalities
- Nursing plan of care
- Demographic information

A nurse holds this information in confidence using sound judgment and careful consideration of the consequences, both harmful and beneficial, before sharing it when deemed necessary. This information **must only be shared** with other health team members involved in the client's care.

Any unauthorized disclosure of client information violates a client's right to privacy and will result in disciplinary action.

All students will be required to sign a form after the statement: "After reading the above policy, I understand the meaning of confidential information. I also understand that, as a student, I am responsible for maintaining confidentiality concerning all clients with whom I come in contact."

HIPAA (patient Confidentiality and the Health Insurance Portability and Accountability Act)

The federal government enacted HIPAA in 1996. Rules regarding the privacy of health information became effective April 4, 2003. In general, privacy is about who has the right to access personally identifiable health information. The rule covers all individually identifiable health information in the hands of covered entities, regardless of whether the information is or has been in electronic form.

The Privacy standards:

- Limit the non-consensual use and release of private health information.
- Give patients new rights to access their medical records and to know who else has accessed them.
- Restrict most disclosure of health information to the minimum needed for the intended purpose.
- Establish new criminal and civil sanctions for improper use or disclosure.
- Establish new requirement for access to records by researchers and others.

The new regulation reflects the following five basic principles:

- *Consumer Control:* The regulation provides consumers with critical new rights to control the release of their medical information.
- *Boundaries:* With few exceptions, an individual's health care information should be used for health purposes only, including treatment and payment.
- *Accountability:* Under HIPAA, for the first time, there will be specific federal penalties if a patient's right to privacy is violated.
- *Public Responsibility:* The new standards reflect the need to balance privacy protections with the public responsibility to support such national priorities as protecting public health, conducting medical research, improving the quality of care, and fighting health care fraud and abuse.
- *Security:* It is the responsibility of organizations that are entrusted with health information to protect it against deliberate or inadvertent misuse or disclosure.

Additional information about HIPAA can be found at the [U.S. Department of Health and Human Services](#).

All nursing students will be required to complete HIPAA education annually. Any unauthorized disclosure of client information violates a client's right to privacy and will result in disciplinary action.

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TIME COMMITMENT

How long will it take to complete the nursing degree?

How each individual progresses through the BSN program depends on several factors. The plan for the BSN program completed as a full-time student is four academic years plus the summer between the sophomore and junior years. Individual needs and resources play an important role in making this decision.

In addition, students who do not meet eligibility requirements may take longer to complete their program. Students should already have the appropriate curriculum plan for them. Each student, with the guidance of the pre-nursing advisor, will develop an individual program progression plan.

Those students who are currently RNs should be aware that the RN/BSN mobility program has been developed to consider both prior education and experience. *Previous nursing coursework credit will be granted upon completion of the second nursing transition course.*

Also, it is necessary to stress the fact that admission to the Bachelor of Science in Nursing program is **highly competitive** in nature and **no student is guaranteed admission** on the basis of having taken the required general education courses.

Once admitted to the program, how much time per week is spent in nursing classes and clinicals?

The amount of time spent in class/clinical sites depends on what year you are in as a BSN student. Please view your program plan for specific course/clinical requirements for each semester. The BSN program requires several hours per week to successfully complete and is a major time commitment, especially throughout your Junior and Senior years.

For every 1 credit hour of a clinical you will spend about 3 hours at the clinical site. There is additional time required before and after each clinical completing assignments/paperwork.

COSTS SPECIAL TO NURSING STUDENTS

The following information is an estimate of the cost to complete the IU East BSN program. The information listed below is subject to change and should only be used as a guide to expected cost. This estimate includes university tuition costs and fees, materials and supplies unique to nursing students, technology requirements, and other expenses that should be expected by the BSN student. Additional courses may be required by some students and therefore would increase the tuition and fees for those individuals.

Materials and Supplies (includes skills packs, uniforms, lab coat, shoes, patches name tags, stethoscope, bandage scissors)

- \$350

Technology (Laptop computer, handheld device, software)

- \$1750

Immunizations, criminal background checks, CPR

- \$490

NCLEX review, NCLEX-test, RN licensure

- \$500

Books (nursing only)

- \$2500

Fees (program, technology, student activity, NCLEX, clinical/lab)

- \$7500

Tuition for 125 credit hours (in-state or reciprocity agreement rate of \$180.54)

- \$22,567.50

TOTAL

- **\$35,657.5**

Additional information about tuition and fees can be found on the [Bursar's](#) website.

For information about textbook/supplies, please visit the university [Bookstore](#) website.

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NCLEX-RN (State Board Exam)

The licensing exam for registered nursing is a national exam which is administered by the National Council of State Boards of Nursing. The testing is available year-round via computerized adaptive testing (CAT) at Pearson Vue test sites. The test will take up to five hours to complete. The cost of the testing in 2009 is \$200. State Boards differ in the amount charged for licensing. In 2009, Indiana Health Professions Bureau, which approves licensing for RN's in Indiana, charged a \$50.00 processing fee.

LEGAL LIMITATIONS FOR LICENSURE IN INDIANA

Please read the following questions. The Indiana State Board of Nursing includes the following questions on licensing applications. If you answer "yes" to any of these questions, you may not be able to obtain a license. Please discuss this with your pre-nursing or nursing faculty advisor.

1. Has disciplinary action ever been taken regarding any health license, certificate, registration or permit that you hold or have held in any state or country?
2. Have you ever been denied a license, certificate, registration or permit to practice as a nurse or any regulated health occupation in any state (including Indiana) or country?
3. Are there charges pending against you regarding a violation of any Federal, State or local law relating to the use, manufacturing distribution or dispensing of controlled substances, alcohol or other drugs?
4. Have you ever been convicted of, pled guilty or nolo contendere to:
 - A. A violation of any Federal, State or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
 - B. To any offense, misdemeanor, or felony in any state? (except minor violations of traffic laws resulting in fines).
5. Have you ever been terminated, reprimanded, disciplined or demoted in the scope of your practice as a nurse or as another health care professional?
6. Have you ever had a malpractice judgment against you or settled any malpractice action?
7. Are you now being or have you ever been treated for drug or alcohol abuse?

Other state boards of nursing also ask applicants for licensure similar questions.

Pictures

In the last year of the program you will be required to have a picture taken for identification purposes for admittance to take the NCLEX-RN. You will also have the opportunity to purchase pictures for you and your family as well as a class composite. Pictures range in price according to what you order. Prices begin at approximately \$30.00.

Pins

Nursing pins are also purchased in the final semester of the program and cost from \$20.00 and up. You will receive these during the Nursing Recognition Ceremony.

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