“WE ARE WHAT WE REPEATEDLY DO.
EXCELLENCE, THEN, IS NOT AN ACT, BUT A HABIT.”

~ Aristotle
PURPOSE OF HANDBOOK FOR NURSING STUDENTS

The purpose of this handbook is to assist nursing students in understanding more fully the policies, practices, and procedures of the IU East School of Nursing.

This handbook and the materials in it are intended to be used throughout the entire nursing program. However, this handbook is not all inclusive and does not replace the Indiana University East Course Catalog or the Indiana University's Code of Student Rights, Responsibilities, and Conduct. In instances where there is a conflict between this handbook and any University or School of Nursing document, (e.g. Code of Student Rights, Responsibilities, and Conduct), the University or School of Nursing document shall take precedent.

The material in this guide is subject to change. Updates will be posted in a timely manner.
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IU EAST SCHOOL OF NURSING INFORMATION

INDIANA UNIVERSITY EAST MISSION STATEMENT

Indiana University East, a regional campus of Indiana University, offers residents of eastern Indiana, western Ohio and beyond a broad range of bachelor’s degrees and selected master’s degrees and certificates through its traditional main campus in Richmond, off-campus sites, and online program options.

Indiana University East challenges students to grow intellectually and personally in a supportive and scholarly environment where faculty teaching skills and participation in the creation and dissemination of new knowledge and artistic work enhance learning opportunities for all. Indiana University East values a diversity of backgrounds, experiences, and intellectual perspectives among its faculty, staff, and students and in its contributions to the cultural and economic development of the communities it serves.

INDIANA UNIVERSITY EAST VISION STATEMENT

**Indiana University East Leads the Region** as the premier four-year and master’s public institution in eastern Indiana and western Ohio. IU East is both a traditional campus that excels in innovative learning options and a virtual campus with select online degree completion programs. Our customized bachelor’s and master’s programs anticipate the growing needs of citizens in our region, state and nation. We welcome students, faculty, and staff from a wide diversity of backgrounds and cultures.

**Our Faculty Leads the Community** through their national and international accomplishments. Their teaching/learning innovations and their research, scholarship, and creative activities continue to enrich the citizens of the region, the state, and beyond. Whether teaching online or in the classroom, our faculty is dedicated to creating active learning environments and personalized instruction.

**Our Employees Lead the Campus** through their commitment to student success and their service to the higher educational needs of the region’s citizenry. Dedicated to a supportive educational environment for our students, all employees focus on ensuring that visitors and students experience a positive and productive atmosphere on campus. Our employees play a major role in sustaining the economic and cultural well-being of the communities they serve. Our collaborative relationships with Ivy Tech Community College, Purdue University College Technology, and Reid Hospital and Health Care Services enhance the quality of life for all citizens in the region.

**Our Students Lead the Future** through active engagement in pursuit of their educational goals within an inclusive learning community. Students utilize the expertise of faculty who are
committed to student success and who challenge them to reach their full potential as productive citizens in a global society. In preparing for the opportunities of the modern world, our students engage in experiential and international programming, fine and performing arts opportunities, and intercollegiate athletics.

**IU East** exemplifies the Indiana University tradition of excellence that will propel students, faculty, and community into the challenging decades ahead.

### INDIANA UNIVERSITY EAST SCHOOL OF NURSING, VISION AND MISSION

The vision of the School of Nursing is to promote the optimal levels of health, wellness, and quality of life for citizens and communities of east central Indiana and beyond. The mission of the school is to create a community of learning that addresses society’s need for knowledgeable, competent and caring nursing professionals, while nurturing students, faculty and staff.

### SCHOOL OF NURSING DIVERSITY STATEMENT

Recognizing the rapidly increasing diversity of America and of higher education, and in support of the mission of Indiana University East School of Nursing, faculty and staff are committed to promoting an educational environment that values, respects, and reflects a global view of diversity.

_Diversity includes consideration of socioeconomic class, gender, age, religious belief, sexual orientation, and...disabilities, as well as race and ethnicity. Diversity recognizes that individuals learn from exposure to and interaction with others who have backgrounds and characteristics different from their own. Recognizing and valuing diversity...also means acknowledgement, appreciation, and support of different learning styles, ways of interaction, and stimulating forms of discourse derived from interaction and collaboration with persons from diverse backgrounds and experiences. (American Association of Colleges of Nursing’s Statement on Diversity and Equal Opportunity, 1997, p.1)._  

In order to fulfill this commitment, Indiana University East School of Nursing:

- Promotes curriculum content that reflects diversity.
- Develops a comprehensive academic success model.
- Recruits, retains, and graduates students from diverse background in all programs with attention to transition across degrees.
- Recruits and retains faculty and staff from diverse backgrounds.
• Establishes and maintains linkages with the diverse communities of the city, the state, the nation, and the world.
• Identifies local, regional, national, and international resources that support diversity, promote academic excellence, and enrich the academic environment for all members of the School of Nursing community.
• Promotes research that reflects cultural diversity.
• Promotes culturally competent practice among students, graduates, and faculty.

GUIDELINES FOR THE NURSING MAJOR

PRINCIPLES AND PRACTICES OF PROFESSIONAL CONDUCT

The Principles and Practices of Professional Conduct serve as a guide to faculty, students, and staff who learn and work at Indiana University East School of Nursing. As members of the Indiana University East School of Nursing community we are primarily engaged in learning activities that develop both our personal and professional potentials within the context of an educational system and a professional calling that emphasizes respect, compassion, service, and integrity.

To foster professional conduct and a sense of community, we shape an environment that challenges its members to aspire. Within this environment, we embrace diversity and welcome the transformation and changes that arise from the diversity of experience each member brings to the learning community; the mutual engagement of community members; and the shared experience of learning and working in our community. The mission of Indiana University East School of Nursing community members is to provide the highest quality of undergraduate and graduate teaching and learning experiences in educating nurses who epitomize the values of professional nursing. These values include but are not limited to respect for persons, commitment to peace and justice, engagement within society, concern for human, physical, and intellectual resources, rigorous intellectual integrity, and high standards of personal and professional conduct.

RESPECT:

As a respectful community, we emphasize the inherent worth of all individuals and honor the unique contributions they make to our work and learning. We practice respect by creating a welcoming, inclusive environment that celebrates diversity, promotes trust, values the open civil exchange of ideas and opinions, and seeks the well being and maximum accomplishment of each member.
COMPASSION:
The principle of compassion incorporates caring, which is a central value in the profession of nursing, and includes the motivation to act in support or aid of others in our community and world. We practice compassion by listening intently to those around us, by caring for the world we inhabit, and by seeking to improve human society locally and at a distance.

SERVICE:
Service is imbedded in the development and implementation of invited community partnerships that model collaboration and interdisciplinary work. The goal of this engagement is to promote the health and safety of the community at the local and global levels. We serve through sharing our knowledge and skills to promote individual and community well being.

INTEGRITY:
Integrity is fundamental to the academic community and assumes that there is a general commitment to truth, honesty, civility, formally acknowledging the ideas and works of others, only taking credit for one’s ideas and work, and taking responsibility for one’s own behaviors. Integrity is practiced through all our dealings with others regardless of professional role or social status.
The fulfillment of these principles and practices would be seen in the following actions:

- Fully aware of active engagement in all interactions
- Using intellectual capabilities to think through conflicts to arrive at mutually agreeable solutions
- Seeking ways to embrace the ideas, values, and beliefs of others into all interactions
- Being truthful and honest when representing your works or the works of others in verbal or written exchanges
- Using environmental resources responsibly and appropriately
- Managing personal time to maximize established outcomes and priorities
- Being mindful of other’s time by respecting deadlines and competing time priorities
- Respectfully treating others as you expect others to treat you
- Creating a learning environment free from distracting or disruptive human or technologically generated noises (examples: pagers, cell phones, watch alarms, handheld devices).
- Encouraging the therapeutic use of respectful and appropriate humor to deal with stress, deadlines, and competing priorities
- Fulfilling individual responsibilities to the best of one’s abilities in accomplishing team or group endeavors
- Taking responsibility for one’s own behavior and outcomes related to this behavior
Challenging comments and behaviors of others that threaten the climate of civility and mutual respect

PURPOSE OF THE MSN DEGREE AND PROGRAM OUTCOMES

The purpose of the Master of Science in Nursing is to prepare registered nurses with advanced practice nursing knowledge in the areas of nursing education and administration. Nurses with this advanced knowledge will enhance health care for the community and impact the health care delivery system. Serving in education and leadership and administrative roles will provide opportunities for enhanced health care delivery systems and ultimately improved health for citizens. Nurses with masters’ preparation are and will continue to be in strong demand. Health care is a growth industry. Continued regional growth in health care cannot be sustained without advancements in the level of nursing care.

The MSN program will be evaluated with an ongoing assessment of the practice of the graduates of this program relative to stated program outcomes.

Proposed Program Student Outcomes:

1. Model excellence in nursing leadership to improve nursing practice within the health care system.
2. Function within an ethical-legal framework.
3. Synthesize knowledge from nursing, biological, behavioral, social, administrative, educational, and communication sciences for application to area of specialty.
4. Demonstrate scholarly inquiry and reflection that exemplifies clinical reasoning, critical, creative, and systems thinking.
5. Frame problems, design interventions, specify outcomes, maintain quality while balancing human, fiscal, and material resources.
6. Use information technology and knowledge-based resources to inform practice.
7. Articulate the effects of culture, diversity, values, and globalization in the design, delivery, and evaluation of health services.
8. Engage in lifelong learning activities that contribute to the professional nursing development and advancement of the nursing profession.
CODE OF STUDENT ETHICS

Students are subject to the standards of conduct as defined in the Indiana University's Code of Student Rights, Responsibilities, and Conduct. The process will be followed for any student found to be in violation of this code. All Indiana University students are responsible for acquainting themselves with and adhering to policies outlined in this document. Students receive Code of Student Rights, Responsibilities, and Conduct with their original IU East Orientation packet. If a student does not have a copy, it is available online at http://www.iue.edu/organizations/senate/documents/Policies/studentaffairs/Student%20Code.pdf.

ESSENTIAL ABILITIES POLICY

The School of Nursing faculty has specified essential abilities critical to the success of students in any IU East 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 with or without reasonable accommodations. Each student who enters the program must sign an Essential Abilities Form, which will be kept in the student’s permanent file.

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 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. Satisfactory skills include verbal, written, and non-verbal abilities as well as information technology skills consistent with effective communication.
4. **Essential emotional coping skills**: 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.

MSN students should direct inquiries to the associate dean for nursing graduate programs. Students failing to meet these essential abilities, as determined by 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 the faculty determines 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.

**VIOLATION OF STUDENT RIGHTS**

There may be times when a student perceives that his/her rights have been violated. The School of Nursing thinks that it is extremely important for individuals to learn a process whereby conflict can be resolved in a constructive manner. The following are identified as constructive steps to be used in resolving conflicts that may arise:

**Step 1** When a student believes that a violation of his/her rights has occurred, he/she should make an informal complaint to the person involved. Therefore, he/she should make an appointment with the faculty member or staff person involved to discuss the perceived violation. This meeting should be within five working days of the incident. It is important to remember that a violation of rights is defined by the IU Student Code of Ethics and includes discrimination based on race, color, national
origin, ethnicity, religion, gender, age, marital status, disability, sexual orientation or
veteran status.

Step 2  Within five working days after Step 1, if the perceived violation is not resolved
between the student and faculty member or staff person then the student needs to
send a letter to the faculty member or staff person indicating the following
information:

  a. Description of the specific circumstances that caused the student to believe
     that his/her rights have been violated
  b. A justification for the appeal. Be specific.

Step 3  The involved faculty member or staff person will send a written response to the
student within five working days.

Step 4  If this resolution is not satisfactory, the student may choose to file a formal
complaint. The formal complaint should be made to the Dean of Nursing. Formal
complaints must be in writing and signed by the complainant. A formal complaint
must be filed within 21 calendar days after the termination of discussions with the
person involved in the complaint. A copy of the signed complaint will be given to the
individual charged.

Step 5  The Dean of Nursing will act on the complaint within 21 calendar days. The Dean of
Nursing will inquire into the facts of the complaint and discuss the matter
individually with the student and the person involved in the complaint. The Dean of
Nursing may ask the student and the person involved in the complaint to meet
together with the Dean in order to resolve the complaint. If the complaint is not
resolved to satisfaction of both parties within the 21 calendar days from when it was
filed, the campus grievance process may be pursued.

Remember, objective information and a constructive approach is most likely to
result in constructive conflict resolution.

ONLINE SOCIAL NETWORKING POLICY

The purpose of this policy is to ensure the preservation of the Indiana University East and the
SON brand identity, integrity and overall reputation while minimizing residual risks from online
communication and collaboration. It is also intended to protect student, faculty, and staff privacy while following clinical agency guidelines.

1. This policy applies to IU East SON students for any written electronic communication published online regarding SON-related matters and information, public or private.

2. Confidentiality of students, faculty, staff, and clinical clients are to be maintained at all times. Client information or clinical situations should never be discussed on social networking sites.

3. The use of/posting of unauthorized (where permission has not been obtained from involved parties) pictures, logos, videos or IU East School of Nursing materials is strictly prohibited.

4. Students shall not use online social networking to harass, threaten, or discriminate against other students, faculty, staff or any member of the public. Text, photos, e-mails, or videos that are demeaning, belittling or insulting to faculty, staff, or students may not be used/posted.

5. Personal information about students, faculty, staff, and clinical sites will not be shared on networking sites without written permission from all involved parties.

6. Social networking, texting, e-mail, and other recreational computer use will not be done during class or clinical time.

7. Students who use online social networking and identify him/herself as associated with IU East School of Nursing must clearly and explicitly note any views or opinions made are explicitly his/her own and not that of IU East School of Nursing.

8. Faculty and staff have the right to search for and monitor any comments or discussions about IU East School of Nursing employees, students, clinical sites/patients or other matters directly related to IU East School of Nursing.

9. On campus computing resources and network capacity may not be used for illegal purposes. Examples of illegal purposes include:
   a. Intentional harassment of other users
   b. Intentional destruction of or damage to equipment, software, or data belonging to IU or other users
   c. Intentional disruption or unauthorized monitoring of electronic communications
   d. Unauthorized copying of copyrighted material.

10. Computing resources and network capacity should be used in accordance with the high ethical standards of the University community as described in the “Code of Student
Rights, Responsibilities, and Conduct” and the “Academic Handbook”. Examples of unethical and/or illegal use are outlined below:

a. Unauthorized use of computer accounts, access codes, and network identification numbers assigned to others.
b. Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth).
c. Academic dishonesty (plagiarism, cheating).
d. Violation of software license agreements.
e. Violation of network usage policies and regulations.
f. Violation of another user’s privacy.

11. Violation of this policy will result in disciplinary action, including program expulsion.

**CONTROLLED SUBSTANCE ABUSE POLICY FOR CLINICAL STUDENTS**

**PURPOSE**

Indiana University East School of Nursing recognizes its commitment to provide quality nursing education while acknowledging the importance of each student's effective functioning as a competent health care team member. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the workplace. With this in mind, the Clinical Substance Abuse Policy for Students was developed:

1) to ensure the positive reputation of the University as worthy of the responsibilities entrusted to them in providing quality nursing education and client care;

2) to establish and maintain a productive, safe and healthy environment, and;

3) to provide assistance toward rehabilitation for any student who seeks help in overcoming a substance abuse problem.

**DEFINITIONS**

The term controlled substance is defined in Indiana law, and includes but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. (I.C. 35-48-1-9)
According to Indiana University Code of Student Rights, Responsibilities, and Conduct (2005), use or possession of alcoholic beverages, controlled, substances, or drug paraphernalia on University property or in a course of a University activity is strictly prohibited. Being under the influence of one of these substances during clinical courses is also strictly prohibited.

**PROCEDURE**

In order to provide a safe environment for patients, employees, students and visitors, Indiana University East prohibits the use of illegal drugs as well as the abuse of legal drugs, including alcohol and prescription or over-the-counter drugs. Regardless of the setting, students must report to all clinical experiences in a fit condition physically and mentally.

When a faculty member has reason to believe that a student is under the influence of chemical intoxicants, is impaired and/or unable to perform duties, he/she will validate observations with another appropriate staff member or faculty member. Observations noted that indicate intoxication may include, but are not limited to:

A. inappropriate physical appearance  
B. altered speech  
C. uneven gait  
D. uncommon changes in behavior  
E. lack of judgment  
F. decreased performance  
G. smell of alcoholic beverage on breath  
H. inappropriate actions  
I. chronic absenteeism or patterns of absence/tardiness  
J. accidents during clinical  
K. impaired memory or attention

**UPON DETERMINING POSSIBLE IMPAIRMENT THE FACULTY MEMBER WILL:**

1. Gather and document data on behaviors.

2. If the student demonstrates impaired behaviors on any clinical setting the faculty will relieve the student of any patient care or contact. In consultation with the Dean of Nursing, the student may be required to submit to drug testing.

3. Based on the faculty member’s assessment, the student may be requested to leave the clinical site. Arrangements for safe transportation will be made by the student and faculty member.

4. The student will meet with the Dean of Nursing and the appropriate faculty to discuss the situation.

5. The student may be referred to a state approved treatment center for evaluation.
6. Based on the center’s evaluation:

A. The center does not substantiate the problem and the student continues in the program.

B. The center substantiates a problem, the student consents to treatment, and the student continues in the program based on the agreed upon plan.

C. The center substantiates a problem but the student refuses treatment, the student is dismissed from the program.

Any costs incurred related to any incident will be the responsibility of the student. All incidents will remain confidential and will be confined to a "need to know" basis. Any diagnosed substance abuse problem must be reported to the state board of nursing in which licensure will be secured. If a student refuses to comply with this policy of Indiana University East School of Nursing, the student may be administratively removed from the program.

SEX OFFENDERS POLICY (ZACHARY’S LAW)

The IU East School of Nursing has implemented the Sex Offenders Screening Policy. This policy simply states that any student enrolled in a graduate nursing program who has been convicted of a sex offense against children shall be dismissed from the program. Further declarations of this policy include:

- Indiana University East will review the Indiana Sex Offenders Registry for each nursing student prior to admission and periodically after admission.
- Any student whose name appears in the Registry will be ineligible for admission to any graduate nursing program.
- Any student requesting transfer from another nursing program whose name appears in the Registry will be denied transfer.
- Any student already admitted to an undergraduate nursing program, whose name appears on the Registry during the time of enrollment in the nursing major, shall be ineligible for continuation or completion of his/her current course work.

Students affected by this policy shall be notified of their ineligibility and their reason for such ineligibility. Students having questions or concerns regarding this policy are encouraged to discuss specifics with their academic advisor.

CONFIDENTIALITY POLICY

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 includes, 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. Each student is responsible for maintaining confidentiality concerning all clients with whom they come in contact. Each student will be required to sign an agreement of confidentiality upon entering the nursing program. The original signed agreement will be placed in the student's permanent file.

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 14, 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. Students are required to complete education in HIPAA annually.

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 requirements for access to records by researchers and others.
THE NEW REGULATION REFLECTS THE FIVE BASIC PRINCIPLES OUTLINED AT THAT TIME:

- **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.

(Information quoted directly from http://www.hipaadvisor.com/regs/HIPAAprimer1.htm)

**COMMUNICATIONS**

Each student is responsible for seeking IU East School of Nursing information (e.g., scheduling for registration, meeting notices, room changes, special events, CPR, etc.). Pertinent program information, notice of activities and events, or other information will be communicated to students via official Indiana University East e-mail and/or the MSN Information Site via Oncourse. Students should get into the habit of checking this e-mail on a regular basis, including during the summer/breaks. Significant policy and program changes that effect student admission, progression, and graduation will be mailed to the student at their last known address.

**STUDENT IDENTIFICATION NUMBER AND STUDENT ID**

In its continuing efforts to maintain the privacy of students' records, the university is no longer using the Social Security Number as the primary means of identification. As such, all students have been assigned a randomly selected ten-digit "student identification number" through the university's student information system. The Social Security Number will continue to be collected by the Offices of Admissions and Financial Aid for the purposes of processing aid requests through the Department of Education. All students should learn their ten-digit student...
Identification number. Student ID cards, made through the Office of Campus Life, Springwood Hall, Rm. 107 will now be printed with the student identification number affixed.

**IF YOU DO NOT KNOW YOUR UNIVERSITY STUDENT ID NUMBER**

1. Log onto Onestart ([https://onestart.iu.edu/my2-prd/portal](https://onestart.iu.edu/my2-prd/portal))
2. Locate the “personal information” box
3. Select “my current information”
4. Select “view my current information”

Student Id’s (Wolf Card) can be obtained through the Office of Campus Life in 107 Springwood Hall.

**TECHNOLOGY ASSISTANCE**

Technology assistance is available in multiple formats at Indiana University East. The IT help desk phone line is 765-973-8375. 24/7 online Tech Chat can be accessed at the Information Technology website at [http://www.iue.edu/it/](http://www.iue.edu/it/) This website also contains numerous policies and IT forms, in addition to computer lab availability.

**CHANGE OF ADDRESS**

The student is responsible to initiate any change of address or contact information with the university and the school of nursing.

IU East communicates with students through both the U.S. Postal Service and the student's official university email account. It is important to update your OneStart Personal information as soon as you have any change in your mailing addresses.

You may change your address and/or contact information via OneStart using the My Personal Addresses link, accessible from the Self-Service tab. You will also need to send your new address and contact information to iunurse@iue.edu Place change of address/contact information within the subject line along with your name.

Below is a list of your current addresses available in Onestart. Each address has one or more types associated with it that are indicative of its usage. For example, an address with the type
Student Home is your permanent address, where mail will always reach you. In the absence of a local or billing address, mail is directed to the Student Home address.

<table>
<thead>
<tr>
<th>Type</th>
<th>Explanation</th>
<th>Use</th>
<th>Editing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Home</strong></td>
<td>Your permanent address, where mail will always reach you, usually a parent’s address or a home you rent or own. This is the only address reflected on your permanent record.</td>
<td>Displayed on transcripts. Optional upon request for enrollment certifications.</td>
<td><strong>Required Address</strong> - Students can edit this address, but not delete it.</td>
</tr>
<tr>
<td><strong>Local</strong></td>
<td>Your temporary address, where you live this term while attending IU East.</td>
<td>Priority Address for Refunds and IU East mailings. Optional upon request for enrollment certifications.</td>
<td><strong>Optional address</strong> - Students can edit and delete this address.</td>
</tr>
<tr>
<td><strong>Billing</strong></td>
<td>The Bursar billing address.</td>
<td>Priority Address for IU East billing.</td>
<td><strong>Optional address</strong> - Students can edit and delete this address.</td>
</tr>
<tr>
<td><strong>Mailing</strong></td>
<td>Mailing address, used only by the Office of Admissions prior to enrollment at IU East.</td>
<td></td>
<td><strong>Required Address</strong> - Students can edit this address, but not delete it.</td>
</tr>
</tbody>
</table>
EXPECTATION FOR ATTIRE IN CLINICAL OBSERVATIONS AND PRACTICUMS

Students will be expected to be in professional dress and follow the dress code established by the site where the practicum will be held. If specific clinical attire is not required then the student should wear business casual (no denim, sweatshirts, or tennis shoes) with a lab coat and nametag or at least a nametag if a lab coat is not necessary.

NAME TAGS

Nametags are to be worn during time spent in a clinical/practicum experience. It is suggested that students purchase two (2) nametags; one for the uniform and one for the lab coat. Name tags are ordered through the school of nursing administrative assistant in 271 Hayes Hall.

HOSPITAL/AGENCY-SPECIFIC IDENTIFICATION BADGES/PASSWORDS

Depending on the clinical facility, students may have hospital-specific identification badges (e.g. MAK badges at Reid Hospital) or computer passwords for the purposes of care delivery (e.g. access to computers and medication administration). Students must not share these badges or passwords for use by others as the student is accountable for all transactions made using the badge/password. Due to the sensitive nature of these badges/passwords, students should make every attempt to keep them secure. In instances when a badge may be lost, the student is to notify the faculty member IMMEDIATELY. The faculty member will direct the student regarding replacement of badge. At the end of each semester, these badges should be returned to the faculty member for safekeeping or return to the agency as appropriate.

ANNUAL REQUIREMENTS

Initially a TB test and criminal background check must be on file prior to application deadline. TB test and a yearly national criminal background check are required to be completed annually by published dates. All results/documentation must be in the Office of the Dean no later than 5:00 PM by the required published dates.

TB

Each student will be responsible for updating immunizations and tests, annually, as required. Immunizations must not expire during the course of the academic year. Therefore updated TB test (Mantoux/PPD) must be completed by published dates (see MSN website). The due date for submission of required immunizations is application deadline for new students and published dates on the MSN website for returning students. Students may sign a waiver to

Revised: 1/2011 tlb: 8/2013 tlb
immunizations if immune suppressed or as advised by a physician. All immunizations are at the student's expense. Students can consult their physician, county health department or the Center for Health Promotion as an economical source for TB testing.

NATIONAL CRIMINAL HISTORY CHECKS

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 national criminal history check. Background checks must be submitted annually by published dates. Students are required to visit CertifiedBackground.com and purchase the background check service each year. Please note national criminal history checks will only be accepted from CertifiedBackground.com. Students should keep in mind that the results of the background check must be available to the Office of the Dean no later than the published dates (see MSN website for details). Therefore, background check submissions should be completed at least two weeks prior to the published deadline to assure processing is complete by the required deadline. New student national criminal history check is due prior to application deadline.

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). CPR certification is for two years. All students will need to be basic CPR certified prior to admission. Students are expected to submit a copy of their CPR card indicating the 2 year certification date to the School of Nursing by application deadline and annually published dates thereafter. Should a student need to recertify during their time at the School of Nursing, recertification should be done in a timely manner so that certification does not lapse during program attendance.

TECHNOLOGY REQUIREMENTS

Indiana University East Graduate students will need a late-model Windows or Macintosh computer, a recent version of web browser, an internet connection, and basic computer skills. While a 56k dialup internet connection may suffice for most class functions, a student may wish to have access to a high speed connection to download large class files. The following is the suggested minimum computer system requirements:

HARDWARE REQUIREMENTS

Revised: 1/2011 tlb; 8/2013 tlb
SOFTWARE REQUIREMENTS

- Any Internet Service Provider (ISP)
- Mozilla Firefox 3.0 or higher*, Microsoft Internet Explorer 8.0 or higher
- Microsoft Office 2007 or higher*
- Adobe Flash Player [ http://get.adobe.com/flashplayer/ ]

* Available on the IUware DVD from the IU East Bookstore ($5), or for free (with IU login) through http://iuware.iu.edu

IMMUNIZATIONS

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.

**HEPATITIS B VACCINE:** This vaccination is given in a series of 3 injections with one month between the first and second injection and 6 months between the first and third injections. You must have had at least the first injection before you can begin nursing classes. When you receive the second and third injections, you must add them to your immunization record.

**MANTOUX (PPD SKIN TEST):** Must be within one year and needs to be repeated each year of program. 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 have not 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).

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

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).

INFLUENZA: Influenza vaccine is a mandatory requirement for nursing students. A request for waiver must be submitted to the Deans office by September 15th. The decision to accept the waiver will be communicated to the student by November 1st.

BLOODBORNE PATHOGEN

On December 6, 1991, the Occupational Safety and Health Administration (OSHA) promulgated a final rule entitled Occupational Exposure to Bloodborne Pathogens. The purpose of this standard is to minimize occupational exposure to the hepatitis B virus (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens. Staff with occupational exposure to blood and other potentially infectious materials containing bloodborne pathogens face a significant health risk. This risk can be minimized or eliminated using a combination of
engineering and work practice controls, personal protective equipment (PPE), training, monitoring of compliance, hepatitis B vaccination, biohazard labeling, and other provisions described.

The Indiana State Department of Health Universal Precautions Rule required health care providers to comply with the OSHA Bloodborne Pathogens Standard. This Rule also requires the posting of signage “Patient Rights and Universal Precautions.” Universal (Standard) Precautions is the primary strategy for preventing the transmission of infectious agents, including bloodborne pathogens, from one person to another in the process of providing health care related services.

Students are required to update their training in universal (standard) precautions prior to beginning their nursing courses and annually throughout the remainder of their nursing program. See MSN website for details.

**LIABILITY INSURANCE**

Indiana University provides liability insurance to each nursing student while in the clinical setting, provided the student is enrolled in clinical nursing course work. Students not enrolled in clinical courses are not covered by liability insurance. Students who are employed in a health care facility should check with their employer regarding liability insurance requirements. IU does not cover students beyond classroom and/or clinical course settings.

**STUDENT HEALTH INSURANCE**

Personal health insurance coverage is mandatory for all nursing students while enrolled in the nursing program. Students may be asked to demonstrate continued insurance coverage at any time during their enrollment.

**ACADEMIC INTEGRITY**

Indiana University and the Indiana University East School of Nursing are obligated to protect the integrity of the University and view academic misconduct as a serious issue. The *Code of Student Rights, Responsibilities, and Conduct* expressly prohibits academic misconduct and students who fail to follow the *Code* risk severe penalties, such as course failure, suspension, or expulsion from IU. Students who commit academic misconduct face great personal loss and jeopardize their future.
ACADEMIC MISCONDUCT

Academic misconduct includes cheating, plagiarism, unauthorized collaboration, facilitation, and fabrication. Below in a non-comprehensive listing of examples of student misconduct:

- Copying another person’s test
- Downloading a paper from the WEB
- Writing a paper for another student
- Handing in the same paper for more than one class
- Fabricating data to fit your results
- Insufficiently documenting sources
- Doing a project with a classmate after being told collaboration is not allowed
- Signing in for someone else
- Submitting someone else’s work as your own
- Violating course rules as stated by the faculty member teaching the course
- Downloading exams and other materials expressly prohibited by the faculty

SOME IMPORTANT DEFINITIONS RELATED TO ACADEMIC INTEGRITY:

**CHEAT:** “TO DEPRIVE OF SOMETHING VALUABLE BY THE USE OF DECEIT, FRAUD; TO INFLUENCE OR LEAD BY DECEIT, TRICK, OR ARTIFICE”

**DISHONEST:** “CHARACTERIZED BY LACK OF TRUTH, HONESTY, OR TRUSTWORTHINESS; UNFAIR, DECEPTIVE”

**FABRICATE:** “INVENT, CREATE, TO MAKE UP FOR THE PURPOSE OF DECEPTION”

**PLAGIARIZE:** “TO STEAL AND PASS OFF (THE IDEAS OR WORDS OF ANOTHER) AS ONE’S OWN: USE (ANOTHER’S PRODUCTION) WITHOUT CREDITING THE SOURCE; TO COMMIT LITERARY THEFT: PRESENT AS NEW AND ORIGINAL AN IDEA OR PRODUCT DERIVED FROM AN EXISTING SOURCE.”

(Definitions from *Merriam-Webster Online*, 2000)

ALL ACADEMIC MISCONDUCT WILL BE PURSUED AND MAY RESULT IN DISMISSAL FROM THE NURSING PROGRAM

STUDENT ASSISTANCE

Faculty members maintain regular office hours and are available to students for individual assistance. The student must take responsibility in initiating the request for assistance. It is
suggested that scheduled appointments be made for student assistance. Students are encouraged to personally contact the course faculty.

As students begin the second semester of the nursing curriculum, they will see that the expectations of academic performance have increased since the first semester. The expectations of academic performance are increased each semester until the terminal objectives of the curriculum have been achieved. It will be necessary for the student to reach these terminal objectives in order to meet the requirements for graduation.

**GRADING SCALE FOR NURSING MAJOR COURSES**

All nursing grades will remain as calculated. For example a 81.9% will not be rounded up to a 82%. Therefore, the grading scale will read:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
</tr>
<tr>
<td>A</td>
<td>95-98</td>
</tr>
<tr>
<td>A-</td>
<td>92-94</td>
</tr>
<tr>
<td>B+</td>
<td>89-91</td>
</tr>
<tr>
<td>B</td>
<td>85-88</td>
</tr>
<tr>
<td>B-</td>
<td>82-84</td>
</tr>
<tr>
<td>C+</td>
<td>79-81</td>
</tr>
<tr>
<td>C</td>
<td>75-78</td>
</tr>
<tr>
<td>C-</td>
<td>72-74</td>
</tr>
<tr>
<td>D+</td>
<td>69-71</td>
</tr>
<tr>
<td>D</td>
<td>65-68</td>
</tr>
<tr>
<td>D-</td>
<td>62-64</td>
</tr>
<tr>
<td>F</td>
<td>0-61</td>
</tr>
</tbody>
</table>

A minimum grade of “B-” is required to pass graduate courses. A student who fails to receive a “B-” must retake the course.

**INCOMPLETE GRADES**

In accordance with University policy, a grade of “I” (or incomplete) may be given in unusual situations such as illness. Students who have incomplete grades will become “out of sequence.” Incomplete grades will be given at the discretion of the faculty after appropriate consultation.

The grade of "I" (Incomplete) may be given to a student whose work in a course is satisfactory except that some terminal aspect of the course requirements have not been completed. The grade of "I" will only be given if the instructor has sufficient reason to believe that failure to complete the requirements of the course was beyond the student’s control and that it would be unjust to hold the student to the time limits normally fixed for completion of the required work.

By assigning an Incomplete, an instructor implicitly authorizes and requires the "I" grade to be automatically changed to an "F" at the end of the appropriate time period, if that instructor does not otherwise act to remove or extend the "I." Both the student and the instructor in
whose course the student received the Incomplete will be notified of this change of grade. A student may not enroll in a course in which the grade of records is an Incomplete.

Generally, the time allowed for the removal of an Incomplete is one calendar year from the date of its recording. It may, however be less, if specified by the instructor.

**GRADE APPEALS**

Grade appeal must be initiated in writing within 30 calendar days after the student's grade was posted. After 30 calendar days a student may only appeal a grade if severe circumstances have prohibited the student from filing on time. Examples of such circumstances include military deployment or catastrophic illness. Please access the Indiana University East Grade Appeals Policy for the full grade appeals process.

**PROJECTS/WRITTEN WORK**

Projects, such as individual/group presentations, research papers, and scholarly writing, may be required. Each course will have the required projects outlined within the syllabus. Scholarly writing is an IUE School of Nursing expectation within the graduate program. The following guidelines have been outlined.

**GUIDELINES FOR WRITTEN ASSIGNMENTS**

According to the IU East School of Nursing policy, the following are expectations for writing assignments:

1. The writing has a focus; there is an introduction, purpose, sense of audience, thesis, and conclusion.
2. The writing shows development, organization, and detail. It reveals the student's ability to develop ideas with balance and specific audience.
3. The writing has clarity.
4. There is coherence within and between paragraphs.
5. All the writing reflects critical thinking, linking the specific to the general.
6. All writing has appropriate sentence structure, variety, punctuation, spelling, and is free of boundary errors (commas, comma splices, fragmented sentences, run-on sentences).
7. The writing follows APA style and format unless specified for another purpose. Specific in APA editorial styles, for example, are citing an author's work to identify the source for readers and to enable the readers to locate the source of information in the alphabetical reference list at the end of the paper. Please refer to the PUBLICATION.
MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION for typing requirements (margins, spacing, and other formatting). There are samples of correct editorial style in this APA publication. This manual is available in the library or may be purchased in the Campus Bookstore.

8. The writing demonstrates original work. Where ideas or materials of others are used, appropriate credit is given to original sources.

(Please refer to an APA Manual.)

LIBRARY RESOURCES

The Indiana University East Library has a wealth of resources to assist students. Please access the library webpage for additional information at http://www.iue.edu/library/

Hundreds of peer reviewed journal articles, books, and e-books can be accessed immediately or borrowed through interlibrary loan services.

STUDENT CONSENT FOR RETENTION AND USE OF COURSE RELATED WORK

PURPOSE:

To allow retention and use of the work of a student enrolled in a course sponsored by Indiana University East School of Nursing.

POLICY

1. Retention and use of a student’s work requires the student’s written consent. This consent may be obtained by using the School of Nursing form entitled “Student Consent for Retention and Use of Course-related Work”.

2. The permission form requires the signature of the student and faculty member. The original consent form is retained with the student’s work. Students need to be informed that consent is voluntary and their refusal will not affect their grade(s). Students will be given a copy of the student consent form.

POLICY FOR STUDENTS WITH A LEARNING DISABILITY

I. Definition

A learning disability is a permanent disorder which affects the manner in which individuals with normal or above average intelligence take in, retain, and express information. Deficits commonly recognized occurring in adults with learning disabilities include reading comprehension, spelling, written expression, math computation, and problem solving. Less frequent, but no less troublesome, are problems in organizational
skills, time management, and social skills. Many adults with learning disabilities may also have language-based and/or perceptual problems. Learning disabilities may cause the student to be inconsistent in academic pursuits because the learning disability may be more severe on some days or periods in the life span.

II. Documentation
   A. In order to receive appropriate accommodations, a report identifying a diagnosis and recommendations for accommodations is needed from one of the following:
      1. School psychologist
      2. Private practice psychologist
      3. Vocational Rehabilitation
      4. Other appropriate professional
   B. If a student does not have appropriate documentation, then the student is responsible for obtaining such documentation. Suggested testing options include:
      1. Vocational Rehabilitation
      2. Private practice psychologist
      3. Government programs such as JTPA, Displaced Homemakers, etc.
      4. Student Support Services

III. Accommodations
   If a student has a documented learning disability; the student may be eligible for accommodations. Reasonable accommodations are provided to assist the student in the learning process. However, the student must successfully meet course objectives and complete all requirements. These accommodations may include, but are not limited to:
      A. Extended time on tests
      B. Distraction free environment for testing
      C. Use of word processor/spell check
      D. Use of a calculator
      E. Use of a reader for testing situations

IV. Procedure for receiving accommodations
   If a student is in need of special accommodations due to a documented learning disability, please contact Disabilities Accommodation Assistant in Student Support Services at 973-8236. The office is located in WZ 110.
PROGRESSION POLICIES AND PROCEDURES

NURSING MAJOR COURSES

Students will be able to transfer credits according to Indiana University Policies. Courses completed at other accredited universities may be applied toward degree requirements; however, it is expected that the majority of course work will be completed at IU East. Students who wish to have previous course work considered as equivalent to required major courses must appeal to the nursing faculty on the IU East campus. The student must first be admitted to Indiana University East and have a Credit Transfer Report completed by the Office of Admissions. The student is to submit a written request for the equivalency determination along with a transcript, course syllabus, and any additional information regarding the course to the IUESON Graduate Committee for equivalency determination. All requests to the Graduate Committee must be sent to the School of Nursing via registered mail, to the attention of the Associate Dean for Nursing Graduate Programs. The student will be notified, in writing, of this decision. If the student is dissatisfied with this evaluation, the student may appeal the decision to the Dean of the Nursing at IU East. Once a determination is made, the student will be notified of the IUESON Graduate Committee decision in writing.

CURRICULAR SEQUENCING

Any student wishing to take courses out of curricular sequence must have approval to do so by the IUESON Graduate Committee. The last two courses CANNOT be taken out of sequence. The student is to submit the request in writing to the Graduate Committee for consideration. All requests to the Graduate Committee must be sent to the School of Nursing via registered mail, to the attention of the Associate Dean for Nursing Graduate Programs. The student will be notified of the Graduate Committee’s decision in writing. If the student is not satisfied with the council's decision, the student should appeal to the Dean of Nursing where all decisions are final.

INTERRUPTION OF PROGRESS TOWARD THE DEGREE

Any period of absence that prevents a student from meeting course objectives may result in withdrawal or an incomplete grade in the course at the discretion of the instructor. Sustained absence, as defined by nursing faculty, may result in course failure. Failure to register in each sequential semester also constitutes an interruption in the student's program. Students who have interrupted their program of study for any reason are required to submit a written request to re-enter the program to the IUESON Graduate Committee. All requests to the Graduate Committee must be sent to the School of Nursing via registered mail, to the attention of the Associate Dean for Nursing Graduate Programs. All requests for re-entry will be evaluated on the basis of the availability of resources. Reentry of students who have...
interrupted their study for any reason is not guaranteed and may require a refresher course and/or documentation of current competencies.

Curriculum changes during the period of interrupted progress toward the degree may result in review and revision of degree requirements based on evaluation of individual situations. Students who re-enter must adhere to the current policies and curriculum of the School of Nursing in effect at the time of reentry. Students re-entering will be expected to apply all knowledge and skills from previous courses upon re-entry.

**COURSE WITHDRAWALS**

Withdrawals are issued to students wishing to withdraw from any or all courses if the official withdrawal request is completed by the deadline dates printed in the current class schedule. A grade of W will appear on student transcripts when students complete the official withdrawal request by the published deadline. Once the deadline for course withdrawals has passed, the student will need the permission of the faculty member responsible for the course and Dean of Nursing to withdraw and a grade of either “F” or “W” will be awarded as determined by the instructor. “W” is an option after the withdrawal deadline only if the student is passing. A grade of “FN” will be recorded on the official transcript if a student stops attending but does not officially withdraw from class.

More than two academic withdrawals in a semester are considered lack of progress toward the degree.

**PROGRAM WITHDRAWALS**

Students planning to withdraw from the nursing program should meet with the associate dean for nursing graduate programs. Additionally, the following policies pertain to students:

- Withdrawal from the nursing major courses constitutes withdrawal from the program.
- Failure to register in each sequential semester constitutes withdrawal from the nursing program.
- Students should understand that when approval to withdraw from a course is the option of the faculty, it will usually be granted (based on circumstances) only if the student has a didactic grade of at least B- (overall GPA of 3.0).
- A pattern of withdrawals may influence consideration of further reinstatement requests.
REPEAT NURSING COURSES

A student who receives a grade lower than B- in a nursing course(s) may be permitted to repeat that/those course(s). A student will receive no more than two opportunities to successfully complete a given nursing course. Failure to receive a minimum grade of B- upon repeating a nursing course will result in dismissal.

Campus appeal process, including appeals to the Dean of Nursing and Admission and Academic Affairs Committee (AAA), apply to grade and not to dismissal from or reinstatement into the program. Validation examinations may not be used as substitutes for repeating any nursing course. Students who need to repeat a nursing course must make a request to the IUESON Graduate Committee for placement in the repeated course. All requests for re-entry will be evaluated on the basis of the availability of resources. All requests to the Graduate Committee must be sent to the School of Nursing via registered mail, to the attention of the Associate Dean for Nursing Graduate Programs. When a student receives permission from the Graduate Committee to repeat a nursing course, the request is granted on a space available basis. All future enrollments in the nursing major will be based on space availability.

Curriculum changes during the period of interrupted progress toward the degree may result in review and revision of degree requirements based on evaluation of individual situations. Students who retake a course must adhere to the current policies and curriculum of the School of Nursing in effect at the time of reentry. Students re-entering will be expected to apply all knowledge and skills from previous courses upon re-entry.

ACADEMIC PROBATION

A STUDENT WILL BE PLACED ON ACADEMIC PROBATION WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:

- The cumulative grade point average falls below 3.0.
- The semester grade point average is below 3.0.
- A grade below B- has been earned in a required course.
- Failure to comply with School of Nursing policies

ACADEMIC PROBATION WILL BE REMOVED AFTER THE SEMESTER DURING WHICH THE FOLLOWING CONDITIONS HAVE BEEN MET:

- The cumulative grade point average is 3.0 or higher.
- The semester grade point average reaches 3.0 or higher.
- A minimum grade of B- has been earned in all required courses taken.
- Compliance with School of Nursing policies.
DISMISSAL

A STUDENT WILL BE DISMISSED FROM THE SCHOOL OF NURSING WHEN THERE IS A LACK OF PROGRESS TOWARD THE DEGREE. EVIDENCE OF LACK OF PROGRESS CONSISTS OF ONE OR MORE OF THE FOLLOWING:

- Failure to attain a 3.0 grade point average in any two consecutive semesters;
- Failure to attain a cumulative grade point average of 3.0 in two semesters;
- Failure to attain a minimum grade of B- for a didactic course;
- Falsification of records or reports, plagiarism, or cheating on an examination, quiz, or any other assignment is cause for dismissal. (See Code of Ethics.)

The faculty reserves the right to dismiss any student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation in the profession of nursing. Integrity and conduct will be judged according to the standards set by the 2001 revised Code for Nurses adopted by the American Nurses' Association. Dismissal is not subject to the campus appeal process.

REINSTATEMENT

A student who has been dismissed from the School of Nursing for academic failure may request reinstatement by petitioning the IUESON Graduate Committee. Students who desire reinstatement in the program must submit a written request to the associate dean for nursing graduate programs. All requests to the associate dean for nursing graduate programs must be sent via registered mail.

Reinstatement is not guaranteed. Reinstatement requests will be evaluated individually on the basis of faculty recommendations at the time of dismissal, academic standing, potential for progress toward the degree, availability of resources, and satisfactory completion of any conditions existing at the time of withdrawal or dismissal. Students who are reinstated must adhere to policies and curriculum in effect at the time of reinstatement.

completion of degree requirements

ALL CANDIDATES FOR THE MASTER OF SCIENCE IN NURSING MUST FULFILL THE FOLLOWING REQUIREMENTS:

1. Satisfactory completion of a minimum of 39 credit hours that apply to the degree.
2. Achievement of a minimum cumulative grade point average of 3.0
3. Achievement of a mimumum B- in each required course or equivalent by the second completed attempt
4. Removal of all incomplete, deferred grades, and special credit course grades in nursing courses by three weeks prior to the end of the student’s last semester before graduation
5. Completion of all coursework within four years after the enrollment in nursing courses
6. Apply for the degree according to published deadlines

**GRADUATION**

**APPLICATION FOR GRADUATION**

All students must complete an Application for Degree in accordance with published deadlines. All Removals of Grades and Deferred grades, Changes of Grades, Independent Study (Correspondence) Grades must be received no later than three weeks prior to the end of classes of your final semester. It takes time to process the application through the University system and to resolve any problems that may occur.

Members of the IU East community look forward to participating with students at the commencement ceremony. Commencement is usually held at the Tiernan Center. Date and time will be announced at the beginning of each school year.

Students who completed degree requirements in December or who expect to complete requirements in May, June or August are invited to participate in the ceremony. Information regarding commencement activities, purchasing caps and gowns, announcements and other memorabilia will be sent to the students early in the spring. The Registrar’s Office must have received the Application for Diploma for the student’s name to be included on the tentative list. Mailings will be sent to the permanent address that you listed on the degree application. If this is not the student's current address, the student is encouraged to make sure mail received at this address will be forwarded prior to graduation. Only students making application for their degree will receive commencement information.

**DIPLOMAS**

The diploma attests to the completion of the student’s degree and should be kept in a safe place. For students completing degree requirements in May, diplomas will be given at the commencement ceremony in May. If the student is unable to attend the commencement ceremony, upon presentation of identification, diplomas may be picked up in the Registrar’s Office after commencement. If you wish to have the diploma mailed, contact the Registrar’s office to make arrangements.
Interpersonal conflict is an inevitable part of life. Disagreement and differences of opinion are a natural part of all human relationships (individual, groups, schools, AND PROFESSIONS). The ability to resolve interpersonal conflict is critical to student life and college careers. Interpersonal conflict that is not addressed in a timely and constructive manner may result in students experiencing "combat fatigue:" that is, the student may exert a lot of energy and over extend their time in gathering multiple resources for "battle". Healthy and effective ways for a student to engage in assertive communication and fair negotiation (a win-win approach to conflict) include:

**CALLING A MEETING.**
Ask for a meeting where all persons involved may openly discuss the issue about which there is disagreement/concern. Remember to designate both a time and place.

**STATE THE PROBLEM.**
Explain with clarity your perceptions of the issue and dispassionately focus on the issue. Remember to:
- Use "I" statements: avoid accusations/blaming.
- Avoid being adversarial.
- Avoid being compliant and concessive.
- Avoid being highly emotional.

**DEFINE THE SCOPE OF THE DISAGREEMENT.**
Create an opportunity for all persons to determine the purpose of meeting. No one should be unprepared or caught "off-guard;" all persons should have vital information to solve effectively the issue.

**DETERMINE**
whether or not a mediator (third-party) should be present.

**LISTEN ACTIVELY;**
restate what you hear others say.

**ROLE REVERSAL**
or the ability to empathize is crucial to amicable outcomes.
BRAIN - STORM / IDENTIFY POSSIBLE SOLUTIONS.

- Collaborate with others in exploring solutions or actions.
- Use your creativity, wisdom, and problem-solving skills.
- Identify consequences. Discuss the ramifications of all solutions or actions.

SELECT A SOLUTION.

Try to compromise (win - win approach). Close the meeting with agreement on solutions or actions.

ESTABLISH A FOLLOW-UP

meeting in which all persons may review the success or failure of agreement

STUDENT FILES

As a student progresses through the nursing program, the student's evaluation and accomplishments will be collected in a file that is located in the Associate Dean's Office. This file may include formative and summative evaluations. The student has a right to review these materials at any time. If students wish to review their file, they may address their request, in writing, to the Associate Dean of Nursing for Graduate Programs. Students will be contacted, to set up a mutually acceptable date for this review.

WEATHER POLICY

OVERRIDING ASSUMPTION: IF IU EAST ANNOUNCES THAT CLASSES ARE CANCELED, THEN ALL CLASSES, INCLUDING BOTH THEORY AND LABORATORY (SKILLS/CLINICAL) ARE CANCELED FOR THE NURSING PROGRAMS.

Indiana University East asks students, faculty and staff to update personal contact information using IU-Notify. The information is used for notification in the event of campus emergencies or campus closures. By logging into the OneStart portal at http://www.onestart.iu.edu, choosing the notifications tab and following the links, IU East students, faculty and staff can update contact information, including office, home and personal cell phone numbers, and non-IU e-mail addresses.

IU-Notify is capable of reaching IU East students, faculty and staff via automated phone, e-mail and/or text messages.
IU Notify:

1. Access your Onestart account at https://onestart.iu.edu/my2-prd/portal
2. Click on the notifications tab
3. Click on IU Notify on the black, left, side-bar
4. Fill out the relevant information for IU Notify