INDIANA UNIVERSITY CORE CAMPUS
(Bloomington, Columbus, Indianapolis)

SCHOOL OF NURSING
UNDERGRADUATE HANDBOOK
2014-2015

Respect - Responsibility - Trust - Dialogue
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Welcome to the Indiana University School of Nursing!

On behalf of the Core leaders of the Core school of nursing on the IUPUI, IUB and IUPUC campuses, welcome! You are embarking on a satisfying journey that will challenge you, excite you, and transform you in ways that are difficult to imagine at the start. You will have the opportunity to be a part of the lives of people at their most tender moments from birth through life’s end, working on a professional trust relationship with all those you serve.

The responsibility that comes with this cannot be underestimated. Because of this professional trust relationship, the School of Nursing:

1. Sets and upholds high standards for our students, in both didactic and clinical courses
2. Follows all the guidelines needed for our students to maintain a safe patient care environment
   a. Background checks
   b. Immunizations
   c. Training and requirements
   d. Policies and procedures that support a safe learning and patient care environment

In this handbook, we have strived to communicate these things in a clear manner.

Once again, congratulations on beginning your journey in nursing education.

Dr. Susan Hendricks  Dr. Joyce Krothe  Dr. Beth Sharer
Associate Dean,  Assistant Dean  Division Head of
Undergraduate Programs  IUB  Nursing
IUPUI  IUB  IUPUC

Purpose of the BSN Student Handbook
The purpose of this handbook is to assist nursing students in understanding more fully the policies, practices, and procedures of the Indiana University School of Nursing Core Campus. For the purposes of this Handbook, the Core Campus refers to the Schools of Nursing on the Bloomington, Columbus, and Indianapolis campuses. The program at the three campuses is accredited by the CCNE, and the NLNAC, and the accreditation is held at the Indianapolis campus.

This handbook is not all-inclusive, nor does it replace the Indiana University School of Nursing Bulletin (http://bulletin.iupui.edu/). It also does not replace the Indiana University Code of Student Rights, Responsibilities, and Conduct (http://www.indiana.edu/~code/code/index.shtml), or any nursing course syllabus. In instances where there is a conflict between this handbook and any University or School document (i.e., Code of Student Rights, Responsibilities, and Conduct, syllabus, etc.), the University or School document shall take precedence.

Efforts have been made to ensure the accuracy of the material in this handbook. However, some information, such as office hours and phone numbers, are subject to change without notice. The curriculum may also change due to our ongoing effort to provide you with the best nursing education possible. Please check with the School of Nursing Academic Advisors to inquire about changes and updates.
Core Campus Contact Information

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School of Nursing Vision
Indiana University School of Nursing (IUSON) is leading with excellence in research and education, powered by innovation and partnerships.

School of Nursing Mission
The IUSON exists to lead the "knowledge work" of nurses of today and tomorrow to positively influence the health of communities served by: inspiring learning through excellence in teaching; creating and advancing knowledge through science and research; shaping care through evidence-based practices; innovations and partnerships; and appreciating, developing, and recognizing faculty, staff, and students.

School of Nursing Core Values
*Respect, Responsibility, Trust, and Dialogue.* These core values are fundamental to the success of the nursing profession and the Indiana University School of Nursing community. These values are the foundation for our work, how we interact with one another, and help guide the strategies we employ to fulfill our vision, mission, and strategic goals. We are supportive of one another’s efforts, loyal to one another, and care for one another both professionally and personally. We embrace, own, and are energized by these core values.

School of Nursing Core Diversity Statement
Recognizing the rapidly increasing diversity of America and of higher education, and in support of the mission of Indiana University School of Nursing, faculty and staff are committed to promoting an educational environment that values, respects, and reflects a global view of diversity. To fulfill this commitment, we strive to:

- Promote curriculum content that reflects a commitment to diversity
- Develop a comprehensive academic success model
- Recruit and retain students, faculty, and staff from diverse backgrounds
- Establish and maintain links to the diverse communities of the city, the state, the nation and the world
- Identify resources that support diversity, promote academic excellence, and enrich our academic environment
- Promote research that reflects commitment to cultural diversity
- Promote culturally competent practice among students, graduates and faculty

“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 acknowledgment, 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).”
School of Nursing Pledge
“I hereby pledge before this assembly as a member of the Indiana University School of Nursing to uphold its core values of respect, responsibility, trust, and dialogue. I will show respect for all people, recognizing the importance of their individual contributions and diversity. I will take full responsibility for my actions, and foster trust by acting with honesty, integrity, and openness. I pledge to maintain high personal standards and strive to elevate myself in the nursing profession through a process of lifelong learning. I will maintain the privacy and confidence of my patients. I will embrace diversity, be impartial, and devote myself to continuously advocating for the safety and welfare of those committed to my care. To the best of my ability I will serve in my practice with distinction. “

Professional & Technical Standards

Standards
Students of the School of Nursing will be held to the current version of the American Nurses Association’s Standards of Professional Performance and Code of Ethics, (http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.pdf ), and the School of Nursing’s Essential Abilities (listed below). Failure to uphold these standards may result in dismissal from any nursing program.

Essential Abilities
The School of Nursing faculty have specified essential abilities (technical standards) critical to the success of students enrolled in any IU nursing program. Qualified applicants and matriculating students are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations.

1. **Essential judgment skills to include:** ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving patient conditions and coming to appropriate conclusions and/or prioritized course of actions.

2. **Essential physical/neurological functions to include:** ability to use the senses of sight, hearing, touch, and smell to make correct judgments regarding patient conditions and meet physical expectations to safely and competently perform interventions required 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, families, and all members of the health care team. Verbal, non-verbal, electronic, and written skills will consistently demonstrate effective, professional communication.

4. **Essential emotional coping skills to include:** ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice. Anger dyscontrol, lack of self-control, disengagement, lethargy, and labile mood are examples of behaviors indicative of ineffective coping.
5. **Essential intellectual/conceptual skills to include:** ability to measure, calculate, analyze, synthesize, and critically evaluate in order to engage competently in the safe practice of nursing.

6. **Other essential behavioral attributes:** ability to engage in activities consistent with safe nursing practice free from the influence of any substance 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.

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. (Policy F_04)

**Students with Disabilities**
If you need any special accommodations due to a disability, please contact your campus-specific office:
- IUB Office of Disability Services (812) 855.7578, [http://www2.dsa.indiana.edu/dss/](http://www2.dsa.indiana.edu/dss/)

**Required Documentation & Health Expectations**

**National Criminal Background Check**
Students currently enrolled in the IU School of Nursing will be required to submit a national criminal background check upon admission and will be required to renew it annually. It is the responsibility of each applicant and student to pay the fee for the screening directly to Certified Background. Each year, students will be required to submit their request for an updated national criminal background check report (Policy H_03).

Deadlines for renewal:
- **Spring admits** will be required to submit annually an updated criminal background recheck by December 15th of the following year.
- **Fall admits** will be required to submit annually an updated criminal background recheck by August 1st of the following year.
- **Summer admits** will be required to submit annually an updated criminal background recheck by April 15th of the following year.

An updated national criminal background check will also be required for any student being readmitted or transferring to the program.

**CPR Requirements**
Current certification in cardiopulmonary resuscitation (CPR) is required. Students must be certified through an approved course or instructor. The approved courses are American Red Cross Professional Rescuer and American Heart Association Health Care Provider. Your campus’ School of Nursing Student
Services office may offer a CPR course. Please check with them for more details. CPR training must include:

- Infant
- Child
- Adult
- Individual rescue
- Two-person rescue
- Automated external defibrillation

Current CPR certification must be maintained throughout the student’s entire nursing program. Evidence of certification must be filed with your campus’ School of Nursing prior to beginning the clinical experiences. Students must also file evidence of recertification prior to entering the second year of the major. Students must have current CPR certification on file in order to participate in clinical settings.

Immunizations
Immunizations are required to protect both students and patients (Policy F_01). Additionally, clinical agencies and the School of Nursing also require additional immunizations. Evidence of receipt of all immunization requirements should be in the form of a signed statement from the healthcare provider or copy of titer results from an approved provider. Students who do not have proof of all required immunizations will be administratively withdrawn from all nursing classes. Below is a list of the required immunizations (all immunizations are at the student’s expense):

_Tetanus Diphtheria_ 1 Tdap is required as an adult. Tetanus is required every ten years.

_Pertussis_

**MMR (Measles, Mumps, Rubella):**

- 2 MMR vaccinations, OR
- Documentation of a positive Rubella IgG, Rubeola IgG and Mumps IgG titer.

_Tuberculosis_ Students admitted to the School of Nursing must have a 2 step PPD before they begin the nursing program.

- The first PPD must have been administered/read within 1 year of beginning the nursing program
- The second PPD must be administered and read with 30 days of the start of the fall semester.
- Returning students must have only 1 PPD administered within 30 days of the start of the fall semester.
- If a student has a positive PPD reading > 10 mm. of induration, a negative chest x-ray is required. At least annually, the student must complete the TB Screening form for review to determine if a follow up chest x-ray is required.

**Hepatitis B** Students must comply with one of the following:

- Provide documentation of completion of the three step Hepatitis B vaccination series, OR
- Decline the Hepatitis B vaccine. This is not recommended. However, if the student declines the vaccine a declination form must be completed.
- Hepatitis B vaccine series in progress. Must provide documentation of vaccinations administered to date.
It is also strongly recommended that the student have a Hepatitis B Surface Antibody titer drawn (can be drawn any time after 4-6 weeks of receiving the Hepatitis B series) to determine if they are immune.

**Chickenpox (Varicella)**
- Vaccinations: 2 Varivax immunizations at least one month apart, OR
- Positive Varicella IgG titer.

**Tdap**
- Tdap required within the past 10 years

**Flu Vaccine**
- An annual flu shot is required. This must be administered between August 1 – November 1 annually.

*Lapses in immunizations, CPR and required testing/training that occur for students who are enrolled in clinical courses will result in unexcused clinical absence until the requirement is corrected.*

**Occupational Health**
A contaminated injury is an unprotected contact with blood or body fluid from a patient by: penetration of skin with a needle or other object; splash to mucus membranes (eyes, nose or mouth); or contact with an open lesion (e.g., dermatitis).

Contaminated injuries involving students are to be handled by the student’s main campus of registration:
- IUB Indiana University Health Center (812) 855-4011
- IUPUC (IUPUI) Health Services (317) 274-8214
- IUPUI Health Services (317) 274-8214

**Standard Precautions**
"Standard Precautions" is the term used for particular procedures that must be followed by healthcare workers, including students, during patient care activities in order to prevent transmission of human immunodeficiency virus (HIV) or Hepatitis B Virus (HBV). Universal (Standard) Precautions is the primary strategy for preventing the transmission of infectious agents, including blood borne pathogens from one person to another in the process of providing health care related services.

Students must receive training in these precautions before beginning their nursing courses and every year thereafter. This mandatory training (usually in new student orientation) will include the appropriate use of hand washing and protective barriers (such as masks and gloves), as well as proper disposal of needles and other sharp instruments. Students are required to update their training annually and do so through their main campus of registration. (Policy F_03)

**Health Insurance**
Health insurance is mandatory and students are expected to demonstrate insurance coverage upon entrance to the program and continued coverage throughout the program. (Policy F_06)

**Liability Insurance**
Indiana University provides liability insurance to each nursing student while in the clinical setting.
provided that the student is enrolled in clinical course work. Students not enrolled in clinical courses are not covered by liability insurance and will not be allowed into the clinical courses.

Students who are employed in a health care facility should check with their employer regarding liability insurance requirements. IU School of Nursing does not cover students beyond classroom and/or clinical settings.

**Other Requirements**

**Uniforms**

Students are required to wear the official IU uniform during all clinical learning experiences, unless clinical sites indicate otherwise. Students who observe religious preferences and beliefs which may require an alternative uniform should contact their school’s Academic Advisor prior to each semester to discuss arrangements. The School of Nursing recognizes the diversity of cultures, religious preferences, and beliefs of its students and will take a sensitive approach. However, priority will be given to health and safety, and infection control considerations.

During the first semester in the nursing program, the student nurses’ uniform is “true red” hospital scrubs with the IUSON logo embroidered on the right sleeve. Students may wish to wear a white short or long sleeve shirt under the scrubs. A white scrub dress is also an option for female students who may prefer to wear a dress. **IUB students should contact their advisor for specific uniform and shoe requirements.**

When in the clinical setting, student ID badges are to be worn at all times. Nursing students must wear a nametag on the left side of their uniform top. White socks (or white hose for women who chose the scrub dress option) and white shoes of a low heel oxford or slip-on style are worn with the uniform. No open toe or open heel shoes are allowed.

Students will also obtain the equipment specified by their campus. A wristwatch with a second hand or LED second readout is also needed. The only other acceptable jewelry includes wedding bands and small pierced earrings. Hair is to be worn off the collar in such a fashion that it will not fall forward into a working area or brush across a client, make-up should not be excessive, no perfume or aftershave, nails should be short, and shoes and uniform clean. **Note: false/acrylic nails harbor bacteria and are not acceptable.**

Students assigned to clinical learning experiences in community-based settings must adhere to the dress code of the respective agency.

**Integrated Testing**

Integrated testing serves the following purposes:
• Assisting the student to compare his/her performance in each competency area to other nursing students nationwide
• Assisting students to identify strengths and weaknesses in knowledge base
• Developing skill in NCLEX style online testing
• Preparing student comprehensively for passing the NCLEX exam, which is required for licensure

All IUSON students will participate in the Integrated Testing Program each semester and in an NCLEX review program (IUPUI only) near the end of the senior year. The program is designed to assess students during their nursing school education leading to RN licensure.

Math Competency
Because safe, error free medication administration is critical to safe, effective patient care, IUSON has set a math competency requirement. Each course or semester will determine when math testing is appropriate. Students must pass the exam at the designated competency level per the requirement set forth by the instructor. Failure to do so may effect academic progression.

Dosage Calculation
The following standard instructions will be used for all dosage calculation quizzes:
• All calculations for each drug calculation problem must be submitted with the quiz. If the calculations are not included, the problem will be graded wrong.
• All answers must include the proper unit of measure.
• When working with weights, round kilograms to the tenth prior to working the math calculation.
• When calculating a drug dosage problem, intermediate steps should be worked to the thousandth position.

Use of Email as Official Correspondence with Students
The School of Nursing recognizes students’ Indiana University e-mail address as the only official means of formal communication via e-mail with students. All students are required to have an Indiana University e-mail account. Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. Students who choose to have their email forwarded to a private (unofficial) email address outside the official university network address do so at their own risk.

Writing Expectations
Writing competency is an expected outcome of the nursing program, and the University. In an effort to prepare students well in this area, faculty members have developed the following writing criteria to be used in assessing all student writing:
• The writing has a focus
• The writing should be organized with an introduction, purpose, sense of audience, thesis, and conclusion
• The writing shows development, organization, and detail; the writing reveals the student’s ability to develop ideas with balanced and specific arguments
• The writing is clear

Communication & Computing
• There is coherence within and between paragraphs
• The writing reflects critical thinking, linking the specific to the general
• The writing follows APA requirements regarding sentence structure, punctuation, spelling, grammar and referencing unless otherwise specified by the faculty.
• The writing demonstrates original work, and where ideas or materials of others are used, appropriate credit is given to original sources
• The writing demonstrates a reflection of Evidence Based Practice when appropriate.
• The writing demonstrates the use of professional literature resources and WEB sites

Confidentiality

In general, information stored on computers is considered confidential, whether protected by the computer operating system or not, unless the owner intentionally makes that information available to other groups or individuals. Indiana University will assume that computer users wish the information they store on central and campus shared computing resources to remain confidential. IU computing centers will maintain the confidentiality of all information stored on their computing resources.

Use of Social Media

IUSON faculty, staff, and students must adhere to the IU and IUSON policies and procedures and HIPAA obligations related to patient privacy, confidentiality and code of conduct at all times when using the Internet and social media sites. IUSON policies toward the use of social media are guided by the National Council of State Boards of Nursing. In the event that a violation of the social networking policy has occurred, the student’s case will be handled according to the IUSON process for dealing with academic misconduct as outlined in the IUPUI Bulletin and IU Code of Student, Ethics Rights and Responsibilities. Students who violate the policy are subject to disciplinary actions which may lead to dismissal from the program. (Policy F_09)

Student Support Opportunities

Distinction & Awards

Students have the opportunity to be recognized for academic excellence both during their program and at graduation.

BSN candidates who are in the top 10 percent of their graduating class and who have demonstrated a high level of academic achievement may be selected to graduate with academic distinction. To be eligible, BSN students must have completed a minimum of 60 graded credit hours at IU. Grade point averages used in determining the category of academic distinction awarded are:

• 3.83-4.00—Highest Distinction
• 3.66-3.82—High Distinction
• 3.50-3.65—Distinction

The GPA used to determine distinction is calculated from grades in nursing courses completed through the seventh semester for the BSN taken at IU. The GPA does not include transfer grades, special credit, and open electives, but does include grades received in courses that are repeated.
because of program stipulations. Not all students who meet the GPA criteria for distinction may be selected for this honor.

Awards and honors are also given to recognize outstanding student performance. Students interested in specific awards should see an Academic Advisor for a list of available awards, along with eligibility criteria. (Policy H_15)

**Scholarships**
Various scholarships and awards are granted annually to those enrolled in the nursing major. Applications for nursing scholarships for all 8 campuses are processed through the Center for Academic Affairs at the School of Nursing located on the Indianapolis campus. For details on these scholarships and awards, please contact the Center for Academic Affairs, (317) 274-2806.

**Alumni Association**
The IU School of Nursing Alumni Association is a constituent member of the Indiana University Alumni Association, a dues-supported membership organization. The mission of the IU School of Nursing Alumni Association is to strengthen the school’s connection with its over 17,800 alumni by creating engagement opportunities via facilitation of professional, educational and social opportunities for not only alumni, but also students and friends of the school. The IU School of Nursing Alumni Association is governed by a Board of Directors, currently composed of 20 alumni members representing all degree levels offered by the school. In addition to professional, educational, and social opportunities, the Alumni Association presents awards annually to students and graduates for outstanding accomplishments in the school, the profession, and the community. It also publishes, in conjunction with the School of Nursing, the *Pulse of Indiana Nursing*, a quarterly magazine featuring current school and alumni news and related alumni activities. The IU Alumni Association office on the IUPUI campus is located on the 2nd floor of the University Place Conference Center, (317) 274-2289, in Bloomington at 1000 East 17th Street, (812) 855-4822, and in Columbus at the IUPUC Development and Alumni Relations (812) 314-8632.

**School of Nursing Student Activities**
Within the School of Nursing there are several active student nurse organizations. Several of these organizations serve as liaisons between students and faculty. Individual students can also work with faculty on organizational matters as representatives to the school’s Curriculum Committee or Student Affairs Committee, or on one of the ad hoc committees set up for specific purposes. Student input is very much needed in many situations around the school and, again, students are encouraged to become involved. Further details on the following organizations can be found at: [http://www.iupui.edu/~bulletin/iupui/2010-2012/schools/nursing/organizations/index.shtml](http://www.iupui.edu/~bulletin/iupui/2010-2012/schools/nursing/organizations/index.shtml)

- The Honor Society of Nursing, Sigma Theta Tau International (https://www.iupui.edu/~stta/)
- National Student Nurses Association (www.nsna.org)
- Chi Eta Phi Sorority, Inc. (www.chietaphi.com)
- Indiana Association of Nursing Students (www.indianastudentnurses.org)
- The American Assembly for Men in Nursing (http://aamn.org/)
**Academic Information**

**Academic Difficulty**
Students having academic difficulties in a particular course are strongly urged to contact their professor as soon as possible for advice and assistance. Faculty members are available to students by email, phone, and scheduled office hours for individual assistance.

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.

**Examination**
Faculty view examinations as tools by which, both the student and faculty, evaluate the student’s academic performance. Content for examination will include material from theory classes, required readings, and course handouts. The exam schedule will be announced at the beginning of the course. *(Policy H_17)*

- Seating charts may be used by the faculty administering the exam.
  - a. Seating chart varies for each exam
- Faculty have the right to designate what items students may bring to the desk.
- At least two versions of the exam may be used.
- Exam proctors or administering faculty will:
  - a. Distribute the exam and answer sheet individually to each student
  - b. Give any instructions and/or corrections to the exam prior to start of the exam
- All students will begin the exam at the same time.
- Students arriving late for the exam will:
  - a. Wait until all initial directions are given and questions answered
  - b. Be given no additional verbal directions
  - c. Be given no additional time extension to complete the exam
- Students may leave the exam room only when their exam is completed.
- No talking is allowed during the exam unless designated by the faculty.
- In general, faculty will not answer questions about content during the exam.
- It is the student’s responsibility to protect the integrity of their own exam sheet and protect their answers from other students.
- Only nursing students enrolled in the course will be allowed in the room during the exam.
- At the end of the exam, the student must turn in both the examination and the answer sheet, making sure that their name is on both. If scratch paper is allowed, that must also be turned in at the end of the exam. If a student leaves the classroom with an exam, answer sheet or scratch paper, they will receive a ZERO for that exam.
- All answers must be correctly transferred from the exam to the computer scored answer sheet. Exam scores will be based on the answer sheet only. **No credit will be given for any answers erroneously transposed or omitted on the answer sheet.**
Absence During Examination
If the student is absent on the day of the exam:

- The student shall notify the instructor via phone or email prior to the start of the exam. **Failure to do so will result in the grade of a “0” (zero) for the exam.**
- Make-up exams are at the discretion of the faculty.
- If a make-up exam is allowed, it is the responsibility of the student to make up the exam within one week from the originally scheduled exam or during the standard alternative testing time set forth by the department.
- An alternate version of the exam may be given as a make-up. This could include an essay exam.
- Students missing more than one exam may receive “0” for those exams at the discretion of the course faculty. Students who repeatedly miss scheduled exams will be referred to the Associate Dean for Undergraduate Programs or Campus Director for review. (Policy H_18)

Exam Scores
Computer grading and computer analysis may be used with the examinations. If computer grading is used, the computer-graded score will be the official score recorded. Examination scores will be made available to students at the earliest possible class after the date. Students have a right to review examinations. The course faculty will determine the method of exam review.

Grading & Rounding Policy
The following percentage intervals are to be used relative to the University’s grading system.

<table>
<thead>
<tr>
<th>University Grading System</th>
<th>Proposed Percentage Intervals</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Rounding is confined to the final course grade (assignment, exam, and project grades will NOT be rounded). Final course grades will be rounded to the closest whole number using the 0.5 rule. For
example, an \(<85.49\) is rounded to 85, and \(>85.50\) is an 86. Grades will be rounded from the hundredth only. The assignment of a final course grade should be a composite reflection of evaluation data resulting from instructional/learning activities as specified in the syllabus, no extra credit is allowed. (Policy H_06)

**Testing Accommodations**

Students with approved alternate accommodations for testing will need to register with the appropriate office on their campus (see list below) and complete the required forms before accommodations will be given. This process needs to be completed within the first two weeks of class to assure that services will be provided.

**Campus specific contact info:**
- IU Bloomington: Office of Disability Services for Students – (812) 855-7578
- IU Columbus (IUPUC): Student Services at IUPUC - (812) 314-8539
- IUPUI: Adaptive Educational Services (317) 274-3241

ESL students will be provided with an ESL dictionary at the exam. It is the responsibility of the student to notify the faculty if they need an ESL dictionary. For additional support, contact your advisor on the Bloomington and Columbus campus and the Director of Diversity and Enrichment on the IUPUI campus.

**Learning Contracts**

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 verbal. 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. After the faculty member and student sign the contract, the faculty member will make three copies of the form. One copy will be maintained by the faculty in the student’s folder. The second copy will be given to the student, and the third copy is maintained in the administrative file.

**Class & Practicum Attendance**

The nursing profession is challenging and complex, as is the nursing curriculum. Class and practicum attendance are critical to a student’s ability to succeed in the nursing program. School of Nursing faculty expect students to attend class and to be prepared in advance to participate in classroom discussions or practicum demonstrations.

School of Nursing policy specifies that students who are absent from more than 20% of their scheduled practicum/clinical/laboratory experiences (up to 10 percent in some courses with a restricted number of practicum/clinical experiences) will either receive a failing grade, be allowed to withdraw (according to IUSON Policy H-09), or take an incomplete. Students are responsible for notifying faculty of all absences (regardless of reason), prior to the scheduled class time.

Additionally, practicum orientations are typically scheduled during the first week of class. These orientations are required by the clinical facilities, and are required for the course. Students who miss their practicum orientation may find themselves unable to continue in the clinical courses due to their inability to meet the requirements of the clinical agency.
Students returning to clinical following a medical condition (i.e., a surgical procedure, medical condition requiring care by a primary healthcare provider or a vaginal delivery) must be able to complete the essential skills necessary to provide patient care for an 8-12 hour clinical shift. The shift hours are determined by the clinical section in which the student registered. To meet the clinical course competencies, students must be able to safely engage in the practice of nursing with the physical capabilities of performing all necessary psychomotor skills.

If a student has missed clinical due to a medical condition described above, prior to returning to a clinical course, the student must submit the completed and signed RELEASE FOR IUSON UNDERGRADUATE NURSING STUDENT TO RETURN TO CLINICAL COURSES form to their clinical instructor. (Policy H_18)

Repeating Nursing Courses
A student who receives a grade lower than C (2.0) in nursing didactic courses or lower than S in clinical courses will be required to repeat the courses. Failure to receive the minimum-passing grade upon repeating a nursing course or failure in two nursing theory or clinical nursing courses will result in program dismissal.

Validation examinations may not be used as substitutes for repeating any nursing course. Students who need to repeat a nursing course must contact the Academic Advisor for placement in the course to be repeated. The request to repeat a course is granted on a space available basis and all future enrollment in the nursing major will be based on space availability. Additionally, students who do not earn at least a C grade in an upper division-nursing course or an S grade in a clinical section will not be allowed to progress to the next semester without satisfactorily completing the failed course.

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 (APG). The student is to submit the request in writing to the chairperson of the Admission, Progression, and Graduation Committee for consideration. The student will be notified of the Committee’s decision in writing.

Withdrawal Policy
Students must complete the official withdrawal form by the deadline dates printed in the current class schedule to withdraw from any course. A “W” will appear on the student transcript once the student completes the official withdrawal form(s) and obtains necessary signatures. Once the deadline for course withdrawals has passed, the student will need the permission of the instructor 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 with a didactic grade of C (2.0) and a clinical grade of S (Satisfactory). If a student stops attending but does not officially withdraw from the class, an “FN” will be recorded on the transcript.

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 it requires an automatic withdrawal from a concurrent clinical course, considered as one withdrawal.

Students who have withdrawn from the nursing program and wish to return must seek reinstatement by
the APG committee, if they wish to resume program coursework. Additionally, students who wish to withdraw from all courses are required to make an appointment and meet with their Academic Advisor. (Policy H-09)

**Academic Misconduct**

Academic misconduct is a serious event that may result in an academic penalty or sanction. Misconduct includes cheating, fabrication, facilitation of cheating, unauthorized collaboration, interference, plagiarism, and violation of course rules. This includes, but is not limited to, assignments and examinations. Sanctions can result in a lower or failing grade on an assignment or exam. Sanctions can also result in probation or a course grade of “W” or “F”. Additional sanctions may apply including dismissal from the nursing program. Refer to the Code of Student Rights, Responsibilities, and Conduct IUPUI or IUPUC [http://www.life.iupui.edu/help/code.asp](http://www.life.iupui.edu/help/code.asp). IUB [http://www.iu.edu/~code/bloomington/discipline/academic/index.shtml](http://www.iu.edu/~code/bloomington/discipline/academic/index.shtml)

**Course Grade Appeals**

The School of Nursing provides a grade appeal system that affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned. Should a student have a concern about a course grade the student should first seek an appointment to discuss the grade with the course faculty member. The student should contact the faculty member in this case within 5 working days of receipt of the grade. (Policy H_04)

**Dismissal**

A student will be dismissed from the program when, in the judgment of the Admission, Progression, and Graduation (APG) Committee on the campus of enrollment, there is lack of progress toward the degree. Lack of progress will include, but not be limited to the following:

1. Failure to achieve a 2.0 semester grade point average in any two consecutive semesters;
2. Failure to earn a grade of C (2.0) or (S) in any two required nursing courses (didactic or practicum/clinical) on the first attempt.
3. Failure to achieve a minimum grade of C (2.0) in any required nursing didactic course or S (Satisfactory) in any required nursing practicum/clinical course by the second attempt.
4. Failure of more than three (3) general education courses required for the BSN degree. Of the three courses, only two (2) failures will be allowed in science course work. Any grade below a "C" is considered unsatisfactory (failing).
5. Failure to meet IUSON essential abilities expectations.
6. Failure to meet IU Code of Student Rights, Responsibilities, and Conduct.

Falsification of records or reports, plagiarism, or cheating on an examination, quiz, or any other assignment is cause for dismissal. (See IU Code of Student Rights, Responsibilities, and Conduct.)

The faculty reserves the right to dismiss any student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation for the profession of nursing. Integrity and conduct will be judged according to the standards of the most recent *Code for Nurses* as adopted by the American Nurses Association.

The dismissal of any student is contingent upon review by the Admission, Progression, and Graduation Committee on the campus of enrollment. *Student dismissal is subject to the appeal*
process on the campus of enrollment. (Policy H_20)

Reinstatement

A student who has been dismissed from the School of Nursing for academic failure or any other reason may request reinstatement by petitioning the School of Nursing’s Admission, Progression, and Graduation (APG) Committee from the campus at which he or she was dismissed. Students must meet with an Academic Advisor, the Director of Diversity & Enrichment, or the Assistant Dean for Student Services for consultation in preparing her/his request for reinstatement.

Reinstatement by one campus is not binding on other campuses. Written request must be received by July 1 for fall reinstatement, April 1 for summer reinstatement, and October 1 for spring reinstatement. Reinstatement will be based on faculty recommendations at the time of dismissal, proposed plan for future success, as well as on availability of resources.

Students may progress to the next semester of courses upon the successful completion of all prior semester nursing courses designated on the campus enrolled. Students wishing exception to this practice must petition the Admission, Progression, and Graduation (APG) Committee.

Reinstatement is not guaranteed, and no student may be reinstated more than once. A reinstated student will be dismissed upon failure (a grade of C- or lower) of one additional required course. Students who are reinstated must adhere to the policies and curriculum of the School of Nursing that are in effect at the time of reinstatement.

Refresher Courses

Students who interrupt their studies for 2 consecutive semesters must take a refresher course based on the semester to which the student is returning. A refresher course typically consists of the student enrolling for 2 credit hours of Z490. These 2 hours of Z490 will allow the student to refresh the physical assessment skills covered in B245 and spend 2 to 3 clinical days in the clinical setting of one of the following med/surg courses: B249, H356 or H371 and successfully complete the accompanying dosage calculation for that clinical course. Students register and pay for 2 credit hours at tuition rate, plus Nursing Program Fee for 2 credit hours. The returning student is responsible for any costs incurred for any refresher course.

Intra-Core Campus Permanent Transfer

Due to the difference in course sequencing, nursing students in good academic standing may only seek intra-core campus permanent transfer at the end of semester 4 in the BSN Curriculum. Students seeking a permanently transfer from any other Indiana University Campus to the BSN Program on the Core Campus must meet the following requirements (Policy H-21)

1. Meet with and receive a letter that supports the transfer from the Nursing Dean or Director on the campus that they are transferring from. This letter must be sent directly from the Nursing Dean/Director to the Chair of the APG Committee.
2. Notify the Academic Advisor on the campus they are transferring from regarding their intent to transfer.
3. Submit a written request for a permanent transfer to the Chair of the APG Committee.
4. Be in good standing at the time of request for transfer.
5. May not have any previous nursing course failures.
6. May only request a transfer once.
7. Be aware that transfers are awarded on a space-available basis only.
8. May only request a transfer at the end of semester 4 in the BSN Curriculum.
9. Will hold out of sequence status for registration each semester after transferring to new campus.
10. May not request a permanent transfer if they have ever been dismissed from a nursing program.

Requests for a permanent transfer beginning in the spring semester must be received by September 15th and will be reviewed at the October APG meeting. Requests for a permanent transfer beginning in the fall semester must be received by March 15th and will be reviewed at the May APG meeting. In case of more requests than seats available, priority will be given based on nursing GPA.

**Temporary Transfer**
Nursing students who wish to temporarily transfer from any other Indiana University Campus to the BSN Program on the Core Campus must meet with and receive a letter that supports the transfer from the Nursing Dean or Director on the campus that they are transferring from. This letter must be sent directly from the Nursing Dean/Director to the Chair of the APG Committee. The student must also notify the Academic Advisor on the campus they are transferring from regarding their intent to transfer temporarily. Student will submit a written request for a temporary transfer along with the letter of support from the Nursing Dean or Director to the Chair of the AGP Committee.

Temporary transfers are awarded on a space-available basis only. Students who are granted a temporary transfer will hold out of sequence status for registration. In cases where more requests than seats available, priority will be given based on nursing GPA. Requests will be reviewed according to the following schedule:

- Requests for a temporary transfer beginning in the spring semester must be received by September 15 and will be reviewed at the October APG meeting.
- Requests for a temporary transfer beginning in the fall semester must be received by March 15 and will be reviewed at the May APG meeting.
- Requests for a temporary transfer beginning in the summer semester must be received by March 15 and will be reviewed at the May APG meeting.

Students may not request a temporary transfer if they have ever been dismissed from a nursing program. (Policy H-22)
Admission, Progression & Graduation Appeals Process

Submission of Requests to Undergraduate (APG) Subcommittee
Problems related to student admission, academic progression, and graduation that emerge during enrollment in their undergraduate nursing program are handled through an appeals process. Students requesting an exception to policy must petition for a waiver from the Admission, Progression, and Graduation (APG) Committee. Students may also consult with their Academic Advisor.

Requests to the Undergraduate Admission/Progression, and Graduation Subcommittees should be placed in typed form and directed to the chair of the appropriate subcommittee five academic days prior to meeting dates at the following address:

Dr. Rhonda Schwindt, Chair, BSN Admission, Progression, and Graduation (APG) Committee; email: rschwind@iupui.edu (Dr. Schwindt’s preferred method of contact is via email).
APG Committee, Indiana University School of Nursing, NU E416, 1111 Middle Drive, Indianapolis, IN, 46202

Requests MUST include the following:
- Your name and IU ID number; official IU email address and a working telephone number for communication purposes and a working telephone number for communication purposes if necessary
- Clear statement of the request
- Rationale for the request and explanation of extenuating circumstances if appropriate (e.g., appeal of the application of the academic policy relative to dismissal)
- Personal plan of action for facilitation of continued progression/academic achievement

Copies of the yearly schedule of meetings for Undergraduate APG Subcommittee meetings are available in the Center for Academic Affairs. Student requests should be submitted to allow for a timely response. Students MUST submit requests to Dr. Schwindt by email at least five business days in advance of the APG meetings. Late requests will not be processed.

Alternative Credit

Course Equivalency/ Course Substitution/ Alternative Credit
Credit for courses required by Indiana University School of Nursing will be awarded when courses from other programs are judged to be comparable to the IU courses. Course faculty teaching in the relevant course(s) will participate in the course comparability review and evaluation. See your Academic Advisor for further details. (Equivalency review of courses from other institutions: Policy H_05).

Students wishing to seek equivalency/substitution credit for a required course in the BSN curriculum need to meet with the respective nursing Academic Advisor. Requests will need to be made in writing and students need to pursue a request of this nature at least one (1) semester before expected enrollment in the required course for which credit is being sought. Equivalency requests must be supported with substantial documentation, e.g. syllabi, course outlines, and other related course materials as necessary. Forms are available in the Center for Academic Affairs (NU 122).
Portfolio Review Process
The portfolio review process is available to all undergraduate students who believe that they have already met the learning objectives/competencies required of a specific nursing course within their program of study. The portfolio is a mechanism used to validate the acquisition of prior knowledge and skills congruent with course expectations and student learning outcomes. The portfolio provides objective evidence that students have acquired the content and the skills through prior learning and/or practice experiences. The decision to accept the documentation provided is based on determination of the equivalency of this prior knowledge and skill that the student would be expected to demonstrate at the completion of a specific course. The portfolio review option does not take the place of course equivalency reviews or transfer credit. (Policy H-05)

Portfolio Guidelines may be found at http://nursing.iupui.edu/academics/portfolio.shtml.

Intent to Graduate Form
All students must complete an Intent to Graduate Form, which is to be completed at the beginning of the student’s final semester. Please see your campus’ School of Nursing Student Services office for more information.

Diploma
The diploma attests to the completion of the BSN degree. The Office of the Registrar maintains the official name and address for all students. Your name will appear on the diploma in the same format as it is stored in the Office of the Registrar records (generally, first name, middle name, last name). In some cases, students prefer to have their full middle or maiden names included on their diploma. It is your responsibility to verify that the name listed is correct, or to provide any changes required, including hyphens, spaces, lower/upper case letters, accents, etc.

Cap & Gown
Information regarding commencement activities, purchasing caps and gowns, announcement and other memorabilia will be sent to the students early in the semester that the student graduates. Information will be sent by the IU Alumni Association and your campus’ School of Nursing Student Services office.

School of Nursing Pins
Information regarding commencement activities, including announcements, pins, and other memorabilia will be sent to the students early in the semester that the student graduates. Information will be sent by the IU Alumni Association and your campus’ School of Nursing Student Services office.
NCLEX Review Course
BSN students in the last semester of their program will participate in the designated intensive NCLEX Review held at the School of Nursing. Students register to take the review for the NCLEX through their campus’ integrated testing provider for a fee.

Photographs for Licensure Application
The School of Nursing will arrange for a photographer to visit during your final semester to take photographs for your class composite and for the set of three photos required by the State Board of Nursing for licensure application. You are required to present a picture for identification purposes and for admittance to take the NCLEX. A photo is also required to be submitted with the licensure application. Students may purchase a class composite as well.

Licensure
Each BSN graduate is required to pass an examination that measures the competencies needed to perform safely and effectively as a newly licensed, entry-level nurse. The National Council Licensure Examination for Registered Nurses (NCLEX) is administered by the National Council of State Boards of Nursing. The testing is available year round via computerized adaptive testing (CAT) and will take from two to five hours to complete. The fee charged for licensure may vary from state to state. More information about the exam can be found on the NCSBN website https://www.ncsbn.org/nclex.htm

The Indiana Professional Licensing Agency, which approves licensing for RN's in Indiana, charges a processing fee. For updated fees please check http://www.in.gov/pla/.

IMPORTANT: If the student has been placed on a Bursar or Registrar checklist for any financial obligation, e.g., parking fines, default on loan payments, library fines, special credit fees, etc.; the student’s record will not be cleared. Without clearance, the student will be unable to be licensed by the National Council of State Boards of Nursing. The student must pay the financial obligation to be eligible for licensure. In addition, diplomas and official transcripts will not be released by the University until financial obligations are met.