INDIANA UNIVERSITY
SCHOOL OF NURSING
IUPUC

UNDERGRADUATE NURSING HANDBOOK
2018-2019
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Welcome to IUPUC Nursing

On behalf of the faculty and staff of IUPUC Nursing, 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 and compliance requirements needed for our students to maintain a safe patient care environment:
   a. Background checks
   b. Physical Exam
   c. Immunizations
   d. Training and requirements
   e. 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.

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 IUPUC Nursing.

This handbook is not all-inclusive, nor does it replace the IUPUC Bulletin (http://bulletins.iu.edu/iupuc/2016-2017/iupuc-pdf.pdf). 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 takes precedence (http://bulletins.iu.edu/iupuc/index.html).

Efforts have been made to ensure the accuracy of the material in this handbook, however, some information is 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 IUPUC Nursing Academic Advisors to inquire about changes and updates.
Accreditation Status

The baccalaureate degree in nursing at IUPUC is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791 (812) 348-7344.

The IUPUC Simulation Center is accredited by the Society for Simulation in Healthcare, 2021 L Street, NW Suite 400, Washington, DC 20036, 866.730.6127.

IUPUC Nursing Foundations

School of Nursing Mission
The mission of IUSON at IUPUC is to positively influence the health of rural Indiana by educating all students to become learned health professionals who advance the science of nursing in rural communities and evidence based practice through translational research and outreach.

School of Nursing Vision
IUPUC Nursing will hep impact rural healthcare through leadership and scholarship, while maximizing the health and quality of life for the people of rural South Central Indiana.

School of Nursing Core Values
Collaboration, Integrity, Quality, Respect

Collaboration: Create a vibrant relationship between students, faculty, clinical partners, and other stakeholders to create a community of scholars who work together in knowledge generation and dissemination, thus shaping healthcare practice and policy especially in rural communities.

Integrity: An environment which promotes honesty and trust aspiring the development of rural nursing professionals who practice morally and ethically.

Quality: Continuous program improvement reflects our commitment for continued growth, measurement, and program outcomes which promote excellence in practice and leadership within a dynamic rural healthcare environment.

Respect: Nourish diversity among faculty, staff, and students within a mutually respectful and professional environment.
Professional and 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.

Essential Abilities

The SON faculty has specified essential abilities (technical standards) critical to the success of students in the nursing program. Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential abilities (technical standards) with or without reasonable accommodations.

1. Essential judgment skills to include, but not limited to: 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, but not limited to: ability to use the senses of sight, hearing, touch, and smell to assess accurately and make correct judgments regarding patient conditions and meet physical expectations to safely and competently perform interventions required in the practice of nursing. Must be able to lift 50 pounds without assistance. 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. Excellent visual and auditory acuity is required. The School of Nursing physical exam form must be completed prior to admissions to ensure essential physical/neurological functions.

3. Essential communication skills to include, but not limited to: 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. Minimum communication standards also include confidentiality related to healthcare organizations, fellow students, faculty, patients, families, and all members of the health care team.

4. Essential emotional coping skills to include, but not limited to: 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 behaviors not conducive to quality care.

5. Essential intellectual/conceptual skills to include, but not limited to: ability to measure, calculate, analyze, synthesize, and critically evaluate in order to engage competently in the safe practice of nursing.

6. Essential culturally competent skills based on United States Department of Health and Human Services standards. A student must treat and care for all patients with dignity and respect without exception.

7. Other examples of 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 IUPUC Nursing and as a developing professional nurse.

**Students and Disabilities:**

The SON must conform to the applicable federal, state and university policies, regulations and definitions regarding students with disabilities. These include:

1. Providing services that comply with external and internal policies and laws to qualified students through Adaptive Educational Services (AES).

2. Providing reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for students with disabilities upon a timely request from the student, unless such disabilities preclude the student from providing safe patient care or complying with curriculum requirements.

3. Upholding academic standards in the context of these policies and services.

4. Assisting qualified students with disabilities by providing auxiliary aids and obtaining reasonable accommodations including modifications of programs and courses that do not fundamentally alter the essential nature of the program, through collaborative efforts with AES and academic and service units of IUPUC.

5. Maintaining legally appropriate confidentiality for students with disabilities except where permitted by law.

Language requirements for ESL students prior to admission into the nursing program: Students must demonstrate competency of the English language consistent with the writing and speaking standards established by the English for
Academic Purposes (EAP) programs on the IUPUC campus prior to admission to the nursing program.

Program Learning Outcomes

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.

Compliance Requirements
National Criminal Background Check
Students currently enrolled in IUPUC 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 CastleBranch. Each year, students will be required to submit their request for an updated national criminal background check report. The costs associated with the criminal background check will be the sole responsibility of the nursing student. (Policy S-3)

- *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 to the Nursing Division Head within seven (7) working days. Failure of a student to alert the Division Head of a change in status within seven (7) working days may be grounds for termination from the program.

Drug Screen
Due to the requirements of accrediting agencies and clinical nursing partners, students who accept admission are required to complete a drug screen. Please note students may be asked to submit to random drug screens anytime throughout their program. Positive drug screens may prevent a student from participating in clinical learning experiences. Lack of participation could constitute course failure and potential for dismissal from the program. The costs associated with the drug screen will be the sole responsibility of the nursing student.

CPR Requirements
Current certification in cardiopulmonary resuscitation (CPR) is required and is the responsibility of the student. Students must be certified through an approved course or instructor. The approved course is the American Heart Association Basic Life Support for Healthcare Providers. IUPUC Nursing offers this course once a year in the summer. Please check with your Academic Advisor for more details.

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 prior to the beginning of the nursing program and annually thereafter. Several required documents must be submitted to CastleBranch.

- Documentation of all training modules
• Current and complete immunization records
• Other health requirements

HIPAA
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 during clinical 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 S-10)

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 S-2).

The IUPUC Nursing Program physical exam form must be completed prior to admissions to ensure essential physical/neurological functions.

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 not be allowed to attend class or clinical and 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 of 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 and read within 48-72 hours of administration.
• The second PPD must be administered within 1 to 3 weeks after the first PPD test is placed and read within 48-72 hours after placement. The process must be completed before 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

**Flu Vaccine**
• An annual flu shot is required by October 1.

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

**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 and the Employee Health Representative of the agency where the exposure occurred to enable agency procedures for testing the source patient. The student will then notify IUPUC School of Nursing representatives as soon as possible. The exposed student will comply with all recommended treatment and follow-up procedures. There may be charges for services and a claim may need to be submitted. The student is responsible for any associated charges and paperwork.
Reporting to IUPUC Nursing

What to do if:

1. You have a contaminated injury (or needlestick, splash with blood or body fluids):
   a. Notify your instructor/preceptor immediately
   b. Report to your primary care physician or immediate care for treatment and follow-up care. Obtain documentation of this visit and return to clinical with the documentation.

2. You have a potentially contagious disease (i.e. Chickenpox, pertussis, etc...)
   a. Notify your instructor/preceptor immediately
   b. You should see your primary care provider and bring documentation of no longer being contagious prior to returning to clinical.

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. (Policy S-7)

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. Students are responsible for all financial costs of health/medical care related to or resulting from injury or accidents while engaged in course related experiences. Experiences may occur in the classroom, learning laboratory, or practice setting. Students will not be allowed to participate in nursing course experience without adequate documentation of health insurance.

- The IUPUC Office of the Division Head of Nursing is responsible for annually documenting the status of currency for each student enrolled.
- Students who are unable to document currency of insurance coverage will not be allowed to continue their participation in course activities until they are able to submit valid documentation. Students will be made aware that this interruption of studies may result in the need to withdraw from course work in progress.
• Students found not to be in compliance with this policy, will be check-listed by the School of Nursing and prevented from further course enrollment until this issue has been satisfactorily addressed.
• Student will upload proof of insurance into the CastleBranch documentation program.

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. The IUPUC Nursing does not cover students engaged in healthcare employment except when they are in the clinical course.

Other Requirements

Uniforms
Students are required to wear the official IUPUC Nursing 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, as well as infection control considerations.

Beginning with the first semester in the nursing program, the student nurses’ uniform is “crimson red” hospital scrubs with the IU logo embroidered on the tops and bottoms. Students may wish to wear a black short or long sleeve shirt under the scrubs (must look professional). Shirts are to be tucked in and not visible at the bottom of the scrub top. Nursing students may be required to wear a red IUPUC Nursing polo shirt (available for purchase at their campus bookstore) and khaki long pants (no leggings, cargo, jean material, jeggings, or form fitting attire). Students assigned to clinical learning experiences in community-based settings must adhere to the dress code of the respective agency. Certain clinical experiences may require professional attire. Uniforms should be clean and not wrinkled.

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. Black socks and black shoes of a low heel oxford or slip-on style are worn with the uniform. Black tennis shoes made of leather are permitted. No canvas or shoes with mesh inserts. No open toe or open heel shoes are allowed. No Clogs. Non-skid soled shoes are necessary and shoes should be polished. Any alternative clothing on top of the scrub uniform, including but not limited to the black IUPUC Nursing fleece jacket, is not allowed to be worn in patient care areas due to our clinical partner’s infection control policies.
Students will also obtain the equipment specified. An analog wristwatch with a second hand or LED second readout is needed. Smart devices are not permitted in any clinical settings. The only other acceptable jewelry includes wedding bands and one pair post or stud pierced earrings in lower lobes only. Nose rings, lip rings, tongue rings, spacers, etc. are not permitted in the clinical setting. 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. Black or plain headband close in color to the student’s natural hair color may be worn. Hair color must be of a natural hue. Make-up should not be excessive, false eyelashes are prohibited, no perfume or aftershave, with shoes and uniform clean. Nail length should be limited to the fingertip. Clear nail polish only. No artificial nails of any kind including gel or acrylic. Any tattoos should be completely covered with sleeves (discussed above), special tattoo-covering make-up, or flesh colored band-aids.

**Integrated Testing**

Please note that all students must have a laptop that meets the UITS recommended guidelines.

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 students comprehensively for passing the NCLEX exam, which is required for licensure

All IUPUC Nursing pre-licensure students will participate in the Integrated Testing Program each semester and in an NCLEX review 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.

**ATI**

ATI proctored exams prepare students for the NCLEX exam and are required for the Accelerated and Traditional BSN tracks. When taking a proctored ATI exam, the student is expected to use the ATI calculator embedded within the ATI exam.

A Level II is the benchmark for success at this campus. Students that fail to obtain a Level II on their first attempt will have a second attempt available to meet this benchmark. In order to sit for a retake, students are required to create and submit to their faculty a plan of action (i.e. how students will study and prepare for the retake).

Faculty may require the student to complete ATI review modules or other materials in order to sit for the retake. The number of points the ATI exam is assigned is set by the instructor. Percentage of those points will be assigned as follows:

<table>
<thead>
<tr>
<th>FIRST ATTEMPT</th>
<th>SECOND ATTEMPT- New score adjusted to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 is 100 %</td>
<td>Level 3 is 80%</td>
</tr>
<tr>
<td>Level 2 is 90 %</td>
<td>Level 2 is 70%</td>
</tr>
</tbody>
</table>
Level 1 is 50%  Level 1 is 50%
<Level 1 is zero points  <Level 1 is zero points

*In the event a student takes the ATI exam a second time and scores lower than the first attempt, the first attempt score will be used to assign points.

As a formative assessment tool, the weight of ATI proctored exams is limited per academic year. The ATI leveling tiered flat rate format for percentage of points earned in each course by academic year is as follows:
   Sophomores: 4%
   Juniors: 8%
   Seniors: 10%

*If there are multiple proctored exams, combined percentage not to exceed limits above.

Additionally, faculty may integrate ATI content into and assign points for ATI assignments within the course curriculum.

**Dosage Calculation/Math Competency**
Because safe, error-free medication administration is critical to safe and effective patient care, IUPUC Nursing 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 receive a failure for the course, negatively affecting 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.

**Permanent Records for Students**
The IUPUC Division Head of Nursing will take responsibility for maintaining a permanent student record which contains documents related to admission, progression and graduation (APG). These records will be updated as needed throughout the entire period of student enrollment.
Documents will include:

- Letter of admission offer
- Letter of program acceptance
- Program planning record
- Course equivalency forms for course substitutions and/or exceptions if applicable
- Credit transfer report if applicable
- Student skills inventory checklist/portfolio
- Signed documents indicating compliance with current student policies and practices
- Correspondence from or related to the APG Committee, if applicable
- Documentation of awards or honors, if applicable
- Final copy of the Indiana University transcript or degree audit
- Indiana State Board of Nursing picture
- Criminal background checks

Procedures

1. Records of graduating students will be reviewed by the recorder or designee to ensure that the above documents are contained within the permanent record.

2. Permanent records will be kept for a period of seven years for undergraduates.

3. Permanent records will be kept for a period of seven years from the date of admission for inactive BSN students who have not completed the degree requirements in this period of time.

Communication and Computing

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.

**Tech recommendations by the University Information Technology Services (UI TS)**

• Please note the student will be responsible for testing in the classroom on their own device
• The student will be responsible for downloading and installing the lockdown browser per UITS recommendations
• Please visit the following link to access instructions for the Lockdown Browser: https://kb.iu.edu/d/betyv.

**New computer hardware minimum recommendations**
To use all the technology services available at IU, UITS suggests the following minimum hardware components for a new purchase.

<table>
<thead>
<tr>
<th><strong>Laptops and desktops</strong></th>
<th>New Windows laptop or desktop</th>
<th>New Mac laptop or desktop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor:</td>
<td>Any current-generation x64-based processor of over 2 GHz and at least 2 cores</td>
<td>Any currently shipping Apple laptop or desktop (MacBook, MacBook Air, MacBook Pro, iMac, Mac mini, or Mac Pro)</td>
</tr>
<tr>
<td>Memory (RAM):</td>
<td>8 GB or more</td>
<td></td>
</tr>
<tr>
<td>Hard drive:</td>
<td>320 GB or more (SSD: 120 GB or more)</td>
<td></td>
</tr>
<tr>
<td>Network card:</td>
<td>Wireless 802.11g/n (dual band)</td>
<td>Make sure the wireless card supports 802.11n in both 2.4 GHz and 5 GHz.</td>
</tr>
<tr>
<td>Operating system:</td>
<td>Windows 10 64-bit</td>
<td></td>
</tr>
</tbody>
</table>
Minimum requirements for existing hardware (a computer you already own)
If you own a computer you plan to bring to campus, it should meet certain hardware
requirements to function effectively within the IU computing environment. Do not use
these specifications for a new computer purchase; instead, see the new computer
hardware recommendations above.

• Minimum requirements for Windows computers: In general, Windows
computers built in the last five years should be sufficient for lightweight computer
usage at IU.

• Minimum requirements for Apple computers: In general, Apple computers
capable of running Mac OS X 10.10 (Yosemite) or higher should be sufficient for
lightweight computer usage at IU.

If you use an older computer, you may find it sluggish when running graphically intense
applications or when running more than one application. If you only need to check email
and do simple word processing, you may find the performance to be adequate. Bear in
mind, however, that an older computer means a higher risk of breakdown or losing
important work.

Note:
When bringing your own computer to IU, be sure to bring all your software installation
media and documentation.

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
IUPUC Nursing students must complete the training requirements for HIPAA upon
entry into the program and submit renewal documents annually. Students 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 School of Nursing 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 instructor in regular clinical and course
settings.
• Written care plans and other reports generated for learning at IUPUC Nursing 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**
IUPUC Nursing students must adhere to the IU and IUPUC Nursing 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. IUPUC Nursing policies toward the use of social media are guided by the National Council of State Boards of Nursing (NCSBN). Cell phones are **not permitted** in the clinical setting. This includes simulation experiences on and off campus. Devices should remain locked in the student's car. Should you have a need for family or others to contact you during the clinical day, discuss your concerns with your clinical instructor. The clinical instructor and student will develop an acceptable communication plan.

In the event a violation of the social networking policy has occurred, the student’s case will be handled according to the IUPUC Nursing process for dealing with academic misconduct as outlined in the IUPUC 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 S-10)

**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 the IUPUC 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:

- 3.90-4.00—Highest Distinction
- 3.75-3.89—High Distinction
- 3.60-3.74—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. To view the Office of the Registrar IUPUC Honor Graduate Determination guidelines please visit the following link:
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.

**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. You may access the various awards through the following link [http://nursing.iupui.edu/undergraduate/tuition-aid/scholarships.shtml](http://nursing.iupui.edu/undergraduate/tuition-aid/scholarships.shtml).

**Alumni Association**

The IUSON Alumni Association is a constituent member of the Indiana University Alumni Association, a dues-supported membership organization. The mission of the IUSON Alumni Association is to strengthen the school’s connection with its over 30,000 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 15 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 is located at the IUPUC Development and Alumni Relations (812) 375-7531.

**IUPUC Nursing Student Activities**

Within IUPUC 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 Synergy committee. Student input is very much needed in many situations around the school and, again, students are encouraged to become involved.

- Healthcare Leadership Club
- 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))

**Students Assistance Program**
IUPUC is offering a Student Assistance Program (SAP) through SOLUTIONS. Services are free, strictly confidential, and easy to access. For more information, contact 1-800-766-0068 or visit www.solutionseap.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 student is advised 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 make 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.

Examinations
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. Outside resources, including internet and class notes or textbooks may not be used unless authorized by the course instructor. Faculty will follow a strict set of procedures for examinations including but not limited to:

1. Seating charts may be used by the faculty administering the exam. Seating chart varies for each exam.

2. Faculty have the right to designate what items students may bring to the desk.

3. At least two versions (or more per the faculty discretion) of the exam may be used.

4. 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.

5. All students will begin the exam at the same time.

6. 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.

7. Students may leave the exam room only when their exam is completed.

8. No talking is allowed during the exam unless designated by the faculty.

9. In general, faculty will not answer questions about content during the exam.

10. It is the student’s responsibility to protect the integrity of their own exam sheet and protect their answers from other students.

11. Only nursing students enrolled in the course will be allowed in the room during the exam.

12. 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 a student leaves the classroom with an exam or answer sheet, they will receive a ZERO for that exam.

13. If the student is absent on the day of the exam:
   a. 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.
   b. 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.
   c. An alternate version of the exam may be given as a make-up. This could include an essay exam.
   d. 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 Division Head (or designee) for review.

14. On-line quizzes and exams:
   a. Faculty will determine and schedule specific date and time for administration of exam.
   b. All quizzes and exams must be taken to fulfill course objectives. Late submissions are subject to percentage deduction up to 0 points.
   c. Resources, including internet (i.e. Google or Wikipedia), may not be used unless authorized by the course instructor.

**Special Testing Situations**

Students with approved alternate accommodations for testing must register with IUPUC Adaptive Educational Services (AES) and complete the appropriate forms issued by before accommodations will be given. This process needs to be completed within the first two weeks of class to assure services will be provided.
English as a second language (ESL) students will be provided with an ESL dictionary at the exam. ESL students are responsible for notifying faculty prior to the test if they need an ESL dictionary. For additional support, contact your academic advisor. (Policy S-4)

**Campus contact info:**
Student Services at IUPUC (812) 348-7271
Advising Office (812) 348-7250

**Student Performance**
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 midterm 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 in the practicum component and a learning contract in the didactic component. The information will be shared with the student and the student will be counseled regarding what standards are not being met. 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. Students are expected to participate in all regularly scheduled or substituted practicum/clinical/laboratory experiences as they strive to meet course objectives/outcomes. IUPUC Nursing faculty expect students to attend class and to be prepared in advance to participate in classroom discussions or practicum demonstrations.

Should a student be suspected of performing under the influence of drug or alcohol use, the student will be requested to submit to a drug and/or alcohol screen by blood or urine test and/or medical assessment. Consent to the requested screens is completely voluntary, however refusal to submit may be grounds for disciplinary action, up to and including dismissal from the IUPUC Nursing.

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, 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.

**Student Responsibilities:**

1. Cell phones are not permitted in the clinical setting. Devices should remain locked in the student’s car. Should you have a need for family or others to contact you during the clinical day please discuss your concerns with your clinical instructor. The clinical instructor and student will develop an acceptable communication plan.

2. Students are responsible for notifying their clinical instructor prior to a scheduled practicum/clinical/laboratory experience when there is an illness or personal crisis preventing them from safely and effectively participating in the learning experience. Designated notification times will be published in course material and may differ from course to course. Clinical attendance is not allowed if student has symptoms of upper respiratory infection such as fever, coughing, and rhinorrhea or abdominal symptoms including vomiting or diarrhea in the past 24 hours.

3. Students are also responsible for notifying the appropriate person(s) on the clinical unit and/or in other care settings by the published designated time prior to a scheduled experience if they will be unable to meet their commitments.

4. During the practicum orientation, course faculty are responsible for providing the method of contact for students in case of an unexpected circumstance where the student needs to be absent from a scheduled practicum/clinical/laboratory experience.

5. Students who do not notify course faculty and appropriate agency contacts as outlined in procedures one and two may fail the course and receive a failing grade.

6. Students who are absent from a required, regularly scheduled or substituted practicum/clinical/laboratory experience must contact the course faculty **within 24 hours of the absence** to determine the consequence of the absence. If the clinical course has scheduled make-up days, these will be listed on the practicum schedule and students are instructed during orientation that these days are to be kept open as needed for clinical make-up. These clinical make-up days are not alternative options for your regularly scheduled clinical. Make-ups are for illnesses, snow days, and unexpected circumstances that may occur preventing students or faculty from coming to clinical.

7. Course faculty will determine the most appropriate consequence of missing required regularly scheduled or substituted practicum/clinical/laboratory experiences according to published course expectations. Faculty may determine and schedule substitute learning opportunities for students who are absent. Consideration for this option is defined by course objectives/outcomes, student learning needs, and available resources.
8. Students must be on time to their clinical units. On time means that students are fully prepared and on location at the facility. Start time is to be determined by the instructor. Course faculty will determine the most appropriate consequence in regards to clinical tardiness. Excessive tardiness (3 or more occurrences) may result in a documented absence for that day and could result in failure of the clinical course.

9. Students will not be able to make-up unexcused absences, which will result in a course failure. Examples of unexcused absences would include, but are not limited to, non-compliance with immunization policies, job commitments, planned trips or taking the day off. If a student has a special circumstance for requesting an excused absence from a clinical day, the student is responsible for contacting the clinical instructor and course leader at the beginning of the semester. The clinical instructor and course leader, with input from department leadership, will discuss the situation and decide whether the absence would be excused or unexcused.

10. Missing clinical orientation could result in the student needing to withdraw from clinical if there are pre-requisites to clinical that cannot be replicated (such as facility computer training that is only offered on orientation day).

**Clinical Experiences**

1. The Traditional and Accelerated BSN Track Director will facilitate all agency/clinical partner placements for each course that incorporates a clinical component.

2. Students may not perform any nursing skills unless there are directly supervised by a trained preceptor from the facility or instructor in the clinical setting (this includes health fairs).

3. Students should be made aware if they are/are not paired with a trained preceptor. Instructors should clearly inform students of their role at the clinical setting in course documents and during any clinical site orientation or in class.

4. Students may not leave the hospital campus during scheduled clinical hours and must notify faculty in the case of an emergency.

5. Students at remote sites, in which the instructor may travel between sites should have the cell phone and email addresses of their clinical instructor. The instructor should also have student contact information prior to class start.

6. The clinical evaluation tool should be completed for each clinical experience by either the preceptor or clinical instructor. The student is responsible for updating and maintaining their clinical skills checklist throughout each semester. Students must upload this document into CastleBranch with their annual documentation. The completed clinical skills checklist will be submitted by the student during their final course, Capstone.

7. Some facilities require instructor and student orientation and training. It is the responsibility of the instructor to make sure that this training is completed.
documented, and updated as required. The on-site educational training at the clinical site will count for up to 4 hours of overall practicum time completion per student for the individual course per semester.

8. A clock hour per credit hour will be interpreted as 50 minutes for all undergraduate student learning experiences. Clock time for clinical experiences does not include time for activities (ex: travel, meals, breaks, etc.) in relation to the learning experience.

9. Contact hours definitions:
   - 1 credit hour clinical = 45 hours (breaks included) or 37.5 clock hours
   - 2 credit hour clinical = 90 hours (breaks included) or 75 clock hours
   - 3 credit hour clinical = 135 hours (breaks included) or 112 clock hours

10. Simulation time is congruent with clinical time

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.

Additionally, no minor or unauthorized adult visitor is permitted in learning environments. Students should refrain from activities not pertaining to didactic or clinical (knitting in class, pumping, breastfeeding, etc.). When necessary, alternative accommodations may be scheduled in advance by contacting simlab@iupuc.edu. Please refer to the following link for student rights and responsibilities at IUPUC [https://www.iupuc.edu/academics/policies/code-conduct/](https://www.iupuc.edu/academics/policies/code-conduct/) and the following link for the campus lactation agreement form [https://www.iupuc.edu/campus-life/health-sports-fitness/healthy-campus/lactation-room/LactationRoomUserAgreementFINAL.pdf](https://www.iupuc.edu/campus-life/health-sports-fitness/healthy-campus/lactation-room/LactationRoomUserAgreementFINAL.pdf).

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 IUPUC NURSING UNDERGRADUATE NURSING STUDENT TO RETURN TO CLINICAL COURSES](https://www.iupuc.edu/academics/policies/code-conduct/)

form to their clinical instructor. (Policy S-5)

IUPUC Adverse Weather Policy

All students, faculty, and staff are asked to check www.iupuc.edu and/or area media to learn if classes have been cancelled due to inclement weather. If classes are cancelled on the Columbus campus then all off-campus classes are cancelled also. The IUPUC Vice Chancellor and Dean makes the decision as to whether to cancel classes by 6:15 a.m. on inclement weather days, and media are informed as soon as possible after that. The major criterion for the decision to cancel classes relates to the ability to travel the main roads to the campus and to drive in the parking lot. For weather information concerning campus activities, you may also call the weather line at 812-348-7200.
**Class Assignments**

All submissions are to be made using the most current APA guidelines (currently 6th edition) unless specified otherwise. Correct grammar is expected on all assignments. See assignment grading rubric. Wikipedia is not considered a proper reference for the purpose of this course. Social networks such as YouTube may be appropriate, in some cases. Please contact your instructor for approval prior to citing a social network as a reference in this course.

Unless prior arrangements have been made with the faculty, a reduction of 10% daily will be taken off of the points for each late assignment. A ONE-TIME extension of a due date per course per instructor-identified assignments can be requested via a form, which is available under ‘Files’. The request must be submitted to the instructor through ‘Inbox’. All assignments and exams are required to be completed in order to continue in the course even if it is late enough to not be eligible for points.

It is the student’s responsibility to assure the assignment was successfully submitted within the Canvas system. Do not resubmit an assignment unless you receive specific instructions from your instructor. Do not resubmit just because you receive an automatic resubmit notice from Canvas. If you do, your previous work will be lost and the newly submitted work will be the one used for the due date when grading. Please keep a copy of your submission confirmation number for your records.

Extra credit work IS NOT allowed per IUPUC Nursing policy.

**BSN Academic Standing**

**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 Admissions, Progression, and Graduation (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).

**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 are progressing normally and will be considered in good standing.

**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 ‘U’ 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, Community Health Advocate Program and Regional Healthcare Pipeline or the appropriate Academic Advisor or designee 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 student’s Academic Advisor. *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.*

**Withdrawal Policy**

Students must complete the official withdrawal form by the deadline dates printed in the current class schedule to withdraw from any 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 APG Committee for consideration. The student will be notified of the Committee’s decision in writing.

**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 is considered OSS (e.g. not applicable to RN to BSN students whose plan of study is flexible). This includes:

- Students transferring in to IUPUC Nursing 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 therefore is in good standing).

Students who have interrupted their program of study for any reason are required to submit a written request to the coordinator of the BSN 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.

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 from practicum course 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.

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.

**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.
**Leave of Absence and 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 3 credit hours of Z490. These 3 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 3 credit hours at tuition rate, plus Nursing Program Fee for 3 credit hours. The returning student is responsible for any costs incurred for any refresher course.

**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 [https://www.iupuc.edu/academics/policies/code-conduct/](https://www.iupuc.edu/academics/policies/code-conduct/).

**Turnitin Statement**

Turnitin is an originality checking and plagiarism prevention service that checks writing assignments for citation mistakes or plagiarism. When you submit your paper in Canvas, Turnitin compares it to text in its massive database of student work, websites, books, articles, etc. The Similarity Report that it generates will help identify possible instances of plagiarism. To read more about Turnitin.com, go to their web site: [http://turnitin.com](http://turnitin.com).

**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 S-13)

**Chain of Command**

Should a student have a concern regarding with the IUPUC Nursing program the student should follow the chain of command steps:

1. First seek an appointment to discuss the issue with the course faculty member.
a. The student should contact the faculty member in this case within 5 working days of the incident. A working day includes Monday – Friday excluding university holidays or other days that the university is closed for any reason.
b. The faculty member shall meet with the student promptly to discuss the concern.

2. Following this meeting, if the student continues to believe that the issue is not resolved, the student should:
   a. Schedule an appointment with Director, Community Health Advocate Program and Regional Healthcare Pipeline to discuss the issue. The director will meet with the student, consider the student view and provide direction to the student.

3. Following this meeting, if the student continues to believe that the issue is not resolved, the student should:
   a. Schedule an appointment with the Health Sciences Division Head.
   b. The Health Sciences Division Head will meet with the student, consider evidence in the matter, and draw a conclusion which shall be communicated to the faculty member and student.

4. Following this meeting, if the student continues to believe that an issue is not resolved, the student should:
   a. Contact the IUPUC Dean of Student Affairs
      (https://www.iupuc.edu/campus-life/student-affairs/student-grievances/)
   b. The Dean of Students serves as a neutral third party and serves as a source of information, referral, and assistance in resolving concerns and critical situations.

**Dismissal**

A student will be dismissed from the program when, in the judgment of the Student Professionalism Committee or APG Committee, 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 IUPUC Nursing 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.

Admission, Progression, and Graduation (APG) Appeals Process

Submission of Requests to APG Committee
Concerns or requests related to student APG that emerge during enrollment in their nursing program are handled through an appeals process. Students requesting an exception to policy must petition for a waiver from the APG Committee. Students should consult with their Academic Advisor prior to preparing an APG request.

Students should be directed to the APG Committee include: waiver of application of specific academic policies, waiver/substitution of general education and nursing requirements, special accommodations, change in the sequence of courses, leave of absence, reinstatement in the nursing program following dismissal, transfer request from another IU campus or other University, or appeal of APG Subcommittee decisions regarding implementation of academic and professionalism policies.

Requests to the Admission, Progression and Graduation Committee should be directed to IUPUC Nursing at the following address (email contact is preferred):
Indiana University School of Nursing at IUPUC
4601 Central Avenue
Columbus, IN 47203
e-mail: nursing@iupuc.edu

Requests MUST include the following:
• Your name and Indiana University Student ID number; mailing address for APG response; and current 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

Letters from students should be limited to 2 pages (one side of paper and double spaced). No letters of support or recommendation from other sources will be accepted unless requested by the APG Committee.

Student requests should be submitted to allow for timely response. Students MUST submit requests at least five business days in advance of the APG meetings. Late requests will not be processed. APG requests must be submitted within two consecutive semesters after completion of the course(s) in question.

Students are not permitted to appear in person at the APG Committee meetings to make a request. All contact with the APG Committee should be made in writing.

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 S-5).

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 from the Academic Advisor.

Portfolio Review Process
The portfolio review process is available to all 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 S-5)

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 IUPUC Nursing 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 Director, Community Health Advocate Program and Regional Healthcare Pipeline for a signature. The director 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.

Graduation

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 Academic Advisor 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 the Vice Chancellor & Dean’s office.

IUPUC Nursing Pins
Information regarding purchasing School of Nursing pins will be sent to students early in the semester that the student graduates. Information will be sent by the Nursing Office.

Registered Nurse Licensure

NCLEX Review Course
BSN students in the last semester of their program will participate in the designated intensive NCLEX Review coordinated by the IUPUC Nursing.
Photographs for Licensure Application
IUPUC 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 NCSBN. 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/.

Please note, a U.S. Social Security number is required for licensure application to the Indiana State Board of Nursing. Contact an Academic Advisor for more information.

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 NCSBN. 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.