



**INDIANA UNIVERSITY
EAST**

SCHOOL OF NURSING

**RN to BSN
Student Handbook
2010**



Table of Contents

Indiana University East Mission Statement	4
Indiana University East Vision Statement	4
Indiana University East School of Nursing, IU East Vision and Mission.....	5
School of Nursing Diversity Statement	5
Guidelines for the Nursing Major.....	5
Principles and Practices of Professional Conduct.....	5
Essential Abilities Policy	6
Violation of Student Rights	8
Online Social Networking Policy	9
IUE Communication list.....	11
Assistance with Information Technology.....	12
OneStart.....	12
OnCourse.....	12
Controlled Substance Abuse Policy For Clinical Students.....	12
Sex Offenders (Zachary's Law)	13
Confidentiality Policy	14
HIPAA	14
The Privacy standards.....	14
Communications	15
Clinical experiences that do not require uniforms	15
Name Tags	16
Annual Requirement	16
TB	16
CPR	16
Background Checks.....	17
Immunizations	17
HIV or HBV Positive	18
Bloodborne Pathogen	18
Liability Insurance	19
Health Insurance.....	19
Academic Integrity and Evaluation	19
Academic Integrity	19
Academic Misconduct	19
Grading Scale for Nursing Major Courses	20
Incomplete Grades	20
Satisfactory/Fail Grades	20
Grade Appeals	20
Evaluation	20
Projects/Written Work	21
Guidelines for Written Assignments	21
Student Consent for Retention and Use of a Course Related Work	21
Policy for Students with Learning Disabilities	22
Student Assistance	23
Progression Policies and Procedures	23
Transfer Credit.....	23
Special Credit.....	23

Curricular Sequencing	24
Interruption of Progress toward the Degree	24
Course Withdrawals	24
Program Withdrawals	25
Repeat Nursing Courses	25
Academic Probation	26
Dismissal	26
Reinstatement	27
Progression after Reinstatement Following Dismissal	27
Typical RN-BSN Mobility Option Schedule.....	28
Completion of Degree Requirements and Graduation.....	28
Degree Requirements.....	28
Application for Graduation	29
School Pins/Pinning Ceremony	29
Graduation Ceremony.....	29
Honors	29
Diplomas	30
Nursing Lamps.....	30
Cap and Gown.....	30
Additional Information	31
Student Awards	31
Elizabeth Grossman Award	31
Sigma Theta Tau International (Nursing's Honor Society).....	31
Nursing Research Showcase.....	32
Weather Policy	32
IU Notify.....	33
Course Descriptions.....	33
Forms	
Immunization Record.....	37
Background Check.....	38

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, IU EAST 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, the 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 Indiana University East School of Nursing community members strive 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 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, local and global. 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:

- Being fully aware of actively engaged 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, palm pilots).
- 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

ESSENTIAL ABILITIES POLICY

The School of Nursing faculty has specified essential abilities 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 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.

Students questioning their ability to meet these essential abilities criteria are encouraged to address their inquiries to the appropriate academic advisor. At IU East, pre-nursing students should direct inquiries to the pre-nursing advisor. Matriculated students should direct inquiries to their nursing faculty advisor. 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 School of Nursing (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:

Unauthorized use of computer accounts, access codes, and network identification numbers assigned to others.

- a. 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).
- b. Academic dishonesty (plagiarism, cheating).
- c. Violation of software license agreements.
- d. Violation of network usage policies and regulations.
- e. Violation of another user's privacy.

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

COMMUNICATION LIST

Administration

Dean:

Karen Clark (krclark@indiana.edu)765-973-8242

Senior Administrative Assistant:

Diana Fahl (dfahl@iue.edu)765-973-8213

Financial Aid/Scholarships

Office of Financial Aid

Sarah Soper(saeaton@iue.edu).....765-973-8231

Nursing Academic Programs

Pre-Program: Chad Beanblossom (chadbean@iue.edu).....765-973-8353

In Program: Faculty advisor assigned

Additional Program/Support Staff

Data Specialist: Kim Mackey

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Director of IU East Programs at Lawrenceburg

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Diane B. Baker (dibaker@iue.edu).....765-973-8607

Curtis O. Bow, Jr. (cbow@iue.edu).....765-730-0157

Where to go for help with:

Any Information Technology issue or question:

<http://nu2it.iu.edu/iue>

OneStart:

Tutorial available online at:

<https://onestart.iu.edu>

OnCourse:

Center for Teaching and Learning:

<http://www.iue.edu/ctl/index.php>

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 insure 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:

- inappropriate physical appearance
- altered speech
- uneven gait
- uncommon changes in behavior
- lack of judgment
- decreased performance
- smell of alcoholic beverage on breath
- inappropriate actions
- chronic absenteeism or patterns of absence/tardiness
- accidents during clinical
- 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, 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 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 students. 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 the student may be administratively removed from the program.

SEX OFFENDERS (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 an undergraduate 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 undergraduate 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 share 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 HIPPA 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.

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 OUTLINE 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.hipaadvisory.com/regs/HIPAAprimer1.htm>)

COMMUNICATIONS

Each student is responsible for seeking 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 e-mail. Students should get into the habit of checking this e-mail on a regular basis. The bulletin boards outside of Hayes Hall 015 may also be used to post pertinent program, scholarship or employment information. It is advisable that students check these bulletin boards on a weekly basis. Significant policy and program changes that effect student admission, progression, and graduation will be mailed to the student at their last known address.

UNIFORM INFORMATION AND CLINICAL DRESS CODE FOR CLINICAL EXPERIENCES THAT DO NOT REQUIRE UNIFORMS

- 1) Students will wear IU East name badges during clinical/lab times and during research. When appropriate, lab coats will be worn.
- 2) Students should dress in a professional manner at all times while on the clinical unit. Students must wear dress clothes or scrubs during clinical experiences. This includes dress pants, or skirts/dresses for female students. This does not include jeans, halter

tops, abbreviated clothing, open toes shoes, etc. If there are any questions about attire, faculty should be consulted.

- 3) Students should keep jewelry to a minimum. No drop earrings, bracelets, or multiple rings are to be worn. Only one pair of small stud earrings is allowed. No body piercing or tattoos are to be visible. Nails must be short and clean. No artificial nails are permitted. Only clear nail polish may be worn. Make-up should be kept to a minimum. Perfumes, cologne or scented lotions should not be worn into clinical settings. Gum is not permitted in clinical/lab settings.
- 4) Students will be informed of any additional dress requirements for specialty areas.

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. Information on how to obtain nametags will be provided by advisors.

ANNUAL REQUIREMENTS

TB test and a yearly national criminal background check are required to be completed annually between May 1 and August 1. CPR recertification is to be completed every two years.

TB

Evidence of all immunizations must be filed with the School of Nursing. Each student will submit an immunization record to the School of Nursing upon admission. Each student will be responsible for updating immunizations and tests, annually, as required. Immunizations must not expire during the course of the academic year. The due date for submission of required immunizations is August 1st for new and returning students. Students may sign a waiver to immunizations if immune suppressed or as advised by a physician. All immunizations are at the student's expense. Students can consult their county health department or the Center for Health Promotion as an economical source of immunizations or information.

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. While in nursing school, **nursing students are expected to be re-certified every two years.** All students will need to be basic CPR certified prior to beginning clinical in the fall. This expectation is also relevant for any clinical observational experience. **Newly matriculated and returning students are expected to submit a copy of their CPR card to the School of Nursing by August 1.**

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 between the dates of May 1 – August 1. Students are required to visit CertifiedBackground.com and purchase the background check service each year.** Students are to use the ND61-R code for updated criminal background checks. Please note national criminal history checks **will only be accepted from CertifiedBackground.com.** If you have any questions, please contact your advisor or the School of Nursing.

IMMUNIZATIONS (Please see form at end of handbook for documentation).

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

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 clinical/practicum experiences. 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. **If positive** then must have a negative chest X-ray report.

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).

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: Although not required, it is recommended that students receive a yearly influenza vaccination.

HIV OR HBV POSITIVE PATIENT CARE

No nursing student may refuse to treat a patient solely because the patient is at risk of contracting, or already has contracted, an infectious condition such as HIV, AIDS, or Hepatitis B. Appropriate use of universal precautions should prevent exposure to infection and should be incorporated into clinical practice as appropriate. Students are held responsible for appropriately implementing universal precautions in caring for patients.

STUDENTS

Qualified individuals will not be denied admission to nursing courses solely because they have positive HIV or hepatitis B status. According to the U. S. Centers for Disease Control, there is no scientific evidence that health care workers infected with HIV or HBV place patients at risk as long as: 1) they do not perform specific invasive procedures considered to be “exposure-prone” (as defined by each clinical agency) and 2) they adhere to universal precautions while caring for patients.

The appropriate procedures to be followed in this situation are as follows:

- Any student involved in clinical practice who believes he or she may be at risk of HIV or HBV infection is encouraged to seek voluntary testing for confirmation.
- The student who is seropositive for HIV or hepatitis B infection is encouraged to voluntarily report this status to the Dean of Nursing. Effort will be made to ensure that:
 - All infection information is kept confidential;
 - The student is receiving appropriate treatment and counseling from a qualified healthcare professional;
 - The student uses universal precautions consistently in clinical practice;
 - Responsibilities for the infected student do not require the performance of exposure-prone invasive procedures.
- Any modifications in clinical activity must take into account the nature of the clinical activity, the technical expertise of the infected student, the risks imposed by HIV or HBV carriage, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

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. This training is done at nursing student orientation prior to the beginning of each fall semester.

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.

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 AND EVALUATION

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

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

GRADING SCALE FOR NURSING MAJOR COURSES

All nursing grades will remain as calculated. For example a 74.9% will not be rounded up to a 75%. Therefore, the grading scale will read:

99-100 A+	75-78 C
95-98 A	72-74 C-
92-94 A	69-71 D+
89-91 B+	65-68 D
85-88 B	62-64 D-
82-84 B-	0-61 F
79-81 C+	

A minimum grade of "C" is required to pass this course. A student who fails to receive a "C" 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.

SATISFACTORY/FAIL GRADES

Some courses, such as clinical/practicum courses are best evaluated by using satisfactory/fail grades rather than letter grades. Students must pass clinical/practicum courses at a satisfactory level to progress.

GRADE APPEALS

If a student is dissatisfied with the grade received in a course, the student should consult the following people (in this order): (1) the instructor of the course, (2) the Dean of the School in which the course resides. If the dean cannot mediate the grade appeal to the satisfaction of both parties, the matter may be referred to the campus Admissions and Academic Affairs committee, whose decision is final.

EVALUATION

Faculty evaluation of each student's performance in the clinical setting, highlighting strengths and weaknesses, occurs throughout the semester with the majority of this feedback being either verbal or written on the weekly clinical evaluation form. If, at any time during the semester, a student is identified as failing to meet course and/or program standards, the faculty will

complete a written learning contract with the student. The faculty member and student will sign the learning contract. Three copies of the contract will be made, one for the student, one for the faculty, and one for the student's file in the Office of the Dean of Nursing.

PROJECTS/WRITTEN WORK

In many courses students will be expected to complete projects such as oral presentations, research papers, group or individual projects, etc. These will be graded according to IU East School of Nursing policy for writing assignments and/or by criteria which is considered professionally acceptable.

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, 6th edition.)

STUDENT CONSENT FOR RETENTION AND USE OF A COURSE RELATED WORK

PURPOSE

To allow retention and use of the work of a student enrolled in a course sponsored by the 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

- A. Student requesting accommodation(s) must provide written documentation from a qualified professional to their faculty advisor.
- B. The report must contain recommendations by the qualified professional that should address specific areas of academic difficulties and recommendations for corresponding accommodations.
- C. The faculty advisor will review the report in consultation with the student.
- D. An appropriate, written plan of accommodations will be developed.

- E. The student will sign a release of information form so that the plan can be forwarded to appropriate faculty.

V. Evaluation of accommodation plan

- A. At the end of every semester, faculty providing accommodations must submit a list of accommodations used and their subsequent outcome, as well as any further recommendation.
- B. The faculty advisor and the student will meet to review and make any necessary revisions to the accommodation plan.
- C. The faculty advisor will send the plan revisions to the appropriate faculty.

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 contact personally 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.

If academic and/or personal problems jeopardize students' academic success, the faculty will advise students to seek assistance immediately. There are resources available to assist students with study habits, test-taking skills, nursing process recordings, mastery skills or personal concerns. It is important to seek assistance early and conscientiously. Faculty also makes referrals to resources when they identify a student's need for assistance. It is the student's responsibility, however, to follow through in seeking this assistance.

PROGRESSION POLICIES AND PROCEDURES

TRANSFER CREDIT

Students who wish to have previous course work considered as equivalent to required general education or nursing courses must submit an official transcript to the Indiana University east Office of Admissions. The student must first be admitted to Indiana University East and have a Credit Transfer Report completed by the Office of Admissions. Course credit determination will be made by the Office of Admissions in collaboration with the pre-nursing advisor and/or Dean of Nursing. In the case of nursing course transfers, the Dean may ask for additional information such as a course syllabus and/or consultation with the Admission, Progression, and Graduation committee/faculty. The majority of nursing course transfers will fall under the special credit designation for RN to BSN students.

SPECIAL CREDIT

At the completion of NURS-B 404, 35 credit hours of nursing credit will be added to the RN to BSN student transcript. This special credit is considered equivalent to the nursing coursework completed in most ASN programs. Special credit will be given for the following:

B246 Life Span Development

B248 & B249 Science & Technology of Nursing (with Practicum)

H351 & H352 Alterations in Neuro-Psychological nursing (with Practicum),

H353 & H354 Alterations in Health I (with Practicum)

H361 & H362 Alterations in Health II (with Practicum)

H363 & H364 The Developing Child and Family I & II

S470 & S471 Restorative Health: Multi-System Alterations (with Practicum)

CURRICULAR SEQUENCING

Any student wishing to take courses out of curricular sequence must have approval to do so by the Admission, Progression, and Graduation Committee. The student is to submit the request in writing to the chairperson of the Admission, Progression, and Graduation Committee for consideration. All requests to the Admission, Progression, and Graduation Committee must be sent to the School of Nursing via registered mail. The student will be notified of the Committee's decision in writing. If the student is not satisfied with the Committee'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, excluding summer sessions, 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 chairperson of the Admission, Progression, and Graduation Committee of the School of Nursing at the campus where reentry is desired. All requests to the Admission, Progression, and Graduation Committee must be sent to the School of Nursing via registered mail. 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 form 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 forms and obtain the appropriate signatures. Once the deadline for course withdrawals has passed, the student will need the permission of the 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 three academic withdrawals in a semester are considered lack of progress toward the degree. If a student withdraws from a clinical course alone, the withdrawal is counted as one withdrawal. If a student withdraws from a didactic course that requires an automatic withdrawal from a concurrent clinical course, this withdrawal will also be considered as one withdrawal.

PROGRAM WITHDRAWALS

Students planning to withdraw from the nursing program should meet with their academic advisor. Additionally, the following policies pertain to students:

- Withdrawal from a required general education course in the semester indicated in the curriculum design requires withdrawal from the related nursing courses;
- Withdrawal from a nursing course requires withdrawal from its co-requisite nursing course;
- Withdrawal from the nursing major courses constitutes withdrawal from the program;
- Failure to register in each sequential semester, excluding summer session, 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 C (2.0) or a laboratory (clinical) grade of satisfactory (S) in nursing major courses based on the nursing faculty's definition of "passing";
- A pattern of withdrawals may influence consideration of further reinstatement requests;
- Students who withdraw from the nursing major in the first semester must seek readmission to the program, subject to competitive review.

REPEAT NURSING COURSES

A student who receives a grade lower than C (2.0) in a didactic nursing course(s) or lower than (S) in a clinical nursing course may be permitted to repeat that/those course(s). A student will receive no more than two opportunities to complete successfully a given nursing course. Failure to receive a minimum grade of C (2.0) upon repeating a nursing course or failure to receive a grade of C in two nursing major theory or clinical nursing courses 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 APG 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 Admission, Progression, and Graduation (APG) Committee must be sent to the School of Nursing via registered mail. When a student receives permission from the APG 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 2.0.
- The semester grade point average is below 2.0.
- A grade below C has been earned in a required course.

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

- The cumulative grade point average is 2.0 or higher.
- The semester grade point average reaches 2.0 or higher.
- A minimum grade of C has been earned in all required courses taken.
- Remedial course work, if required, has been completed, and/or specified conditions have been met.

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 2.0 grade point average in any two consecutive semesters;
- Failure to attain a cumulative grade point average of 2.0 in two semesters;
- Failure to attain a minimum grade of C (2.0) for a didactic course or grade of Satisfactory (S) for a clinical course upon repeating a nursing course (i.e., two failures in the same course);
- Failure to attain a minimum grade of C (2.0) for a didactic course or a grade of Satisfactory (S) for a clinical course in two nursing courses (i.e., failure in two separate courses)

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 School of Nursing's Admission, Progression, and Graduation (APG) Committee. Students who desire reinstatement in the program must submit a written request to the chairperson of the Admission, Progression, and Graduation Committee at least one semester prior to the requested date of reinstatement on that campus. All requests to the IU East Admission, Progression, and Graduation Committee must be sent to the School of Nursing 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.

PROGRESSION AFTER READMISSION/REINSTATEMENT

Once readmission has been granted by the Admission, Progression, and Graduation Committee (APG), the following guidelines are used to implement decisions of the (APG) concerning progression issues. Those returning to nursing major courses shall be placed on a waiting list based on the receipt date of the request.

- I. Returning students, who would cause clinical groups to exceed a 1:10 ratio, require permission of faculty to return to a given clinical course based on objectives and resources available.
 - A. Students will be placed in clinical groups based on space available; it may not be possible to honor special requests.
 - B. Days and times of clinical will be based on space available.
 - C. Clinical progression must consider courses beyond the immediate course of readmission and mobility student progression as well.
- II. Students may repeat didactic courses (if clinical co-requisite grade were S) and then be placed on the waiting list to enter the next clinical/didactic co-requisite nursing major courses. Every effort will be made to facilitate progression.
- III. When removal of an Incomplete (I) grade puts a student out of sequence in progression, the student must be reviewed by the APG Committee for readmission. The student then enters the waiting list criteria as a student in good standing.

Typical Schedule for RN to BSN Mobility Option Students

Semester One

- NURS B304: Transition to Professional Nursing I (3 cr.)
- NURS B244: Comprehensive Health Assessment (2 cr.)
- NURS B245: Comprehensive Health Assessment Practicum (2 cr.)

Semester Two

- NURS B404: Transition to Professional Nursing II (3 cr.)
- NURS H365: Research Process (3 cr.)

Semester Three (usually summer for Richmond and Lawrenceburg)

- NURS S472: Multi-System Approach to Health of Community (3 cr.)
- NURS S473: Multi-System Approach to Health of Community: Practicum (2 cr.)

Semester Four

- NURS S481: Nursing Management (2 cr.)
- NURS S482: Nursing Management: The practicum (3 cr.)
- NURS S485: Professional Growth and Empowerment (3 cr.)

Semester Five

- NURS S483: Clinical Nursing Capstone (3 cr.)
- NURS S484: Research Utilization (2 cr.)

COMPLETION OF DEGREE REQUIREMENTS AND GRADUATION

DEGREE REQUIREMENTS

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

1. Satisfactory (S) completion of a minimum of 123 credit hours that apply to the degree. Credits earned in remedial learning skills do not apply to the degree. Credits from courses that have been repeated may be counted only one time to meet the credit hour requirement.
2. Achievement of a minimum cumulative grade point average of C (2.0);
3. Achievement of a minimum of C (2.0) 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 course work within six years after the enrollment in nursing courses;
6. Completion of residency requirements.
7. Apply for the degree according to published deadlines.

APPLICATION FOR GRADUATION

All students must complete an Application for Degree by the published deadline for the semester in which the student plans to graduate (May, June, August or December). All removals of incomplete grades and deferred grades, changes of grades, independent study or correspondence grades must be received no later than three weeks prior to the end of classes of the final semester. It takes time to process the application through the University system and to resolve any problems that may occur.

SCHOOL PINS/PINNING CEREMONY

In the profession of nursing each graduate wears the pin of his/her undergraduate school. The School of Nursing pin for the holder of the BSN degree is distinctive. An order blank for the pins will be distributed in the spring. Prices range from: \$15- \$75. No student will receive their nursing pin until they have officially graduated from the School of Nursing. No individual orders made directly to the jewelers will be honored.

The annual recognition ceremony is in May prior to graduation. December, May, June and August graduates are eligible to participate in pinning at the May Recognition Ceremony. Students at Good Samaritan Hospital or Lawrenceburg are invited to participate in this recognition ceremony.

Graduation Ceremony

Members of the IU East community look forward to participating with students at the commencement ceremony. Commencement is usually held at Civic Hall. 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 of graduates. 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.

HONORS

Students have the opportunity to be recognized for academic excellence during their program of study and at graduation. Full-time nursing students will be placed on the Dean's List for each semester for which they earn a GPA of 3.5 or higher. Part-time students are eligible for the Dean's List after the completion of 12 credit hours and for each semester they have accumulated an additional 12 credit hours of course work with a GPA of 3.5 or higher.

Graduation with distinction is campus specific. To graduate with academic distinction, BSN students graduating with academic distinction must complete a minimum of 60 credit hours at Indiana University.

GRADE POINT AVERAGES USED IN DETERMINING THE CATEGORY OF ACADEMIC DISTINCTION AWARDED ARE:

- 3.90-4.00 Highest Distinction
- 3.80-3.89 High Distinction
- 3.70-3.79 Distinction

The grade point average used for determining academic distinction is based on all grades in courses taken at Indiana University that meet degree requirements for the Bachelor of Science in Nursing program. This includes FX as well as grades in courses that are repeated. The GPA excludes transfer grades.

A tentative honors list will be developed based on the GPA in general education courses required by the nursing degree and nursing theory classes through December. However, a final honors list will be developed based on all work completed for the degree. Courses taken that do not count toward the degree will not be calculated for honors. Question should be directed to the student's faculty advisor.

Honor cords, which are worn on the commencement gown, and represent the student's academic honors, will be distributed at the commencement rehearsal. Awards and honors to recognize outstanding students are also given at the time of graduation or on Honor's Day.

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. Students receiving honor's will receive their diploma within a few weeks as honor's distinctions must be added to the graduate's diploma.

NURSING LAMPS

Nursing Lamps are required for participation in the May Recognition Ceremony for graduating students. Lamps range in price from \$12-\$30. More information will be distributed in late fall for graduating students.

CAP & GOWN

Gowns are required to walk in the Indiana University East graduation ceremony as well as the May recognition Ceremony for graduating students. Caps and gowns will be available for sale through the bookstore beginning in March. Contact your advisor or the bookstore with any questions.

ADDITIONAL INFORMATION

STUDENT AWARDS

POLICY FOR GRANTING OF STUDENTS AWARDS

1. The Dean and Student Affairs will review specific nursing student awards for eligibility criteria, paperwork required, due dates, and applicability to IU East.
2. The names of all students and their GPA's will be provided by the Office of the Data Specialist.
3. The Student Affairs Committee will make available the Student Personal Service/Activities Form to all nursing students.
4. Faculty will evaluate students on criteria provided by the Student Personal Service/Activities Form and criteria appropriate to the specific awards.
5. If specific criteria are not given for awards or consensus cannot be reached, Faculty may choose to use below criteria for evaluation of students. If needed, faculty can evaluate each eligible student on the student award grid.
6. Faculty evaluation will be based on observation of the student's performance in the clinical setting and classroom participation.
7. Student Affairs will keep a record of awards and recipients of awards.

CRITERIA USED FOR STUDENT AWARDS:

Nursing GPA/Cumulative GPA	Ethical behaviors
Works well with peers	Involved with campus organizations
Accountability/Responsibility	Leadership skills
Attitude toward IU East	Maturity & Professionalism
Attitude toward learning	Organizational skills
Caring behaviors	Role model
Collaborator with faculty	Use of nursing process
Communication (verbal, nonverbal)	Written communication skills
Compassion for others	
Critical thinking/Problem solving	

ELIZABETH GROSSMAN AWARD

Each year, former Dean of the Indiana University School of Nursing, Elizabeth Grossman, recognizes the student from each program who has maintained the highest Nursing Grade Point Average (NGPA) on all IU campuses. This NGPA is calculated from the grades earned through the end of the seventh semester of the BSN program.

SIGMA THETA TAU INTERNATIONAL, NURSING'S HONOR SOCIETY

In 1922 six nurses founded Sigma Theta Tau at the Indiana University Training School for Nurses, now the Indiana University School of Nursing, in Indianapolis, Indiana. The founders chose the name from the Greek words Storgé, Tharsos and Timé meaning "love," "courage" and "honor." The honor society became incorporated in 1985 as Sigma Theta Tau International Inc. Membership is by invitation to baccalaureate and graduate nursing students who

demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing.

Students graduating from any IU campus may be eligible for induction in Sigma Theta Tau International Alpha Chapter, if specific eligibility criteria are met. Eligibility criteria for RN to BSN students include:

- have completed 12 credit hours at current school;
- have completed ½ of the nursing curriculum;
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher);
- rank in the upper 35 percentile of graduating class;
- meet the expectation of academic integrity

Eligible students will be sent materials about Sigma Theta Tau during the senior year.

NURSING RESEARCH SHOWCASE

Each spring the Indiana University East Nursing Program sponsors the Nursing Research Showcase in mid-April. This is a time set aside to showcase the research, scholarship, and education projects students have been working on throughout the semester/year. It also is an event which showcases the idea of research in nursing. All BSN students are encouraged to participate. Information will be distributed in early spring or contact the IUE School of Nursing Showcase Committee.

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.

For Lawrenceburg and Good Samaritan campus: if home campus is close, nursing classes will not be held. For accurate closing and delay information, please register with IU Notify in OneStart.

GENERAL GUIDELINES:

1. In the event that the University cancels classes and students and faculty have already left for (or arrived on) the clinical unit, the faculty and students will mutually determine whether to complete the educational experience. NOTE: The faculty must be present in order for students to complete the educational experience.
2. In the event that a decision must be made before a formal university announcement is delivered, the following will apply:
 - a. Within guidelines of reasonable safety, each person will have to evaluate conditions in relation to his/her locale and make the decision to come or not to come to the clinical experience.
 - b. Upon the decision not to come, the student will notify the faculty and/or staffing (clinical site) according to the plan established at the beginning of the course.

BASIC ASSUMPTIONS:

1. Missed laboratory (skill/clinical) days will be made up at the discretion of faculty.
2. Make-up dates will be mutually determined by the faculty and students according to availability of clinical facilities.
3. During orientation to the course, the faculty will:

- a. Explain the process of communication to be used by students.
- b. Review the General Guidelines and Basic Assumptions of the Weather Policy with all students.

IU NOTIFY

Students can register their home and cell phone numbers in OneStart to receive school closing and delay information as it is available.

Course Descriptions:

NURS-B 304 Professional Nursing Seminar I (3 cr)

This course focuses on core theoretical concepts of professional nursing practice, including health, wellness, illness, self-care, and caring, disease prevention, and health promotion. Students will be expected to explore theoretical premises and research related to the unique wellness perspectives and health beliefs of people across the lifespan in developing care outcomes consistent with maximizing individual potentials for wellness. Offered fall semester.

NURS-B 244 Comprehensive Health Assessment (2 cr)

This course focuses on helping students acquire skills to conduct a comprehensive health assessment, including the physical, psychological, social, functional, and environmental aspects of health. The process of data collection, interpretation, documentation, and dissemination of assessment data will be addressed. Offered fall semester.

- *Co-requisite: B245*

NURS-B 245 Comprehensive Health Assessment: Practicum (2 cr)

Students will have the opportunity to use interview, observation, percussion, palpation, inspection, and auscultation in assessing clients across the life span in simulated and actual environments. Offered fall semester.

- *Co-requisite: B244*

NURS-B 404 Professional Nursing Seminar II (3 cr)

This course focuses on the application of nursing theory and research findings in restoring and maintaining individual and family functioning for those dealing with multi-system alterations. Students will explore the ethical, legal, and moral implications of treatment options and identify tactics to maximize nursing's effectiveness in facilitating individuals and families through the health care system. Students will complete a scholarly analysis as part of their practicum experience. Offered spring semester.

NURS-H 355 Data Analysis in Clinical Practice and Health Care Research (3 cr)

This course introduces nursing and other health sciences students to the basic concepts and techniques of data analysis needed in professional health care practice. Principles of measurement, data summarization, and univariate and bivariate statistics are examined. Difference in types of qualitative data and methods by which these types of data can be interpreted are also explored. Emphasis is placed on the application of fundamental concepts to real world situations in client care. Offered summer.

- *Prerequisite: All 200-level courses or permission of instructor.*
- *MATH K300 OR ECON E270 MAY COUNT FOR STATS REQUIREMENT

NURS-H 365 Nursing Research (3 cr)

This course focuses on development of students' skills in using the research process to define clinical research problems and to determine the usefulness of research in clinical decisions related to practice. The critique of nursing and nursing-related research studies will be emphasized in identifying applicability to nursing practice. Offered spring semester.

NURS-S472 A Multi-System Approach to the Health of the Community (3 cr)

This course focuses on the complexity and diversity of groups or aggregates within communities and their corresponding health care needs. Through a community assessment of health trends, demographics, epidemiological data, and social/political-economic issues in local and global communities, students will be able to determine effective interventions for community-centered care. Offered fall and summer semesters.

- *Prerequisite: All junior-level courses;*
- *Co-requisite: S473.*

NURS-S 473 A Multi-System Approach to the Health of the Community: The Practicum (2 cr)

Students will have the opportunity to apply the concepts of community assessment, program planning, prevention and epidemiology to implement and evaluate interventions for community-centered care to groups or aggregates. Professional nursing will be practiced in collaboration with diverse groups within a community. Offered fall and summer semesters.

- *Prerequisite: All junior-level courses;*
- *Co-requisite: S472.*

NURS-S 481 Nursing Management (2 cr)

This course focuses on the development management skills assumed by professional nurses, including delegation of responsibilities, networking, facilitation of groups, conflict resolution, leadership, case management, and collaboration. Concepts addressed include organizational structure, change, managing quality and performance, workplace diversity, budgeting and resource allocation, and delivery systems. Offered fall and spring semesters.

- *Prerequisite: All junior-level courses;*
- *Co-requisite: S482.*

NURS-S 482 Nursing Mgmt.: The Practicum (3 cr)

Students will have the opportunity to apply professional management skills in a variety of nursing leadership roles. Offered fall and spring semesters.

- *Prerequisite: All junior-level courses;*
- *Co-requisite: S481.*

NURS-S 483 Clinical Nursing Practice Capstone (3cr)

Students will have the opportunity to demonstrate competencies consistent with program outcomes and to refine your nursing care practice skills. Students will collaborate with faculty and a preceptor in choosing a care setting, planning and organizing a learning experience, and practicing professional nursing in a safe and effective manner. Offered fall and spring semesters.

- *Prerequisite: All junior-level courses;*
- *Co-requisite: S482.*

NURS-S 484 Research Utilization Seminar (1 cr)

This course focuses on students' abilities to refine their critical/analytical skills in evaluating clinical research for applicability to nursing practice. Students will examine the role of evaluation, action research, and research findings in assuring quality of nursing care and in solving relevant problems arising from clinical practices. Offered fall and spring semesters.

- *Prerequisite: All junior-level courses;*
- *Co-requisite: S483.*

NURS-S 485 Professional Growth and Empowerment (3 cr)

This course focuses on issues related to professional practice, career planning, personal goal setting, and empowerment of self and others. Students will discuss factors related to job performance, performance expectations and evaluation, reality orientation, and commitment to life-long learning. Offered fall and spring semesters.

- *Prerequisite: All junior-level courses;*
- *Co-requisite: S470, S471, S472, S473, S481, S482, S483, S484.*

Additional Resources

Financial Aid

<http://www.iue.edu/finaid/>

Library

<http://www.iue.edu/library/>

Computer/IT help

<http://www.iue.edu/it/help-desk.php>

Bookstore

<http://iue.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=35556&catalogId=10001&langId=-1>

Online course offerings

<http://www.iue.edu/everywhere/courses.php>

All course offerings

<http://www.iue.edu/registrar/scheduleofclasses.php>

CHP

<http://www.iue.edu/health/>

Nursing Honor Society

<http://www.nursingsociety.org/default.aspx>

Campus Map

http://www.iue.edu/maps/documents/iue_map.pdf

Tuition and fees information

<http://www.iue.edu/bursar/>

Student Support Services

<http://www.iue.edu/support/>

Indiana University East School of Nursing Immunization Record

NOTICE

Please read the following information carefully. You must have this completed form submitted to the School of Nursing Data Specialist, no later than **August 1st 5pm**. **Please place all of the information on the form as requested and attach verification** to the form (e.g. school records, copies of vaccination records, baby book records, etc.) If no records exist for immunizations or illnesses, you must provide titer results or proof of a new vaccination. **Please do not turn this form in with information missing.**

Name _____ Student Identification Number _____

Tetanus/Diphtheria Date given: _____ (Must be no more than 10 years old)

Rubella Date of vaccination _____ (Must be after first birthday)
 (R in MMR) Date of titre _____ Titer Results _____
 If titre is less than 1:10, then must be revaccinated
 Date of re-vaccination _____

Hepatitis B Date of first vaccination _____
 Date of second vaccination _____
 Date of third vaccination _____
 Date of titer _____

Rubeola Persons born after 1957 who have not had 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).
 Date incurred: _____ Date of titer _____
 Date first vaccination _____ Date second vaccination _____

Mumps Those who have not had mumps must show evidence of receipt of two doses of live mumps vaccine after the first birthday, separated by at least one month or other evidence of immunity (e.g. laboratory evidence).
 Date incurred: _____ Date of titer _____
 Date first vaccination _____ Date second vaccination _____

Varicella Those who have not had varicella (chicken pox) must show evidence of two doses of live varicella vaccine after the first birthday, separated by at least one month or other evidence of immunity (e.g. laboratory evidence).
 Date incurred: _____ Date of titer _____
 Date first vaccination _____ Date second vaccination _____

Mantoux (PPD Skin test). This must be done annually while in the nursing program. It must be done between May 1 and August 1. The results must be recorded as follows:

Date given _____ Administered by _____
 Date read _____ Read by _____
 Results in mm of induration _____

If the PPD skin test is positive, a chest x-ray must be obtained.

Chest film results _____ Read by _____
 Date of x-ray _____



CertifiedBackground.com

-----Student Instructions-----

Background Check

Indiana University East School of Nursing

The above organization has chosen CertifiedBackground.com as an approved source for background checks.

About CertifiedBackground.com

CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as organizations can view the background check.

To order your background check from CertifiedBackground.com, please follow the instructions below.

Instructions

1. Go to www.CertifiedBackground.com and click on "Students."
2. In the Package Code box, enter package code: **ND61(initial) or ND61-R (update)**
3. Select a method of payment: Visa, MasterCard or money order.

Once your order is submitted, you will receive a password via email to view the results of your background check. The results will be available in approximately 48-72 hours.

Notes

- The package above 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.
- The total cost of the basic criminal background check is approximately \$45.00. The updated check required after the student's initial year is approximately \$25.
- Background checks will only be accepted from CertifiedBackground.com
- The results of the background check must be available to Indiana University East by August 1 each year.