



**IUPUC**  
DIVISION OF HEALTH  
SCIENCES

UNDERGRADUATE HANDBOOK

2022-2023

# Table of Contents

<b>Welcome</b>	<b>4-5</b>
Purpose of the Handbook Accreditation Status	
<b>IUPUC Division of Health Sciences Foundation</b>	<b>5</b>
Division of Health Sciences Vision, Mission, and Core Values	
<b>Professional &amp; Technical Standards</b>	<b>5</b>
Essential Abilities American Nurses Association (ANA) Code of Ethics for Nurses Community Health Workers Code of Ethics	
<b>Baccalaureate Programs Learning Outcomes</b>	<b>6-7</b>
BSN Program Learning Outcomes CHA Program Learning Outcomes	
<b>Compliance Requirements</b>	<b>7-10</b>
National Criminal Background Check Drug Screen CPR Requirements HIPAA, OSHA, and other Training Modules HIPAA Immunizations and Other Health Requirements Occupational Health Caring for Patients with Infectious Diseases Universal Precautions and OSHA Standards Health Insurance Liability Insurance	
<b>Other Requirements</b>	<b>11</b>
Uniforms	
<b>Communication &amp; Computing</b>	<b>12-13</b>
Use of Email as Official Correspondence with Students Writing Expectations University Information Technology Services (UITS) Confidentiality Use of Social Media	
<b>Academic Information</b>	<b>13-20</b>
Academic Difficulty Testing and Examinations Special Testing Situations Student Performance Practicum Hours and Clinical Expectations for Health Professions Students Clinical Experiences	

BSN Integrated Testing  
ATI  
BSN Math Competency and Dosage Calculation  
IUPUC Adverse Weather Policy  
Class Assignments  
Academic Standing  
Repeating Courses  
Leave of Absence and Refresher Courses  
Academic Misconduct  
Turnitin Statement  
Course Grade Appeals  
Dismissal  
Reinstatement after Dismissal

**Admission, Progression & Graduation (APG) Appeals**

**20-21**

Submission of Requests to Undergraduate APG Subcommittee  
Course Equivalency / Course Substitution / Alternative Credit  
Portfolio Review Process

**Student Support Opportunities**

**22-23**

Distinction & Awards  
Scholarships  
Alumni Association  
Student Activities  
Students Assistance Program

**Graduation**

**23**

Intent to Graduate Form  
Diploma  
Cap & Gown  
BSN Pins  
Permanent Records

**Licensure**

**23-24**

NCLEX Review  
Licensure

# 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 satisfying journey which will challenge you, excite you, and transform you in ways which 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 which comes with this cannot be underestimated. Because of this professional trust relationship, the 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 client care environment:
  - a. Background checks
  - b. Physical Exam
  - c. Immunizations
  - d. Training and requirements
  - e. Policies and procedures which support a safe learning and client care environment

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

The Division of Health Sciences includes the undergraduate programs of nursing and community health advocacy and a graduate program in nursing. This handbook is for students enrolled in the undergraduate programs of nursing (pre-licensure and post-licensure) and community health advocacy.

Once again, congratulations on beginning your journey in health sciences education.

## Purpose of the Undergraduate Student Handbook

The purpose of this handbook is to assist Division of Health Sciences undergraduate students in understanding more fully the policies, practices, and procedures of IUPUC Division of Health Sciences.

This handbook is not all-inclusive, nor does it replace the IUPUC Bulletin (<https://bulletins.iu.edu/iupuc/2021-2022/index.shtml>). It also does not replace the Indiana University Code of Student Rights, Responsibilities, and Conduct (<https://www.iupuc.edu/academics/policies/code-conduct/index.html>), or any Division of Health Sciences 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 education

possible. Please check with the IUPUC Division of Health Sciences academic advisors to inquire about changes and updates.

## **Accreditation Status**

The baccalaureate degree program in nursing at IUPUC is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

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.

## **Foundation of the Division of Health Sciences**

### **Division of Health Sciences Mission**

The mission of Division of Health Sciences 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 healthcare in rural communities and evidence-based practice through translational research and outreach.

### **Division of Health Sciences Vision**

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

### **Division of Health Sciences 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 healthcare 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**

### **Essential Abilities**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

## **American Nurses Association (ANA) Code of Ethics for Nurses**

Bachelor of Science in Nursing (BSN) students within the 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: .

## **Community Health Workers Code of Ethics**

Community Health Advocacy (CHA) students within the Division of Health Sciences will be held to the current version of the American Association of Community Health Workers:

[https://www.in.gov/isdh/files/CHW\\_CodeofEthics\\_approvedfinalJune2008.pdf](https://www.in.gov/isdh/files/CHW_CodeofEthics_approvedfinalJune2008.pdf)

## **BSN Program Learning Outcomes**

All students achieving a Baccalaureate of Science in Nursing will demonstrate the following end of program student learning outcomes:

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, clients, 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 client safety.
9. An individual who embraces and employs innovations in information management and technology in the delivery of quality client care.

# CHA Program Learning Outcomes

All students achieving a Baccalaureate of Science in Community Health Advocacy will demonstrate the following end of program student learning outcomes:

1. Demonstrate ability to engage and teach individuals and groups in the context of diverse learning styles and cultural pluralism. Communicate thoughts, ideas, and information effectively using oral, written, and multimodal techniques; communicate effectively with interprofessional team members, clients, and their support systems.
2. Complete individual and team tasks on time and thoroughly; be able to facilitate and contribute to team meetings.
3. Demonstrate ability to assess needs, facilitate access to resources, and coordinate care across the continuum of health care environments; demonstrate reflective metacognitive practices.
4. Use technology to create effective white papers, presentations, and other forms of professional communication; use databases to access and evaluate contemporary issues and information in health and health advocacy; employ innovations in information management and technology in the delivery of quality health care.
5. Demonstrate professionalism through preparation, punctuality, engagement, ethical practices; be prepared for field experiences with professional attire, necessary materials, and positive attitude.
6. Demonstrate ability to develop professional and community connections to support client and community advocacy.
7. Demonstrate cultural sensitivity and provide holistic individual, family, and community education and care; utilize educational theory and research to provide teaching and learning practices that respect diverse people.
8. Demonstrate ability to explain biological, physiological, and social systems and processes that influence health and illness; demonstrate understanding of community health care systems; demonstrate ability to interpret impacts of health care policy, finance, and regulatory environments on health care delivery.

## Compliance Requirements

### National Criminal Background Check

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

### Drug Screening

## Impairment and Chemical Abuse Policy

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

### **AHA BLS for Healthcare Providers Requirement**

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 (AHA) Basic Life Support for Healthcare Providers (BLS)**. IUPUC Division of Health Sciences offers this course once a year in the summer. Please check with your academic advisor for more details.

Current BLS certification must be maintained throughout the student's entire Division of Health Sciences program. Evidence of certification must be filed with the Division of Health Sciences prior to beginning or continuation of clinical experiences. Students must also file evidence of recertification prior to certificate expiration.

### **HIPAA, OSHA, and other Training Modules**

Several required training modules must be completed prior to the beginning of the Division of Health Sciences 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**

All students are required to take HIPAA training through CastleBranch and follow all federal HIPAA privacy and safety regulations. 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.

Student must take care to 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.

## **Immunizations and other Health Requirements**

Immunizations and other health requirements are ~~required~~ necessary to protect both students and clients in the provision of care.

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

Students attending clinical instruction in agencies which we have partnered with must meet the agencies specifications in order to participate in clinical. The decision to accept an IU vaccination waiver may vary depending on the clinical partner. Students may attend didactic classes with vaccination waivers however clinical placement may not be guaranteed. The cost of all vaccines is the student's responsibility.

The list of current recommended immunizations and health requirements can be found in the policy below. Please note this is subject to change. When changes occur, we will notify you through standard IU communication mechanisms. Your academic advisors will inform you of how and when to submit your required materials.

### **Immunization Policy**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

## **Occupational Health**

A contaminated injury is an unprotected contact with blood or body fluid from a client 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 faculty and the employee health representative of the agency where the exposure occurred to enable agency procedures for testing the source client. 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 (needlestick, splash with blood or body fluids) or an exposure to a communicable disease (i.e. chickenpox, pertussis, etc...):

- a. Notify your faculty/preceptor immediately.
- b. Fill out this form reporting the incident:  
<https://inlocc.iu.edu/CAS/IncidentReport/Incident.cfm>
- c. Report to your primary care physician, immediate care, or follow the guidelines of the facility you are at for treatment and follow-up care. Obtain documentation of this visit and return to clinical with the documentation.

## **Caring for Patients with Infectious Diseases**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

## **Universal Precautions and OSHA Standards**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

## **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 Division of Health Sciences course experiences without adequate documentation of health insurance.

- The IUPUC Office of the Division Head 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 this interruption of studies may result in the need to withdraw from course work in progress.
- Students found not in compliance with this policy will be check-listed by the 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 CastleBranch documentation program.

## **Liability Insurance**

Indiana University provides liability insurance to each Division of Health Sciences student while in the clinical setting, provided 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. IUPUC Division of Health Sciences 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 Division of Health Sciences 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 academic advisor prior to each semester to discuss arrangements. The Division of Health Sciences 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 Division of Health Sciences program, the uniform for BSN and CHA students in community clinical settings is a red IUPUC Division of Health Sciences polo shirt or scrub top (available for purchase at their campus bookstore) and black 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 always to be worn. Division of Health Sciences 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. Canvas shoes or shoes with mesh inserts are not allowed. No open toe or open heel shoes are allowed, including 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 Division of Health Sciences fleece jacket, is not allowed to be worn in client care areas due to our clinical partners' infection control policies.

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 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, special tattoo-covering make-up, or flesh colored band-aids.

The BSN student nurses' uniform in acute care or outpatient center settings is "crimson red" hospital scrubs with the IU logo embroidered on the tops and bottoms. Nursing 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 will also obtain an analog wristwatch with a second hand or LED second readout. Smart devices are not permitted in any clinical settings.

# Communication and Computing

## Use of Email as Official Correspondence with Students

The Division of Health Sciences 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 Division of Health Sciences programs 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 (UITS)

- 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

### New computer hardware minimum recommendations

To use all the technology services available at IU, please refer to the following link for information: <https://kb.iu.edu/d/antk>

## 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 information available to other groups or individuals. Indiana University will assume 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 Client Information**

IUPUC Division of Health Sciences 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 which may include course failure or dismissal from the academic degree program. Breaches of confidentiality identified by the Division of Health Sciences 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 client 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 client in the clinical group under the supervision of the clinical faculty in regular clinical and course settings.
- Written care plans and other reports generated for learning at IUPUC Division of Health Sciences should follow faculty guidance and should not disclose the key client 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**

### **Practicum Hours and Clinical Expectations for Health Professions Students**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

## **Academic Information**

### **Academic Difficulty**

Students having academic difficulties in a 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.

## Testing and Examinations

Examinations are an important means for faculty to assess student learning in a course. Ensuring an environment for examination minimizing 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 faculty. Unless otherwise noted, assessments including quizzes and exams must be taken in class even if proctored online. 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, with exceptions only at the discretion of the instructor.
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 Division of Health Sciences students enrolled in the course will be allowed in the room during the exam.
12. Assessments are timed. One minute is allowed per question with the exception of math questions. Math questions are assigned two minutes.
13. At the end of the exam, the student must turn in both the examination and the answer sheet, making sure their name is on both. If a student leaves the classroom with an exam or answer sheet, they will receive a ZERO for the exam.
14. If a student is suspected of cheating faculty have the right to ask the student to immediately stop the exam and may be subject to disciplinary action such as, but not limited to, receiving a zero on the exam, failure of the course, and/or dismissal from the program.
15. If the student is absent on the day of the exam:
  - a. The student shall notify the faculty 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. Faculty may or may not grant permission for missing the exam at their discretion. Make-up exams are at the discretion of the faculty and are generally not given unless extenuating circumstances are present.
  - b. If a make-up exam is allowed, the timing of the make-up exam will be given at the discretion of the course faculty, but cannot be longer than one week after the original exam date.

An alternate version of the exam may be given as a make-up. This could include an essay exam. Late submissions, if allowed by the course faculty, may be subject to a percentage deduction up to a full loss of points.

- c. Students missing more than one exam may receive a zero 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.
  - d. All exams must be taken to fulfill course objectives, even if the student receives a zero for the submission.
16. On-line quizzes and exams:
- a. Faculty will determine and schedule specific dates and times for administration of quizzes and exams. If the on-line quiz or exam is administered in class, students not in attendance are not allowed to complete the test, unless authorized by faculty.
  - b. All quizzes and exams must be taken to fulfill course objectives, even if the student receives a zero for the submission because the student was not granted permission for missing the exam. Late submissions, if allowed by the course faculty, may be subject to a percentage deduction up to loss of full points.
  - c. Resources, including internet (i.e. Google or Wikipedia), may not be used unless authorized by the course faculty.
  - d. 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.
17. Electronic devices may not be shared across students at any time during an examination period.

## **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 which has been developed for the course. In courses with combined clinical and didactic components, the student must pass both components in order to achieve a passing grade in the course.

When faculty identify 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.

## Practicum Hours and Clinical Expectations for Health Professions Students

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

### Clinical Experiences

1. The Traditional and Accelerated BSN Track Director will facilitate all agency/clinical partner placements for each course which incorporates a clinical component.
2. Students may not perform any skills unless they are directly supervised by a trained preceptor from the facility or faculty in the clinical setting (this includes health fairs).
3. Students should be made aware if they are/are not paired with a trained preceptor. Faculty 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 faculty may travel between sites should have the cell phone and email addresses of their clinical faculty. The faculty 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 faculty. The student is responsible for updating and maintaining their clinical skills checklist throughout each semester, if applicable. 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 faculty and student orientation and training. It is the responsibility of the faculty to make sure 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.
11. Students will have up to a total of three opportunities to achieve a satisfactory grade on a clinical assignment and/or skill competency validation in clinical. This is a combined total of three attempts for the entire course, not three attempts per assignment and/or skill. After three unsuccessful attempts the student will receive a failing grade for clinical.



12. All clinical experiences, regardless of licensure must complete clinical practice experiences which are interdisciplinary and provide direct client contact. Students should have experiences which help them to develop new, higher level competencies, reflective of their advancing educational level. RN to BSN students should have experiences which build upon their clinical experience as licensed providers.
13. 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 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 healthcare with the physical capabilities of performing all necessary skills, as applicable.

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 for pumping/breastfeeding, alternative accommodations may be scheduled in advance in the Simulation Center by contacting [simlab@iupuc.edu](mailto: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 more information about additional lactation rooms: <https://www.iupuc.edu/campus-life/health-recreation-fitness/lactation-room.html>

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 DIVISION OF HEALTH SCIENCES UNDERGRADUATE STUDENT TO RETURN TO CLINICAL COURSES** form to their clinical faculty.

## **Integrated Testing for BSN Students**

Please note all students must have a laptop meeting 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 National Council Licensure Examination (NCLEX) style online testing
- Preparing students comprehensively for passing the NCLEX exam, which is required for licensure

All IUPUC Division of Health Sciences pre-licensure nursing 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.

## **Assessment Technology Institute (ATI) Policy**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

## **Dosage Calculation/Math Competency for BSN Students**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

## **IUPUC Adverse Weather Policy**

All students, faculty, and staff are asked to check [www.iupuc.edu](http://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. 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.

## **Class Assignments**

All submissions are to be made using the most current APA guidelines 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 faculty 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 the points for each late assignment. A ONE-TIME extension of a due date per course per faculty-identified assignments can be requested via a form, which is available under 'Files'. The request must be submitted to the faculty 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 ensure the assignment was successfully submitted within the Canvas system. Do not resubmit an assignment unless you receive specific instructions from your faculty. 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 Division of Health Sciences policy.

## **Academic Standing**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

## **Repeating Division of Health Sciences Courses**

A student who receives a grade lower than C (2.0) in BSN or CHA 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 BSN or CHA course or failure in two BSN or CHA 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 major will be based on space availability. Additionally, students who do not earn at least a C grade in a BSN or CHA 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 the clinical course. Students register and pay for 3 credit hours at tuition rate, plus Division of Health Sciences 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 which 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 Division of Health Sciences 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 which 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 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**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

### **Dismissal**

A student will be dismissed from the program when, in the judgment of the 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 Division of Health Sciences 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 Division of Health Sciences 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 Division of Health Sciences courses (over two (2) or more semesters) constitutes a lack of progress.
- f. Failure to meet IUPUC Division of Health Sciences 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/](http://www.indiana.edu/~code/)).
  - b. Personal integrity or conduct demonstrating unfitness to continue preparation for the healthcare profession. Integrity and conduct will be evaluated according to the standards of the most recent Code for Nurses as adopted by the American Nurses' Association or Community Health Workers Code of Ethics.

### **Reinstatement after Dismissal**

A student who has been dismissed from the Division of Health Sciences 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 undergraduate programs at the Indiana University Division of Health Sciences may, after a period of seven years, re-apply to the Division of Health Sciences 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 which emerge during enrollment in their Division of Health Sciences 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 for: 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 Division of Health Sciences programs 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 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 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. See your academic advisor for further details.

Students wishing to seek equivalency/substitution credit for a required course 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.

### **Portfolio Review Process**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

## Student Support Opportunities

### Distinction & Awards

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

For more information about the Honors Program, please visit the following link:

<https://www.iupuc.edu/academics/divisions-programs/honors-program/index.html>

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. For details on these scholarships and awards, please contact your academic advisor. You may access the various awards through the following link:

<https://students.iupuc.edu/paying-for-college/scholarships/donor-funded/index.html>

### 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 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 IUSON 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 IUSON, 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 Division of Health Sciences Student Activities

Within IUPUC Division of Health Sciences there are several active student 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.

- Sigma Theta Tau International, The Honor Society of Nursing (<http://alpha.nursingsociety.org>)
- Chi Eta Phi Sorority, Inc. ([www.chietaphi.com](http://www.chietaphi.com))

## **Students Assistance Program**

IUPUC offers counseling services and a Student Assistance Program. Services are free, strictly confidential, and easy to access. Additional information about the available services can be found at <https://www.iupuc.edu/campus-life/counseling-services.html>

# **Graduation**

## **Graduation Requirements**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

## **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 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 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 the student graduates. Information will be sent by the IU Alumni Association and the Vice Chancellor & Dean's office.

## **IUPUC Nursing Pins for BSN Students**

Information regarding purchasing nursing pins will be sent to students early in the semester the student graduates. Information will be sent by the Health Sciences Office.

## **Permanent Records for Students**

Please review this policy found at this link:

<https://www.iupuc.edu/health-sciences/policies-course-descrip/policies.html>

# **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 IUPUC Division of Health Sciences.

## Licensure

Each BSN graduate is required to pass an examination measuring the competencies needed to perform safely and effectively as a newly licensed, entry-level nurse. The NCLEX for Registered Nurses is administered by the National Council of State Boards of Nursing (NCSBN). The testing is available year-round via computerized adaptive testing (CAT) and will take from two to six 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 registered nurses in Indiana, charges a processing fee. For updated fees please check <http://www.in.gov/pla/>.

Please note, a United States 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. Students must also complete all program, course, and university requirements before the certificate of completion will be sent to the Board of Nursing.

## History

Approved by Policy and Procedure Committee 08/26/2021

Approved at Faculty and Staff Council 09/09/2021

Reviewed by Policy and Procedure Committee 5/6/2022

Approved by Faculty & Staff Council via electronic vote

Approved by Policy and Procedure Committee 9/28/2022

Approved at Faculty and Staff Council 10/13/2022