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On behalf of the 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
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IUPUI

Dr. Joyce Krothe
Assistant Dean
IUB

Dr. Beth Sharer
Division Head of Nursing
IUPUC

Dr. Debbie DeMeester
Assistant Dean, Prelicensure Programs
IUPUI

Chandra Dyson, MS, MS Ed
Assistant Dean, Student Services
IUPUI

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.

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.

Accreditation Status

The baccalaureate degree in nursing at IUPUI (including the core campuses at IUPUI, IUB, and IUPUC) is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

The baccalaureate degree in nursing at IUPUI (including the core campuses at IUPUI, IUB, and IUPUC) is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, 404-975-5000.

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

American Nurses Association (ANA) Code of Ethics for Nurses
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-For-Nurses.html.

AACN Essentials of Baccalaureate Education
The Baccalaureate curriculum has been designed to fully address the AACN Essentials of Baccalaureate Education for Professional Nursing Practice, http://www.aacn.nche.edu/education-resources/BaccEssentials08.pdf.

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 the essential abilities 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:

- IUPUI Adaptive Educational Services (317) 274.3241, [http://aes.iupui.edu/](http://aes.iupui.edu/)
All students achieving a Baccalaureate Degree in Nursing will demonstrate the following End of Program Student Learning Outcomes:

The graduate shall be:

1. A critical thinker who demonstrates intellectual engagement and uses evidence as a basis for clinical reasoning and decision making.  
2. A culturally sensitive individual who provides holistic, individual, family, community, and population-centered nursing care.  
3. A knowledgeable care coordinator who facilitates access to resources across the continuum of health care environments in order to meet the evolving health care needs of individuals, families, communities, and populations.  
4. An individual who understands and considers the impact of health care policy, finance, and regulatory environments on care delivery.  
5. An individual who embodies the professional identity of the nurse and who translates the inherent values of the nursing profession into the ethical and legal practice of nursing.  
6. An effective communicator who collaborates with interprofessional team members, patients, and their support systems for improved health outcomes.  
7. A competent care provider who is prepared to practice to the full capacity of the professional nurse role in diverse health care environments.  
8. An accountable leader and manager who applies principles of systems and organizational processes and balances resources to promote quality care and patient safety.  
9. An individual who embraces and employs innovations in information management and technology in the delivery of quality patient care.  

(Approved April 23, 2012)
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.

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

Changes in the criminal background status must be reported within seven (7) working days. On the IUPUI campus these are reported to the Assistant Dean for Student Services; on the IUB campus they are reported to the Assistant Dean at IUB; and on the IUPUC campus they are reported to the Nursing Division Head. Failure of a student to alert the appropriate parties of a change in status within seven (7) working days may be grounds for termination from 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 Healthcare Provider course 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.

HIPAA, OSHA, and other Training Modules
Several required training modules must be completed, and documentation submitted along with Immunization and other health requirements. Your campus leaders will inform you how and when to submit your required materials.
HIPPA
Photography or videography by BSN students is not permitted in any clinical agency used for practicum experiences. Students may never use any personal electronic device/camera/phone to photograph or record a video of a patient, a patient’s body part, a procedure, diagnostic test results, or any other type of health information in the patient’s health records. This restriction applies even if the photograph or video does not include identifying information. Students may not ask patients, patients’ families, health care professionals, or faculty members for consent to take photographs or make recordings in clinical settings. (Policy F_09)

Immunizations and Other Health Requirements
Immunizations and other health requirements are required to protect both students and patients in the provision of nursing care (Policy F_01). Students attending clinical instruction in agencies that we have partnered with must meet the requirements specified in order to participate in clinical nursing education. Evidence of receipt of all immunization requirements is required. Students who do not have proof of all required immunizations and other health requirements will be administratively withdrawn from all nursing classes, and/or not allowed to register for subsequent semester clinical nursing courses. The cost of these requirements is the student’s responsibility.

Here is the list of current required Immunizations and Health Requirements. Please note that this is subject to change, and there may be slight variation by campus (since the requirements relate to clinical agencies used by the campus). When changes occur, we will notify you through standard IU communication mechanisms. Your campus leaders will inform you how and when to submit your required materials.

List of Requirements

*Tetanus/Diphtheria/Pertussis*
- The Tdap is required as an adult and must be no more than 10 years old. Tetanus is required every ten years.

*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/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.

**Hepatitis C**  
Students must comply with the following:
- Documentation of your completed Hepatitis C screening test. This must be signed by a medical professional. *(Effective Fall 2015 for IUPUI campus only)*

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

**Flu Vaccine**  
An annual flu shot is required

**Drug Screen**  
An annual drug screen is required. *(Effective Fall 2015 for IUPUI campus only)*

**Physical Exam**  
Medical release form signed by a healthcare provider. *(Effective Fall 2015 for IUPUI campus only)*

*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). Treatment for a contaminated injury must be initiated immediately post exposure for maximum treatment benefit. Students must immediately report an exposure event to their clinical instructor to receive further instructions.

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 engaged in healthcare employment except when they are in the clinical course.

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. An approved scrub dress/skirt is also an option for female students who may prefer to wear a dress. Nursing students may be required to wear a red School of Nursing polo shirt (available for purchase at their campus bookstore) and khaki long pants. More information about this requirement will be discussed during orientation. 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 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 pre licensure students will participate in the Integrated Testing Program each semester and in an NCLEX review (which may take different forms on each campus) near the end of the senior year. These measures are designed to help you prepare for and be successful in the NCLEX examination which is a licensure requirement.

Dosage Calculation/Math Competency
Because safe, error free medication administration is critical to safe, effective patient care, IUSON has set a dosage calculation/math competency requirement. Pre licensure students are required to pass the designated competency requirement that is specified each semester at a 90% level, or as specified in the course. Failure to achieve the competency will affect the student’s ability to complete clinical course requirements and will negatively affect 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
Students in the baccalaureate program are expected to write with proficiency. Please note the following criteria to be used in all student writing submissions. 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
- 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 of Material Stored on Computers
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.

Confidentiality of Patient Information
IUSON students and faculty must complete the training requirements for HIPAA annually, and are required to follow these requirements meticulously. Breaches of confidentiality will be reported as episodes of academic misconduct, which will result in university sanctions that may include course failure or dismissal from the academic degree program. Breaches of confidentiality identified by the SON will be reported to the clinical agency in which the breach occurred.

For example, (this is not a comprehensive list):

- Discuss the care and condition of a patient with a person who does not have a need to know the information, whether in person or electronically, is forbidden. Students may discuss the care and condition of the patient in the clinical group under the supervision of the clinical teacher in regular clinical and course settings.
• Written care plans and other reports generated for learning at IUSON should follow the instructor’s guidance and should not disclose the key patient identifiers.
• Under no circumstances should a student ever take photos, duplicate any medical records, or recordings in any clinical setting.
• See the statement below re use of electronic and social media.

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 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://bulletins.iu.edu/iupui/2014-2016/schools/nursing/organizations/index.shtml](http://bulletins.iu.edu/iupui/2014-2016/schools/nursing/organizations/index.shtml)

- The Honor Society of Nursing, Sigma Theta Tau International ([https://www.iupui.edu/~stta/](https://www.iupui.edu/~stta/))
- National Student Nurses Association ([www.nsna.org](http://www.nsna.org))
- Chi Eta Phi Sorority, Inc. ([www.chietaphi.com](http://www.chietaphi.com))
- Indiana Association of Nursing Students ([www.indianastudentnurses.org](http://www.indianastudentnurses.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. Campus specific details about resources for assistance are available on each campus. Contact an Academic Advisor for more information.

**Examination**
Examinations are an important means for faculty to assess student learning in a course. Ensuring an environment for examination that minimizes the likelihood of cheating is important to the integrity of the school. Faculty will be following a strict set of procedures for examinations, which will include (but may not be limited to) the following:

- Exam proctors or administering faculty will:
  - Distribute the exam and answer sheet individually to each student
  - Give any instructions and/or corrections to the exam prior to start of the exam
  - Maintain vigilance regarding the security of the testing environment
- All students will begin the exam at the same time.
- Students will bring no personal items to the desk, except pencils. Any additional items required for an examination (i.e., calculator, etc.) will be specified explicitly by faculty.
- Students arriving late for the exam will:
  - Wait until all initial directions are given and questions are answered
  - Receive no additional verbal directions
  - Receive no additional time extension to complete the exam
- Students may leave the exam room only when their exam is completed, or for medical exceptions at the discretion of faculty.
- No side conversation is allowed during the exam by students or proctors. For questions, the student will raise their hand and the proctor will come to the student’s seat. Faculty will not answer students’ questions on content during the exam.
- Only 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 forms. If a student leaves the classroom with an exam or answer sheet, 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 computer scored answer sheet only. **No credit will be given for any answers erroneously transposed or omitted on the computer scored answer sheet.**
- Campus and/or faculty specific policies for make-up examinations will be described within course syllabi.
- Students who repeatedly miss scheduled exams will be referred to the Associate Dean for Undergraduate Programs, the Assistant Dean for Pre-Licensure Programs. Or the appropriate administrative leader at IU Bloomington or IUPUC.
- Faculty should notify students about any course-specific software needed to access examinations given online. Students are responsible for ensuring that they have the necessary computer hardware and software, including any course-specific software needed to complete course exams.
Post Test Review
Faculty will provide opportunities for posttest review outside of testing time, except for review of standardized integrated testing (where students receive an individualized report on performance, but cannot view the actual exam). Such reviews should:

- Ensure test security (to prohibit students from taking electronic or paper copies of exam material out of the review session).
- Make all decisions regarding accepting additional answers apart from discussions with students (not during a test review).

Special Testing Situations
Students with approved alternate accommodations for testing must register with IUB Office of Disability Services or Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. This process needs to be completed within the first two weeks of class to assure services will be provided.

Campus & School Specific Contact Information
ESL students are responsible for notifying faculty prior to the test 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. (Policy H_17)

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
Equal intervals will be used for grade distribution in all School of Nursing courses in which percentage based evaluation is employed.
The following percentage intervals are to be used relative to the University's grading system.

<table>
<thead>
<tr>
<th>University Grading</th>
<th>Percentage Intervals</th>
</tr>
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<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>
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<tr>
<td>B-</td>
<td>2.7</td>
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<td>C+</td>
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<tr>
<td>C</td>
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<td>C-</td>
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<td>D+</td>
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<td>D</td>
<td>1.0</td>
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<tr>
<td>D-</td>
<td>0.7</td>
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<tr>
<td>F</td>
<td>0.0</td>
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</tbody>
</table>

- The assignment of a student's course grade should be directly related to the evaluation strategies used. Since evaluation strategies evolve from objectives and instructional approaches, inherent variability in the application of evaluation methodologies is expected.
- The assignment of a final course grade will be a composite reflection of evaluation data resulting from instructional/learning activities as specified in the syllabus, **no extra credit is allowed**. Achievement of all course objectives provides criterion for success in a course regardless of the setting in which that course is implemented.
- 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.
- Some courses have both a didactic and clinical practicum (recitation) component. In these courses, the final course grade is dependent upon performance in both components. The final performance of the clinical practicum component will be rated as **satisfactory or unsatisfactory**. The letter grade earned in the didactic portion of the course will be recorded for students with satisfactory clinical performance. **Unsatisfactory performance in the practicum portion of these courses will result in a failing grade (C- or lower depending upon the classroom grade) for the course.**

**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
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.

**Performance Evaluation in the Clinical Setting**
Faculty evaluation of each student’s performance in the clinical setting is important to the development of clinical skills, and helps ensure safe performance. In each course with a clinical component, faculty will conduct evaluation of student performance, which will include a mid-term and a final evaluation, using a clinical evaluation tool that has been developed for the course. In courses that have combined clinical and didactic components, the student must pass both components in order to achieve a passing grade in the course.

When faculty identify that a student is not meeting minimal course or program standards, this will be documented on the clinical performance evaluation form and shared with the student. The student will be counseled regarding what standards are not being met, and a remediation plan will be developed to help the student meet course competencies.

**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 courses or lower than S in a pass fail clinical course (sophomore year) will be required to repeat the course(s). Failure to receive the minimum-passing grade upon repeating a nursing course or failure in two 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 B245 or B235 will not be allowed to progress to the next semester without satisfactorily completing the failed course.

**BSN Academic Standing**

**Good Standing:**
Students who maintain a minimum cumulative grade point average (GPA) of 2.0 and earn a grade of “C” (2.0) or better in all required general education and nursing courses and a grade of “S” in all courses graded with S/F and are progressing normally will be considered in good standing.

**Out of Sequence (OOS):**
A student who has maintained the minimum cumulative GPA, and earned a passing grade in all required courses, but who has interrupted his/her course of study, or is in part time study in tracks in which a dictated full time progression plan is in place (e.g. not applicable to RN to BSN students whose plan of study is flexible). This includes:

- Students transferring in to IUSON are out of sequence:
  - Temporary transfer students are always considered out of sequence.
  - Permanent transfer students are out of sequence until such time as they have been placed in a permanent seat in a cohort.
- Students who have withdrawn from required courses for any reason are out of sequence until the student has successfully completed the courses that he/she has withdrawn from.
- Students who have opted to sit out from required courses for any reason are out of sequence until the student has successfully completed a full semester upon return.

**Note:** Once an out of sequence student has been permanently placed in a new cohort in full time study, (and after one initial successful semester following the interruption or transfer) he/she is no longer out of sequence (and is in good standing). Part time students are always out of sequence.

Students who have interrupted their program of study for any reason or desiring transfer to an IUSON core school are required to submit a written request to the chairperson of the BSN C/SA Admission, Progression, and Graduation (APG) Committee. Students seeking reentry should make their request (received by the APG committee) by March 15 for fall semester and September 15 for spring. All
requests for reentry 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. Students who reenter must adhere to the policies and curriculum of the School of Nursing that are in effect at the time of reentry. Transfer students should refer to the student transfer policies for details (H_21 Student Permanent Transfer; H_22 Student Temporary Transfer; H_23 Student Permanent Transfer from Other University).

**Academic Probation:**
A student will be placed on academic probation when any of the following conditions exist:

1. The cumulative GPA falls below “C” (2.0)
2. The semester GPA falls below “C” (2.0)
3. A grade below “C” (2.0) has been received in a required didactic course, or a grade of “F” has been earned in a required practicum/clinical course—this includes required general education courses, as well as nursing major courses.
4. A Failing grade may be given for the following:
   a. Failure to meet course objectives.
   b. Academic dishonesty, misconduct, or personal misconduct as defined by Indiana University
   c. Unsafe clinical behavior: including (but not limited to) HIPAA violations, breaking agency policies, breaking course rules related to clinical behavior

**Students who are on Academic Probation Shall:**
1. Meet with the Director of Diversity and Enrichment at IUPUI or the appropriate Academic Advisor or designee on the Bloomington and Columbus campuses at least three times per semester to plan for academic success;
2. Complete a required plan for tutoring/remediation during the time period in which he/she is on probation. This plan is completed with the Director of Diversity and Enrichment at IUPUI, or the appropriate Academic Advisor or designee on the Bloomington and Columbus campuses.

*Students on academic probation will not be released to register for the next semester until these conditions have been fully met.*

Academic probation will be removed and returned to “good standing” when all of the following conditions exist:
1. The cumulative GPA returns to “C” (2.0) or higher.
2. The semester GPA is “C” (2.0) or higher.
3. A minimum grade of “C” (2.0) has been received in the required didactic courses completed, and a grade of “S” has been earned in the required practicum/clinical courses completed. All other specific conditions, if required, have been met.
4. The student has secured a permanent placement in a new cohort.

**Note:** Students who have been dismissed and reinstated will remain on academic probation throughout the remainder of the program.

**Progression in coursework in the nursing major:**
Nursing courses must be taken in the sequence indicated in the curriculum plan. A student must complete the entire level of nursing courses before progressing to the next level. Exceptions to this may be granted by the APG committee, or may be in place by agreement for particular tracks or courses in the BSN plan of study (students should confer with a nursing advisor).
Registration of Students will occur according to the following priority list:

1. Full-time students in good standing (during priority registration)
2. Out of sequence OR Probationary students in the following order (after priority registration):
   a. Students who have interrupted their studies in one or more courses (OOS);
   b. Students who have withdrawn from one or more courses (OOS);
   c. Students who have failed a nursing course and need to repeat it (probation);
   d. Students who need to repeat a required general education course (probation);
   e. Students who have been dismissed and reinstated (probation);
   f. Intercampus transfer students from the core (permanent, then temporary) (OOS);
   g. Permanent transfer students from other IU campuses (OOS);
   h. Permanent transfer students from non IU campuses (OOS);
   i. Part time students (note that part time status must be granted by APG) (OOS);
   j. Temporary transfer students from other IU campuses (OOS);
   k. Temporary transfer students from non IU campuses (OOS);

Note: probationary students who have not met with the Director of Diversity and Enrichment at IUPUI or the appropriate Academic Advisor or designee on the Bloomington and Columbus campuses at least three times per semester, or who have not met their requirements for tutoring will not be allowed to register until these terms are met.

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 course that includes both a lecture and a recitation component (NURS B260, B334, H356, H360, H371, H476, B453, B444 in both tracks and L430 in the traditional track), the withdrawal must be from both components. This counts as one withdrawal. If a student withdraws practicum courses NURS B235 or B245, the withdrawal is counted as one withdrawal. If a student withdraws from one of the didactic courses B234 or B244, withdrawal from the related practicum course is mandated if the student is concurrently enrolled. This is considered as one withdrawal. For the fall of 2015, this also applies to senior students in S481 and S482.

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://studentaffairs.iupui.edu/student-rights/student-code/index.shtml](http://studentaffairs.iupui.edu/student-rights/student-code/index.shtml). IUB [http://studentaffairs.indiana.edu/office-student-ethics/index.shtml](http://studentaffairs.indiana.edu/office-student-ethics/index.shtml)

**Course Grade Appeals**
The School of Nursing provides a grade appeal process that affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate course 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. A student interested in filing a course grade appeal should contact an Academic Advisor on the home campus in order to receive relevant detail on implementing this process and implications for registration. (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 Core campus, there is either:

1. A lack of progress towards the degree, including, but not limited to, the following:
   a. Failure to achieve a 2.0 semester grade point average in any two (2) consecutive semesters.
   b. Failure to achieve a grade of C (2.0) or S (Satisfactory) in any two (2) required nursing courses (didactic or practicum/clinical) on the first attempt.
   c. Failure to achieve a grade of C (2.0) or S (Satisfactory) in any required nursing course (didactic or practicum/clinical) by the second attempt.
   d. 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 coursework (including both preadmission and during degree coursework). Any grade below a C (2.0) is considered failing.
   e. A pattern of repeated withdrawals from nursing courses (over two (2) or more semesters) constitutes a lack of progress.
   f. Failure to meet IUSON Essential Abilities expectations.

OR

2. An issue pertaining to personal integrity or conduct. Issues will include, but not be limited to, the following:
   a. Failure to meet Code of Student Rights, Responsibilities, and Conduct. For example: falsification of records or reports; plagiarism; or cheating on an examination, quiz, or any other assignment (see Code of Student Rights, Responsibilities, and Conduct at www.indiana.edu/~code/).
b. Personal integrity or conduct demonstrating unfitness to continue preparation for the profession of nursing. Integrity and conduct will be evaluated according to the standards of the most recent Code for Nurses as adopted by the American Nurses’ Association (nursingworld.org/).

**Reinstatement after Dismissal**
A student who has been dismissed from the School of Nursing for academic failure or any other reason may request reinstatement only one time. A student who has been dismissed from and been denied reinstatement to any of the three tracks at the Indiana University School of Nursing (Traditional BSN, Accelerated BSN or RN-to-BSN) may, after a period of seven years, re-apply to the School of Nursing upon the discretion of APG.

**Leave of Absence and Refresher Courses**
Students who interrupt their studies for 2 consecutive semesters must review and follow the policy H_24. Students 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, 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 pre licensure 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 APG 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
Concerns or requests 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 should consult with their Academic Advisor prior to preparing an APG request.

Requests to the Undergraduate Admission/Progression, and Graduation Subcommittees are to be typewritten and directed to the chair of the appropriate subcommittee five academic days prior to meeting dates. Your Academic Advisor can provide you with an information sheet that is necessary in order to correctly prepare an APG request, including the contact information for the current APG committee chair.

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.
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 Procedure
1. Student meets with Academic Advisor to review portfolio process, criteria needed to portfolio, and deadline dates (two semesters before the course is offered).
2. Student meets with instructor for a brief review of the student’s work/experiences/previous courses.
3. If faculty agrees there is potential to portfolio, student sees advisor and registers for Z480.
4. Academic Advisor notifies instructor of student registration for Z480.
5. Student gathers evidence for the portfolio following the IUSON guidelines, and sends the portfolio to the instructor by a specific time/date.
6. Instructor reviews the material, notifies the student and completes the Portfolio Review Form. It is sent to the Associate Dean for Undergraduate Programs (or appropriate administrative designee) for a signature. Dean’s office sends approved portfolio to academic advisor to initiate “special credit”.
7. If all course requirements are complete, the Academic Advisor applies for “special credit”.
8. If Special Credit is approved with minor changes, the student is to register for the course or for Independent Study and complete faculty expected course outcomes/objectives:
   a. Instructor informs student of the activities needed for portfolio
   b. Faculty signs this form upon the completion of the needed items and returns the
form to the Academic Advisor.
c. Academic Advisor sends the Special Credit form to the Registrar.
9. If Special Credit is denied the student meets with the Academic Advisor and registers for the required course.

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.