IUPUC

DIVISION OF HEALTH SCIENCES

GRADUATE NURSING HANDBOOK
2019-2021

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Welcome to IUPUC Division of Health Sciences

On behalf of the faculty and staff of IUPUC Division of Health Sciences, welcome! You are embarking on a journey that will challenge you, excite you, and transform you in ways that are difficult to imagine at the start. We are so excited you have chosen to attend IUPUC.

IUPUC Division of Health Sciences:

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

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 MSN Handbook

The purpose of this handbook is to assist Master of Science in Nursing students in understanding the policies, practices, and procedures of IUPUC Division of Health Sciences.

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

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. When changes occur, students will be notified through standard IU communication mechanisms. Please check with the IUPUC Division of Health Sciences Academic Advisors to inquire about changes and updates.

Accreditation

Professional Accreditation

The Master of Science in nursing at IUPUC is scheduled for accreditation review by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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.

The National Certification Examination

The program prepares students to meet the educational eligibility requirements to take a national certification examination. Family Nurse Practitioner (FNP) certification examinations are offered by the American Academy of Nurse Practitioners (AANP) and the American Nurses Credentialing Center (ANCC). The student is responsible for all costs and fees associated with FNP certification examination.

IUPUC Division of Health Sciences Foundations

Vision

IUPUC Division of Health Sciences will help impact rural healthcare through leadership, scholarship, while maximizing the health and quality of life for the people of rural, South Central Indiana.

Mission

The mission of IUPUC Division of Health Sciences is to positively influence the health of rural Indiana by educating all students to become learned health professionals who advance the science of healthcare in rural communities and evidence-based practice through translational research and outreach.

Introduction to the MSN Graduate Program

Graduate Division of Health Sciences at IUPUC

The goal of the MSN program is to prepare graduates for leadership roles in advanced nursing practice as Family Nurse Practitioners (FNP's). Graduates of this program are eligible to take the national certification examination for FNP's offered by the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP). All graduates are expected to meet the MSN program learning outcomes detailed below.

Degree requirements should be met within three years, however, if there are extenuating circumstances, all degree requirements must be met within six years of initial enrollment. Degree requirements can be met through a combination of distance accessible and on campus learning opportunities.

Master's Program Learning Outcomes

The primary purpose of the MSN program is to prepare nurses for advanced practice as a Family Nurse Practitioner. The graduate of the master's degree program will be able to:

1. Lead nursing and health care teams to improve practice within complex systems, recognizing political, institutional, social, and economic forces.

2. Practice at the highest level of nursing, integrating ethical, legal, professional, and regulatory standards and guidelines.

3. Synthesize knowledge from nursing and related sciences for application to selected domains of nursing practice.

4. Demonstrate intellectual curiosity and scholarly inquiry in the pursuit of innovative approaches to improving health outcomes.

5. Apply evidence to problem solving at the clinical and system level to advance nursing practice and improve outcomes.

6. Use technology to deliver, measure, monitor, and improve clinical care delivery and enhance safe outcomes.

7. Engage in policy analysis, development, and advocacy to influence health at the individual, group, community, and population level.

8. Practice in interprofessional teams that communicate, collaborate, and consult in coordinating patient-centered care.

9. Incorporate the influences of culture, diversity, values, and globalization in the design, delivery, and evaluation of nursing and health care services.

10. Recognize the value of being a lifelong learner who is committed to personal professional growth, the development of the profession, and the health of the public.

Course Descriptions and Sequencing

Fall Semester 1	**Spring Semester 1**	**Summer Semester I**
R505 Measurement and Data Analysis (3 cr)	R500 Nursing Research Methods I (3 cr)	No courses
N504 Leadership for Adv. Nsg Practice (3 cr)	N502 Nursing Theory (3cr)	
Semester Total: 6 didactic credits	**Semester Total**: 6 didactic credits	

Fall Semester 2	Spring Semester 2	Summer Semester 2
Y515 Advanced Pathophysiology (3 cr) Y535 Dynamics of Family Health (3 cr)	Y612 Advanced Pharmacology (3cr) Y625 Advanced Physical Assessment (4cr)	Y600 Diagnostic Reasoning (3cr)
Semester Total: 6 didactic credits	**Semester Total:** 7 didactic credits	**Semester Total:** 2 didactic/1 clinical credits 75 clinical hours
Fall Semester 3	**Spring Semester 3**	**Summer Semester 3**
F371 Family Nurse Practitioner I (4 cr) F575 Family Nurse Practitioner I Practicum (2 cr)	F575 Family Nurse Practitioner II (3 cr) F577 Family Nurse Practitioner II Practicum (3 cr)	F579Family Nurse Practitioner III (3cr)
Semester Total: 4 didactic/ 2 clinical Credits/ 175 clinical hours	**Semester Total:** 3 didactic/ 3 clinical credits/ 175 clinical hours	**Semester Total** 1 didactic/ 2 clinical credits/ 175 clinical hours

Technical and Professional Standards

The master's program mission, goals, and expected student outcomes are consistent with the Essentials of Master's Education in Nursing (AACN, 2011) and Criteria for Evaluation of Nurse Practitioner Programs (National Task Force on Quality Nurse Practitioner Education, 2016). The dynamic nature of the healthcare delivery system underscores the need for the nursing profession to look at the future and anticipate the healthcare needs for which nurses must be prepared to address. The complexities of health and nursing care today make expanded nursing knowledge a necessity in rural healthcare settings. The transformation of healthcare and nursing practice requires a new conceptualization of master's education. Master's education must prepare the graduate to:

- Lead change to improve quality outcomes
- Advance a culture of excellence through lifelong learning
- Build and lead collaborative interprofessional care teams
- Navigate and integrate care services across the rural healthcare system
- Design innovative nursing practices
- Translate evidence into practice

Minimum Technical Standards

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential technical standards with or without reasonable accommodations.

SENSORY

- Discriminate variations in human responses to disease using visual, auditory, tactile, and other sensory cues.
- Discriminate changes in monitoring devices and alarms using visual and auditory senses.
- Communicate clearly and effectively in English through oral and written methods with other healthcare team members, patients of all ages, and patient family members.
- Comprehend written and verbal communications in English.

MOTOR

- Demonstrate sufficient general motor function to elicit information from patients by palpation, percussion, and other diagnostic measures.
- Demonstrate sufficient fine motor function to perform emergency care. Examples of emergent motor functions include, but are not limited to, cardiopulmonary resuscitation, administration of intravenous fluids and medications, management of an obstructed airway, hemorrhage control, and wound closure.
- Sufficient stamina to stand or sit for prolonged periods of time.
- Respond appropriately to alarms and changes in patient conditions that require physical interventions.

COGNITIVE

- Use reason, analysis, calculations, problem solving, critical thinking, self-evaluation and other learning skills to acquire knowledge, comprehend and synthesize complex concepts.
- Interpret information derived from auditory, written, and other visual data to determine appropriate healthcare management plans.
- Apply theoretical knowledge to practice.
- Comprehend, memorize, and recall a large amount of information without assistance to successfully complete the curriculum.
- Comprehend and understand spatial relationships to succeed in the curriculum and administer healthcare.
- Identify patterns and prioritize important information to problem solve and make decisions in timed situations and in the presence of noise and distraction.

BEHAVIORAL

- Demonstrate personal and professional self-control as well as tactfulness, sensitivity, compassion, honesty, integrity, empathy and respect.
- Work flexibly and effectively in stressful and rapidly changing situations.
- Cooperate with other members of the healthcare team to provide a therapeutic environment and safe patient care.
- Function without the aid of medications that are known to affect intellectual abilities and judgement.

Note: Students may be required to participate in the examination of fellow students and simulated patients of both genders who may be partially disrobed. These are requirements for all students, regardless of cultural beliefs, for the student to acquire the skills necessary to practice healthcare. Students who have any concerns should discuss them with the IUPUC Division of Health Sciences MSN Program Director.

Students and Disabilities:

IUPUC Division of Health Sciences 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 master's 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 Division of Health Sciences program.

Compliance Requirements

Maintaining Professional Nursing Licensure

Students admitted to the graduate program must have and maintain a current, active, non-encumbered RN license in any state where the student is practicing. License verification for all graduate students will be conducted as part of the admission process and yearly at the beginning of each fall semester by the academic advisor for MSN students. While enrolled in the master's program, a student shall notify the Division Head, program director, and academic advisor immediately whenever there is a change in RN licensure status in any state, including restrictions, licensure review, and/or probation.

1. The student shall provide written notification, including state of licensure, license number, and documentation of change in license status. This notification must include the student's full name, current mailing address, and student identification number.

2. Students who have an encumbered license, but are still eligible to practice (i.e. Limited/Restriction or Valid to Practice While Reviewed status) must provide written verification from the State Board of Nursing regarding specific limitations on the student's clinical practice privileges.

3. Students who are unable to practice with an encumbered license may not enroll in courses requiring a clinical component.

Annual National Criminal Background Check

Students currently enrolled in the master's program will be required to provide results from a national criminal background check upon admission and will be required to undergo a background check annually. It is the responsibility of each applicant and student to pay the fee for the screening directly to Castle Branch. Each year, students will be required to submit their updated national criminal background check report. The costs associated with the criminal background check will be the sole responsibility of the student.

- Fall admits will be required to submit a criminal background recheck by August 1st and annually by August 1 st each year of the program.
- 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 Health Sciences Division Head within seven working days. Failure of a student to alert the Division Head of a change in status within seven 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 student.

CPR Requirements

Current certification in cardiopulmonary resuscitation (CPR) is required and is the responsibility of the student. Students must be certified by the **American Heart Association Basic Life Support for Healthcare Providers (AHA BLS)**. Current AHA BLS for Healthcare Providers certification must be maintained throughout the student's entire program. Evidence of certification must be filed with IUPUC Division of Health Sciences 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 to participate in clinical experiences. IUPUC Division of Health Sciences offers this course once a year in the summer. Please check with your Academic Advisor for more details.

HIPAA, OSHA, and other Training Modules

Several required training modules must be completed prior to the beginning of the program and annually thereafter. Documentation of trainings must be uploaded to Castle Branch by the deadlines.

HIPAA

Photography and voice or videography by MSN 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.

Immunizations and other Health Requirements

Immunizations and other health requirements are required to protect both students and patients in the provision of nursing care.

The IUPUC Division of Health Sciences Program **physical exam form** must be completed prior to admissions to ensure essential physical/neurological functions.

Students attending clinical experiences 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; 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.

Below is the list of current required immunizations and health requirements. Please note that this is subject to change. When changes occur, students will be notified through standard IU communication mechanisms.

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 IUPUC Division of Health Sciences must have a 2-step PPD before they begin the Division of Health Sciences 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.

NOTE: Lapses in immunizations, AHA BLS for Healthcare Providers certification, 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.

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 Division of Health Sciences 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 Division of Health Sciences

What to do if:

You have a contaminated injury (or needlestick, splash with blood or body fluids):

a. Notify your instructor and preceptor immediately
b. Report to your primary care physician or immediate care for treatment and follow-up care.
c. Obtain documentation of this visit and return to clinical with the documentation.

You have a potentially contagious disease (i.e. chickenpox, pertussis, etc…)

a. Notify your instructor and preceptor immediately
b. You should see your primary care provider and bring documentation of no longer being contagious prior to returning to clinical.

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 course experiences without adequate documentation of health insurance.

- The IUPUC Office of the Division of Health Sciences 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 to be noncompliant with this policy, will be check-listed by IUPUC Division of Health Sciences and prevented from further course enrollment until this issue has been satisfactorily addressed.
- Student will upload proof of insurance into the Castle Branch documentation program.

Liability Insurance

Indiana University provides liability insurance to each Division of Health Sciences 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 site. IUPUC Division of Health Sciences liability insurance does not cover students while engaged in healthcare employment. Liability insurance coverage is effective during clinical experiences only.

Principles of Professional Conduct

IUPUC Division of Health Sciences Values

The values of IUPUC Division of Health Sciences serve as a guide to faculty, students, and staff who learn and work here. As members of the IUPUC Division of Health Sciences community, we are engaged in learning activities that develop both our personal and professional potentials within the context of an educational system and a professional calling that emphasizes collaboration, integrity, quality, and 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.

American Nurses' Association Code of Ethics for Nurses

Those in the profession of nursing are expected to follow the Code of Ethics for Nurses. Each person, upon entering the profession, inherits a measure of responsibility and trust in the profession and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession.

Students of IUPUC Division of Health Sciences 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.

Indiana University Code of Student Rights, Responsibilities, and Conduct

The IU Code of Student Rights, Responsibilities, and Conduct ensures your rights as an IU student are protected. While you're entitled to respect and civility, you also have responsibilities to the campus community. The Code outlines these responsibilities and the university's expectations for your behavior as an IU student. Please see the following link for the code: http://studentcode.iu.edu/

Professional Appearance

The appearance code provides IUPUC Division of Health Sciences graduate students information necessary to select on-duty clothing and accessories which are compatible with clinical site requirements, professionalism, infection control, employee identification, neatness, and modesty. If attire is unacceptable to the clinical instructor or clinical preceptor, the student will be asked to leave the clinical area and return in appropriate attire. Students should prepare for clinical practice by dressing professionally and wearing the official IUPUC ID badge, lab coat, or other clinical site-specific attire, i.e., scrubs. Students should bring to the clinical setting their clinical diagnostic tools to evaluate patients and not rely on preceptors to provide diagnostic equipment.

GENERAL GUIDELINES

Attire must be clean, unstained, and ironed. The attire fabric should be of sufficient thickness so undergarments do not show through. Good judgment should be exercised in selecting the appropriate size of the clothing so that it is not low cut at the neck or tight across the chest and hips.

LAB COATS

White lab coats are optional for some clinical experiences. If a lab coat is worn, lab coats must be worn at least mid-thigh in length and have a collar. Front button lab coats with a collar are preferable. Attire under lab coats needs to be professional, modest, and tasteful. Metal fabrics (sequins, beads, etc.) shorts, jeans, and sweats are not acceptable. Slacks must be ankle length. Denim fabric is not considered acceptable business attire. Additional uniform accommodations may be made upon request. The student needs to inquire about dress code with their practicum preceptor.

SHOES

Shoes must be clean, quiet, safe and comfortable. No open-toe shoes or open-heeled shoes may be worn. Appropriate stockings or socks must be worn at all times.

PROFESSIONAL WEAR

When assisting with health programs and assignments outside traditional clinical settings, please check with the faculty or the program director for appropriate attire. Unless otherwise directed, the guidelines for professional attire are to be followed. Also, see "other" for additional appearance requirements, which are extended to any setting where the student is representing IUPUC Division of Health Sciences. It is expected that a student nurse (will always act), dress and behave in a

professional manner. The name badge from IUPUC Division of Health Sciences is to be worn for these activities regardless of attire.

PICTURE ID
A valid IU Crimson Card or valid driver's license must always be carried with the student. Certain agencies may require display of the official picture identification as part of the uniform.

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

APPEARANCES, OTHER
Good personal hygiene is expected. Smell of tobacco smoke is prohibited. The only acceptable jewelry are wedding bands and one pair post/stud pierced earrings in lower lobes. 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 headbands 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, perfume, and/or aftershave is not permitted. Beards must be clean and neatly groomed. Nail length should be limited to the fingertip. Clear nail polish only. No artificial nails of any kind including gel or acrylic are allowed. Tattoos should be completely covered with sleeves (discussed above), special tattoo-covering make-up, or flesh colored band-aids. Gum chewing is prohibited in direct patient/client care areas.

Communication and Computing

Use of IU Email as Official Correspondence

IUPUC Division of Health Sciences recognizes students' Indiana University e-mail address as the only official means of formal e-mail communication 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 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 master program are expected to write at a graduate degree level. 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 (UITS)

Please note that all students must have a laptop that meets the UITS recommended guidelines. The student will be responsible for downloading and installing the lockdown browser per UITS recommendations. Visit the following link to access instructions for the Lockdown Browser: https://kb.iu.edu/d/betv.

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.

Laptops and desktops

	New Windows laptop or desktop	New Mac laptop or desktop
Processor:	Any current-generation x64-based processor of over 2 GHz and at least 2 cores	Any currently shipping Apple laptop or desktop (MacBook, MacBook Air, MacBook Pro, iMac, Mac mini, or Mac Pro)
Memory (RAM):	8 GB or more	
Hard drive:	320 GB or more (SSD: 120 GB or more)	
Network card:	Wireless 802.11g/n (dual band) Make sure the wireless card supports 802.11n in both 2.4 GHz and 5 GHz.	
Operating system:	Windows 10 64-bit	

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.

Windows 10 or higher is required to write assignments, download document contained in Canvas courses, for use in class and online testing, and to create PowerPoints. The computer must have a microphone and webcam. It may be helpful to purchase a flash or thumb drive to save assignments. Access to the internet in your home or another location easily accessible by the student is required.

Students must have access to applications such as Zoom, Examity, or other proctoring programs, and audio and video recording capabilities as determined by the course faculty for each course. Other third-party programs (Hawkes Learning, Typhon, Shadow Health, ATI, etc.) may also be required. Be aware Chromebooks and netbooks may not meet all requirements.

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. IU will assume that computer users wish the information they store on central and campus shared computing resources to remain confidential. IU computing centers will maintain the confidentiality of all information stored on their computing resources.

Use of Electronic Devices

Electronic devices are only intended for academic or clinical referencing; data collection; communication with a provider or faculty; and/or point-of-care access to evidence-based clinical information. Electronic devices may not be used for non-academic purposes while in the academic/clinical setting. The use of electronic devices must follow the clinical setting's policy, including wireless connectivity.

Confidentiality of Patient Information

IUPUC Division of Health Sciences students must complete the training requirements for HIPAA upon entry into the program and submit renewal documents annually. Breaches of confidentiality will be reported as episodes of academic and professional misconduct, which will result in university sanctions that may include course failure or dismissal from the academic degree program. Breaches of confidentiality identified by IUPUC Division of Health Sciences will be reported to the clinical agency in which the breach occurred.

In accordance with the provisions of HIPAA, all information relating to individual patients must be removed when a patient's case presentation is documented in clinical logs, histories, physicals, case studies, etc. Many practices and agencies/institutions use electronic health records (EHRs). Students will need to identify the processes for obtaining access, documentation, and preceptor review and signature. Many different EHR programs are currently in use. The experience of using one provides the student the opportunity to learn the benefits of the EHR and how best to document patient care including the evaluation of patient outcomes.

Students must not violate the patient's HIPAA protections and right to privacy. This includes not discussing patients or any issues relating to them in public places, e.g. halls, elevators, or the cafeteria. Many institutions install signs in elevators and other public areas to remind staff not to speak about patients. Discussions about patients in public places violate federal HIPAA regulations regarding protecting each patient's right to privacy. Students must be sure not to include the patient's name or any identifying data on assignments submitted for grading.

Photography or videography by students for any reason 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 client, a client's body part, a procedure, diagnostic test results, or any other type of health information in the client's health records. This restriction applies even if the photograph or video does not include identifying information. Students may not ask clients, clients' families, health care professionals, or faculty members for consent to take photographs or make recordings in clinical settings.

Please see the statement below reading the use of electronic and social media.

Use of Social Media

IUPUC Division of Health Sciences students must always adhere to the IU and IUPUC Division of Health Sciences policies and procedures and HIPAA obligations related to patient privacy, confidentiality and code of conduct when using the Internet and social media sites. IUPUC Division of Health Sciences policies on the use of social media are guided by the National Council of State Boards of Nursing (NCSBN). In the event a violation of the social networking policy has occurred, the student's case will be handled according to the IUPUC Division of Health Sciences 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.

Student Support Opportunities

Scholarships

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

Students Assistance Program

IUPUC offers free mental health counseling 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 any 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 academic writing, 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. Contact the academic advisor for more information.

Didactic and Clinical Expectations

Advanced practice nursing is challenging and complex, as is the curriculum. Class and practicum attendance are critical to a student's ability to succeed in the Division of Health Sciences program. Students are required to participate in all regularly scheduled or substituted practicum/clinical/laboratory experiences as they strive to meet course objectives/outcomes. IUPUC MSN faculty expect students to attend class and to be prepared in advance to participate in classroom discussions or practicum demonstrations. Participation is monitored at the discretion of the instructor and will be taken into consideration when final grades are calculated.

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.

IUPUC Division of Health Sciences policy specifies that students who are absent from more than 10% of their scheduled practicum/clinical/laboratory 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.

Student Responsibilities:

1. To maintain a respectful environment, collegial behavior is required. Students who do not demonstrate professional behavior will be asked to leave the classroom and meet with the faculty prior to the next classroom session. Any student who continues to demonstrate behavior that interferes with a respectful environment conducive to learning may not be permitted to return to the classroom and will be referred to the Professionalism Behavior Committee.

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

4. Excessive tardiness will be reflected in the preceptor evaluation of student performance.

5. 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 IUPUC Division of Health Sciences.

6. No minor or unauthorized adult visitor is permitted in learning environments.

7. 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/ 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.

Clinical Placement Procedure for IUPUC MSN Students

1. Collaborate with clinical organizations that the IUPUC MSN students live near or are employed near.

2. Determine who is the contact person within that organization that is able to work with clinical placement of IUPUC MSN students within the health care organization.

3. Received notification from the contact person of the clinical placement of IUPUC MSN students by the healthcare organization or student.

4. Notify IUPUC MSN students of location of clinical placement and preceptor.

5. Request completion of Intent of Relationship Form by IUPUC MSN student and preceptor. Student is to return form to the IUPUC Director of MSN program.

6. IUPUC Director of MSN program will verify preceptor's credentials and will notify IUPUC MSN student when cleared to start clinical time.

7. Preceptors will be sent a power point presentation containing preceptor education by the IUPUC Director of MSN program.

Preceptor Qualifications

1. The preceptor must have a current unencumbered state license as an Advanced Practice Registered Nurse (APRN), Physician's Assistant (PA) or a physician and at least one year of experience in an area of practice relevant to the student's clinical needs.

2. APRNs or PAs must have a master's or doctoral degree and a national certification.

3. Copy of license and certification are required for faculty approval.

4. Preceptors may not have more than 1 student during a clinical day (this includes students from other programs)

5. Students may spend no more than 8-10 hours in a clinical site in one day. Students may be placed in an office or clinic that is owned or managed by their employer. However, this should not be the office, clinic, or unit where they are currently employed.

6. Students may have more than one preceptor during a single clinical course.

7. Preceptors will be provided with an orientation to each course, progressive expectations, and course outcomes and competencies. The preceptor will provide an acknowledgement and agreement prior to the start of each clinical experience.

Nurse Practitioner Student Responsibilities

1. Follow the NP clinical placement guidelines for students, preceptors, & faculty.

2. Abide by the IUPUC MSN policies as identified in the Graduate Student Handbook.

3. Abide by all clinical agency policies and procedures.

4. Complete all necessary paperwork prior to entering the clinical site.

5. Exchange direct contact information with the preceptor.

6. Develop personal learning objectives for each practicum course.

7. Provide preceptor with copies of course syllabus, personal learning objectives, course skills list, and IUPUC faculty contact information.

8. Develop a clinical rotation plan with the preceptor and provide a copy to the clinical faculty.

9. Be prepared to work the day(s) and hours of the preceptor and as agreed upon per the clinical rotation plan.

10. Request feedback from your preceptor on a regular basis, including review of the preceptor evaluation of the student at least once a semester.

11. Maintain appropriate clinical logs to reflect hours spent with the preceptor.

12. Notify clinical faculty as early as possible of any difficulties experienced in the clinical rotation.

13. Communicate regularly with your faculty member keeping them apprised of your clinical experiences and progress in meeting the clinical course objectives and competencies.

14. Send preceptor a formal thank-you note or letter at the end of the clinical experience.

Preceptor Responsibilities

1. Provide licensure/ documentation as required during the preceptor approval process.

2. Read the Preceptor orientation information after being notified of student placement.

3. Exchange contact information with the students.

4. Orient the student to the office/ clinical facilities, staff members, policies, attire, protocols, patient flow, records/ documentation, requisitions, accessing other departments, communications, preceptor practice preferences and expectations.

5. Demonstrate professional role-modeling.

6. Provide the student with access to patient clinical records, documentation, and electronic health records systems.

7. Explain to the student your organization, prioritization, patient evaluation, exam, diagnostic decisions, management, patient education, and follow-up for patients.

8. Discuss expectations and parameters for practice with the student. Be direct about what you want relative to patient flow, sharing the management of visits, and documentation. Students should primarily observe for the first 1-2 days of clinical after which the student should begin seeing a few patients in a dependent clinical role. Over the next several clinical days/ weeks, the student should become increasingly independent but always with preceptor oversight of student practice.

9. Assist the student with the selection/ inclusion of appropriate and increasingly challenging learning experiences.

10. Be available to consult with the student or to assume responsibility for care as needed.

11. Encourage and expect the student to become increasingly more responsible, pro-active, and self-reliant during the semester.

12. Review clinical experiences daily and approve or reject.

13. Document any learning deficiencies or clinical performance issues as they occur.

14. Provide constructive feedback to the student via formative assessment.

15. Review the evaluation criteria on the preceptor evaluation of the student.

16. Address conflicts or concerns wit the student as early as possible, clarifying your expectations and identifying solutions or necessary adjustments.

17. Notify any student who is in jeopardy of failure no later than midway through the clinical practicum.

18. Notify clinical faculty and course coordinator if student performance is substandard, failing, or if there are any other clinical professional problems or concerns.

Clinical Faculty Responsibilities

1. Maintain ultimate responsibility for the clinical practicum course.

2. Be available to students and preceptors. Ensuring that students and preceptors have accessibility to the clinical faculty at the beginning of the semester and this information is included on the course syllabus.

3. Collaborate with students and preceptors to develop specific learning goals.

4. Communicate frequently with students in regards to clinical experiences and progress via emails, phone, in-person, and/ or video conferencing (skype, zoom, go-to-meeting, etc.).

5. Review all clinical course documents (clinical logs, clinical rotation plan, etc.).

6. Meet with students outside of the clinical setting, as necessary.

7. Notify the student promptly if problems with the clinical practicum experience are identified related to lack of patient census, etc.

8. Complete at least one site visit per semester.

9. Evaluate student competencies in the clinical site to ensure optimal care and adherence to agency expectations, guidelines, and standards.

10. Notify student, course coordinator, advisor, and appropriate program director as early as possible in the case of at-risk or unsatisfactory clinical performance is noted in the clinical setting.

11. When necessary, document, in collaboration with the preceptor, specific deficiencies and establish a defined plan for remediation using the learning contract. Meet with the student to review the plan. Provide a copy of the contract to the student, course coordinator, and the appropriate program director for placement in the student's academic file.

12. Facilitate faculty/ student/ preceptor problem- solving when necessary, communicating with the course coordinator and/or appropriate program director as needed.

13. Evaluate, score, and provide feedback on all SOAP notes and clinical assignments.

14. Provide verification of preceptor hours completed.

15. Ensure recognition of preceptors at the end of each semester in cooperation with the clinical course coordinator.

Clinical Information

Students enter clinical practicum courses and receive clinical education and mentoring from preceptors. It is important to understand the student roles and responsibilities, as well as what students can expect from their preceptors and clinical faculty. Students are representatives of the MSN program and must demonstrate professional behavior, dress appropriately and prepare for the clinical day when in the clinical practicum placement setting.

Clinical/Practicum Hours Expectations

While in the clinical practicum course sequence, FNP students should expect to spend several full days per week in the clinical environment. If a student maintains employment during the clinical sequence, flexibility with scheduling with their employer is necessary to fulfill clinical and academic requirements. The schedule of clinical practicum hours is at the convenience and availability of the preceptor. Students are not to ask preceptors to conform to a schedule that meets the student's personal and employment needs. The student's personal and work schedules must accommodate the required clinical hours prescribed by the clinical course. Students and preceptors need to agree on the days and times that the student will be in the clinical agency prior to beginning the practicum experience and then maintain a record of clinical hours.

Placement Site/Location Expectations

Students are assigned to preceptors and clinical practicum experiences that provide requisite population focused, faculty-supervised clinical hours in a variety of healthcare settings (adult, older adult, pediatric & women's health). Student geographic location and student interest areas are given consideration when assigning placements. The MSN FNP Program Director will facilitate all agency/clinical partner placements for each course that incorporates a clinical component.

Student Performance

Students are expected to be self-directed, internally motivated, and work within the framework and policies of IUPUC Division of Health Sciences, as well as assigned clinical agencies. 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, preceptors and faculty will evaluate student performance, which will may 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 to achieve a passing grade in the course.

Faculty will document if a student is not meeting minimal course or program standards using 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.

Documentation of Clinical Practice Hours

Students must maintain and review clinical practicum hours and patient encounter information using Typhon NPST to ensure that course/program requirements have been, or will be, met prior to the end of class/graduation. Typhon is a HIPAA compliant, web-based electronic nurse practitioner student tracking system used to record clinical practicum hours. The student can enter patient encounter information including demographics; clinical information; diagnosis and procedure codes; medications; and brief clinical notes. For each clinical course, students are required to provide a printout documenting the total number of clinical hours; the complete name and address of practice sites; the site specialty; and the preceptor's name and credentials. Students are not to use actual patient identifying data such as names, initials, or birthdates.

Each role performance course has specific objectives that must be met to progress through the program. No late documentation will be accepted without approval from the program director. NOTE - a complete listing of clinical hours and/or experiences is required for eligibility to take the national FNP certification exams and, perhaps, applications for State certification, and/or hospital credentialing.

Additional Clinical Information

1. Students will provide course description and objectives, syllabus, *NP Student Clinical Evaluation Form* and clinical requirement documentation, to the clinical practicum preceptor. Although faculty will share the objectives for a particular clinical course with the preceptor, the student is responsible for clarifying the level of the courses and expected clinical outcomes, identifying his/her own learning needs, and seeking assistance from the designated preceptor for each clinical session.

2. IUPUC Division of Health Sciences selects preceptors using the NTF Evaluation Criteria. All preceptors are selected because they have the educational and experiential background necessary for effective precepting. The student and the preceptor are required to sign the *Student-Preceptor-Faculty Agreement* form before beginning their clinical practicum.

3. The *NP Student Clinical Evaluation Form* should be completed for each clinical experience by the clinical instructor with input from the preceptor.

4. Complete the *Student Evaluation of Clinical Practicum and Site* from for all clinical practicum preceptors and sites.

5. Some facilities require student orientation and training. It is the responsibility of the student to make sure that this training is completed, documented, and updated as required. The on-site educational training does not count toward the overall practicum time completion per student for the individual course per semester.

6. Direct Care Practice Hour Requirement
   NURS F-573 – Family Nurse Practitioner I =175 Clinical Hours for course

   NURS F- 577- Family Nurse Practitioner II =175 Clinical Hours for course

   NURS F- 579- Family Nurse Practitioner III=175 Clinical Hours for course

Patient Incidents

Patient incidents include, but are not limited to: medication errors; needle sticks; errors in diagnostic/therapeutic procedures; injuries to patients resulting from accidents or errors; patient falls; and HIPAA violations. Any patient incident that is unexpected or has an unexpected outcome that results from an FNP student's care must be reported to the program director using the *Patient Incident Report* form. Patient incidents are examined to ensure they are managed properly and to enhance the quality of patient care by identifying problem areas to prevent the occurrence of future incidents. These examinations also serve to address unsafe FNP student care.

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. Students may be required to use an online exam proctoring service. There may be a cost associated which would be the responsibility of the student.

Special Testing Situations

Students with approved alternate accommodations for testing must register with IUPUC Adaptive Educational Services (AES) and complete the appropriate forms issued 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.

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

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 for specific requirements. Wikipedia is not considered a proper reference for any course assignment. Social networks such as YouTube may be appropriate, in some cases. Please contact your instructor for approval prior to citing a social network site as a reference.

It is the student's responsibility to assure the assignments are successfully submitted within the Canvas system. Do not resubmit an assignment if you receive an automatic resubmit notice from Canvas unless you receive specific instructions from your instructor. 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 Division of Health Sciences policy.

Portfolio Review Process for MSN Course Substitution

A portfolio review process is available to all MSN students who believe that they can meet the learning objectives/competencies required of a specific Division of Health Sciences course within their program of study. The portfolio is a mechanism used to validate the acquisition of knowledge and skills congruent with course expectations and student learning outcomes. The portfolio provides objective evidence that students have acquired the knowledge, skills, and abilities 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 skills 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. For more information about specific policies and procedures related to the portfolio review process for graduate students please refer to the current graduate student handbook at the Division of Health Sciences Web site.

Leave for a Medical Condition

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 is 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, the student must submit the completed and signed **RELEASE FOR IUPUC DIVISION OF HEALTH SCIENCES STUDENT TO RETURN TO CLINICAL COURSES** form to their clinical instructor prior to returning to a clinical course

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. 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. The student is responsible for making arrangements with the preceptor in regards to any cancellation of clinical due to inclement weather.

MSN Academic Standing

Progression in Coursework

Division of Health Sciences courses must be taken in the sequence indicated in the curriculum plan. A student must complete the entire level of Division of Health Sciences 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 courses in the MSN plan of study (students should confer with a Division of Health Sciences advisor).

Good Standing

Students who maintain a minimum cumulative grade point average (GPA) of 3.0 and earn a grade of 'B-'(2.7) or better in all required general education and Division of Health Sciences courses and a grade of 'S' in all courses graded with S/F are progressing normally and will be considered in good standing.

Students who do not register for a period of three consecutive semesters will be dismissed from the program.

Academic Probation

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

1. The cumulative GPA falls below 'B' (3.0)
2. The semester GPA falls below 'B' (3.0)
3. A grade below 'B' (3.0) has been received in a required didactic course, or a grade of 'U' has been earned in a practicum/clinical course.

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 on academic probation will be monitored by the Admission, Progress, and Graduation (APG) Committee. The student may request an opportunity to repeat the course one time.

Students who receive a failing grade in a clinical course or in more than one course (clinical and/or didactic) within the same semester will be dismissed from the program. If a course must be repeated, the department may specify additional conditions relating to progression in the program until the course is successfully completed. Evidence of lack of progress toward the degree is described as failure to successfully attain a B– or higher in a course in which an unsatisfactory grade has been previously received.

Students who do not complete all degree requirements within a six-year period following initial registration will be dismissed.

Students who are on Academic Probation Shall

1. Meet with their faculty mentor at least three times per semester to plan for and monitor academic success.

2. Complete a required plan for tutoring/remediation during the period in which he/she is on probation 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 a student returned to "good standing" when all the following conditions exist:

1. The cumulative GPA returns to 'B' (3.0) or higher.
2. The semester GPA is 'B' (3.0) or higher.
3. A minimum grade of 'B' (3.0) 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 been permanently placed 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 must submit the request in

writing to the chairperson of the APG Committee for consideration. The student will be notified in writing of the Committee's decision.

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 full-time progression plan is in place is considered OSS. This includes:

- Students transferring in to IUPUC Division of Health Sciences are out of sequence:
  - Temporary transfer students are always considered out of sequence.
  - Permanent transfer students are out of sequence until 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 placed permanently 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 MSN 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 based on the availability of resources. Reentry is not guaranteed for students who have interrupted their study for any reason. Students who reenter must adhere to the policies and IUPUC Division of Health Sciences curriculum that is in effect at the time of reentry.

More than three academic withdrawals from courses in a semester are considered lack of progress toward the degree. IUPUC Division of Health Sciences MSN FNP courses include both a lecture and a recitation component and a withdrawal must be from both components. This counts as one withdrawal.

Students who have withdrawn from the Division of Health Sciences 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 both their faculty mentor and academic advisor.

Repeating Division of Health Sciences Courses

A student who receives a grade lower than B- (2.7) in Division of Health Sciences courses or lower than S in the clinical component of a course(s) will be required to repeat the course(s). Failure to

receive the minimum-passing grade upon repeating a Division of Health Sciences course or failure in two Division of Health Sciences courses will result in program dismissal.

Validation examinations may not be used as substitutes for repeating any Division of Health Sciences course. Students who need to repeat a Division of Health Sciences 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 B- grade will not be allowed to progress to the next semester without satisfactorily completing the failed course.

Leave of Absence

Students who interrupt their studies fall out of progression and may have to wait three years to return due to course sequencing. Prior to withdrawing from courses, contact your faculty mentor and academic advisor.

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 MSN program. Refer to the Code of Student Rights, Responsibilities, and 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.

Course Grade Appeals

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. If the student is not satisfied after meeting with the instructor, IUPUC Division of Health Sciences 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. A student interested in filing a course grade appeal should contact an Academic Advisor on the home campus to receive relevant detail on implementing this process and implications for registration.

Chain of Command

Should a student have a concern regarding with the IUPUC Division of Health Sciences 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 MSN Program Director 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 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 2.7 semester grade point average in any two (2) consecutive semesters.
    b. Failure to achieve a grade of B- (2.7) or S (Satisfactory) in any two (2) required Division of Health Sciences courses (didactic or practicum/clinical) on the first attempt.
    c. Failure to achieve a grade of B- (2.7) or S (Satisfactory) in any required nursing course (didactic or practicum/clinical) by the second attempt.
    d. A pattern of repeated withdrawals from Division of Health Sciences courses [over two (2] or more semesters) constitutes a lack of progress.
    e. Failure to meet IUPUC Division of Health Sciences Technical Abilities and/or Essential Abilities expectations.

OR

2. An issue pertaining to personal integrity or conduct. Issues include, but are 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 IUPUC Division of Health Sciences for academic failure or other reason may request reinstatement only once. A student who has been dismissed from and been denied reinstatement to any of the graduate program tracks at the Indiana University Division of Health Sciences system-wide may, after a period of seven years, re-apply at the discretion of APG.

Admission, Progression, and Graduation (APG) Appeals Process

Submission of Requests to APG Committee

Concerns or requests related to student admission, progression, and graduation that emerge during enrollment in their Division of Health Sciences program are handled through an appeals process. Students requesting an exception to policy must petition 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 for a waiver of application of specific academic policies; waiver/substitution of general education and Division of Health Sciences requirements; special accommodations; change in the sequence of courses; leave of absence; reinstatement in the Division of Health Sciences 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 Division of Health Sciences at the following address (email contact is preferred):

IUPUC Division of Health Sciences
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 meeting. Late requests will not be processed. APG requests must be submitted within one consecutive semester 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 IUPUC Division of Health Sciences 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. A maximum of 9 core class credits may be transferred. See your Academic Advisor for further details.

Students wishing to seek equivalency/substitution credit for a required course in the MSN curriculum need to meet with the respective Division of Health Sciences 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.

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.

Degree Requirements

Candidates must meet both the general requirements of the master's program in the Division of Health Sciences and the specific requirements of the specialty track.

All candidates for the degree of Master of Science in Nursing must fulfill the following requirements:

- Complete a minimum of 42-45 credit hours of courses, depending on track, and fulfill division requirements. A maximum of 3 credit hours may be taken at the undergraduate level, if the track offers an elective option.
- Courses meeting the requirement of advanced nursing practice must be taken in or through the Division of Health Sciences.
- Remove all conditions, deficiencies, probation, and Deferred or Incomplete grades.
- Achieve a 3.0 grade point average by the time the student has completed 42 credit hours of course work. Credit hours toward the degree are not granted for courses with a grade below B-. All grades are used in computing the grade point average.
- Complete all degree requirments within six years of the date the student begins course work.
- File an intent to graduate form at least one semester before the final semester of study. A new form must be filed if the graduation date changes. Application forms are online and filed with the recorder for graduate programs.
- Complete the Division of Health Sciences Exit Survey.

Diploma

The diploma attests to the completion of the MSN 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 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.

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 diplomas and official transcripts will not be released by the University until financial obligations are met.

Alumni Association

The Division of Health Sciences Alumni Association is a constituent member of the Indiana University Alumni Association, a dues-supported membership organization. The mission of the Division of Health Sciences 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 Division of Health Sciences Alumni Association is governed by a Board of Directors, currently composed of 15 alumni members representing all degrees 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 Division of Health Sciences, 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.

Permanent Records for Students

IUPUC Division of Health Science is responsible 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 period of student enrollment.

Documents 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
- 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

Records of graduating students will be reviewed by the recorder or designee to ensure that the above documents are contained within the permanent record. In addition, permanent records will be kept for a period of seven years for graduate program graduates. Permanent records will be kept for a period of seven years from the date of admission for inactive MSN students who have not completed the degree requirements in this period of time.