

University of Evansville
Dunigan Family
School of Nursing

**BACCALAUREATE
PROGRAM NURSING
STUDENT HANDBOOK**
2023-2024

THE UNIVERSITY OF EVANSVILLE IS AN INDEPENDENT, UNITED METHODIST CHURCH-AFFILIATED UNIVERSITY THAT OPERATES, IN ALL ASPECTS PERTAINING TO STUDENTS, FACULTY, ADMINISTRATION, AND STAFF, UNDER A NONDISCRIMINATORY POLICY WITH REGARD TO RACE, COLOR, CREED OR RELIGION, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, AGE, OR DISABILITY.



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This handbook provides the nursing student with information about the policies and procedures of the nursing major. The handbook is intended to ensure that the operation of the Baccalaureate Nursing Program is consistent with the obligations of a professional program. All policies stated in the handbook are in effect for the 2023 – 2024 academic year. The handbook is updated annually and as needed. You are responsible for knowing the contents of this handbook and accountable for adhering to the policies, procedures, and guidelines within.

Every effort has been made to ensure that the contents of this handbook are current and accurate. The Baccalaureate Nursing Program reserves the right to change policies and content as needed to correct inaccuracies and to maintain currency. Policy changes will be communicated in writing and distributed either in class or by email.

Additional related information you may find helpful is available online at the UE website: *University of Evansville Catalog* <https://www.evansville.edu/offices/deanstudents/.../student-handbook.pdf> and *University of Evansville Student Handbook* found at <https://www.evansville.edu/registrar/calendars.cfm>.

TABLE OF CONTENTS

MISSION STATEMENT	5
5STATEMENT OF PHILOSOPHY	5
STATEMENT OF PHILOSOPHY OF EDUCATION	5
CONCEPTUAL FRAMEWORK	6
END OF PROGRAM LEARNING OUTCOME	10
GENERAL INFORMATION	10
Accreditation Status.....	10
Communication.....	10
Technology Requirements	11
Nursing Testing and Lab Fees	11
PROFESSIONAL STANDARDS	12
Professional Behavior	12
Academic Integrity	14
Testing Policies	15
Attendance, Participation, and Assignments	15
Standards for Use of Technology	18
Substance Abuse	18
CLINICAL LABORATORY POLICIES	20
2unigan Family Nursing Lab	20
Simulation	21
Laboratory Health and Safety Policy Statement	21
Clinical Requirements for Students in 200 Level and Above.....	22
Dress Code	26
Guidelines for Clinical Performance Evaluation	29
Professional Role Performance	28
University Policies.....	28
Patient Privacy and Confidentiality	29
Infection Control	30
Transportation, Cars, and Parking	30
Injuries or Incidents	30
Legal Witness	31
Documentation Standards	31
STUDENT ORGANIZATIONS	31

ACADEMIC ADVISING AND ADMISSION POLICIES	32
Pre-Nursing Students	32
Transfer Students.....	33
International Students	33
Students with Disabilities	33
BACCALAUREATE NURSING PROGRAM ACADEMIC AND PROGRESSION POLICIES	
.	34
Curriculum Progression Policies	35
Standardized Exams	38
Credit and Clock Hours	39
Program Grading Scale	39
Nursing Mentoring Program	40
Class representative.....	40
Policy Regarding “Incomplete”	41
Policy Regarding “Withdrawal”	41
Complaint Policy	41
Academic Grievance Procedure.....	41
Dismissal from the Nursing Major	42
Readmission to the Nursing Major	43
GRADUATION PROCESSES.....	43
Pinning Ceremony.....	43
Application for licensure	44
Research policy.....	45
Non-Discrimination Statement.....	45

MISSION STATEMENT

The University of Evansville Dunigan Family School of Nursing's mission is to develop nurse leaders and agents of change in their communities.

STATEMENT OF PHILOSOPHY

The philosophy of the University of Evansville Baccalaureate Nursing Program is in harmony with the philosophy of the University. The American Nurses' Association Social Policy Statement (2010) defines nursing as "the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations" (p.10). This emphasis on human responses as its primary concern recognizes nursing as a caring art. Therefore, we believe that the foundation for nursing is a liberal arts and sciences-based curriculum.

The philosophy of the program includes beliefs about **people, environment, health, learning and nursing** derived from a variety of disciplines. These beliefs support the conceptual framework of the curriculum designed to prepare broadly educated people capable of participating in the multi-disciplinary delivery of health care. We value self-responsibility, autonomy, altruistic caring, leadership, and scholarship as qualities of the professional nurse.

We view **people** (individuals and groups) as having body, mind, and spirit in an integral relationship that is more than the sum of the parts. People have the unique capability of abstract thinking and reflection that allows them to derive meaning from the human condition. People are sentient beings, and their feelings and emotions are an expression of the integrated whole. They are paradoxical in that self is partly defined by meaningful relationships with others while it retains its own uniqueness. People experience development of incredible complexity across the life span.

Environment pertains to the contextual field in which people live and function responsively. It consists of the diverse physical, social, economic and cultural influences upon individuals and aggregates within the environment as they seek integration and balance. Human interaction necessitates the formation of moral/ethical approaches and the development of values and beliefs that contribute to an evolving view of society and its relationship to the world.

Health is a concept that seeks to encompass the personal experience of well-being. It has functional, emotional, and spiritual dimensions that relate to integral dynamic balance within the environment.

Nursing is an evolving body of knowledge. Theoretical concepts used in the discipline of nursing are derived from nursing science and tradition and from constructs and theories applied from other sciences and traditions. Nursing science is advanced by quantitative and qualitative research and by reflective analysis of practice.

We engage our students in the creative enterprise of **learning**. Learning ultimately is a self-motivated, active process that enhances life- long development. Learning may be facilitated

by teachers, mentors and peers and is nurtured in an atmosphere of mutual trust and respect.

Nurses use therapeutic interaction, the nursing process, and critical thinking to plan and manage health care. They are concerned about the dynamic interaction between environment and people and its potential impact upon health. Nurses use leadership and political action to influence emergence of a global view that incorporates the concept of “health for all” as an ideal.

STATEMENT OF PHILOSOPHY OF EDUCATION

We believe at the University of Evansville nursing education is an ongoing process that is based on a holistic model. Our curriculum is founded in the liberal arts and sciences. We value active, experiential, individualized, and culturally-sensitive learning in order that students achieve their highest potential and are prepared for lives of personal and professional leadership. We actively support a global view of education as it relates to nursing. Our essentialist educational philosophy is based on the Dungan Model of Dynamic Integration, Boyer’s Model of Scholarship, and John Dewey’s Model of Education Theory, all which support experiential learning.

CONCEPTUAL FRAMEWORK THE DUNGAN MODEL OF DYNAMIC INTEGRATION

The faculty of the University of Evansville Baccalaureate Nursing Program has adopted the **Dungan Model of Dynamic Integration** as the organizing focus for its curriculum. The model describes a therapeutic relationship between the nurse and the patient who both share in the role of participant and observer with mutual concerns. The nurse and the patient are open systems interacting with and influenced by the environment, culture, worldview and their positions along each of the axes at any given time. The broken lines of the circle and the wedge of the therapeutic relationship represent the openness on the model. (See Table 1)

Dungan (1992) describes modalities that are inherent to the therapeutic relationship. These modalities address human needs of **body, mind and spirit** that are integral to optimal functioning. Dungan (1996) believes that any human dimension (body, mind or spirit) that is not functioning properly disrupts the whole for the patient and others within the intimate environment. The **body** is defined as the physical body that is composed of an internal environment that is regulated by feedback mechanisms to allow functional interactions between the internal and external environment of the patient. The body that embraces the mind and spirit is the visible manifestation of the dynamic integration of all the dimensions. The **mind** comprises the cognitive, physiological and the emotional capacities to derive meaning from the human condition. The **spirit** is the life force that provides energy for synthesis of the whole.

Energy is the exchange that happens across the three dimensions and is shared between them. Any condition that demands energy, whether it is an illness or life transition from one dimension, may deplete energy from another dimension. Energy may also be generated in one dimension and shared across all three dimensions. Dungan (1992) believes that healing must come from within, but nurses can influence the process of healing through modalities of care. The modalities of care are based on a caring relationship built on trust and mutual respect between the nurse and the patient.

Health is defined as a process of dynamic integration, the experience across the dimensions of body, mind, and spirit. Nursing recognizes that health is the unique individual perception of being well. The goal of health at any given stage of development and any point on the scale of wellness/illness is the patient's perception of wellness. A life change occurs because of a process of disintegration that is related to physical illness, developmental lags, mental/emotional status and life transitions. With the help of the nurse, a diagnosis and treatment plan is implemented. The strength or limitations of the response to this treatment plan will determine the effectiveness of the intervention. The limitation on the part of the nurse and the patient will influence the success of the intervention. When there is an inadequate response on the part of the patient, the patient is unable to attain his or her prior health status. (See Table 2)

Establishment and maintenance of a therapeutic relationship with open communication in support of the patient toward independent functioning are essential elements of the model's management strategy. Nursing interaction is represented by an interactive wedge that may touch all three dimensions of the patient to facilitate reintegration. Modalities of care are based upon a **caring** relationship built on trust and mutual respect between patient and nurse.

Key to the nurse integrating the modalities of care is the specific use of the strategies of direct care, teaching/learning, counseling, alternative healing and social support. Direct care focuses on issues of crises, chronicity, health risk and vulnerability. Teaching/learning is targeted to the specific knowledge needed for the patient's choice to cope with transition, disease or treatment. Counseling and alternative healing provide engagement of the mind and spirit and are used to maintain or restore integration. Social support is used during transition to incorporate healing into daily demands.

Healthcare situations must be considered across three axes; patient, developmental level, and wellness/illness scale. The patient axis indicates that the provider interventions may be either individual/family or larger groups developing at the same time in the environment. Dungan describes the environment as completely open without fixed boundaries. The boundaries are defined by each situation encountered by the patient and depend on where the patient lives, grows, develops and experiences their being.

Development across the lifespan is the axis in which all provider situations revolve. The level of development sets the norm for provider judgments and guides the nurse's choice of interventions for the patient. Dungan explains that growth and development occur in all dimensions (body, mind and spirit).

The final axis is a scale rather than that of a continuum. As a scale, it provides for a degree of health in any situation. The health/illness scale includes the concepts of health promotion, vulnerability, and acute and chronic illness. Although these axes are described individually, in reality all three happen simultaneously and are used in each nursing situation that is encountered.

Nursing is a cultural and social system within the larger society. Professional nurses use and contribute to a body of knowledge related to diagnosis and treatment of human responses to health and illness (ANA Social Policy Statement, 2010). Nurses use knowledge of the discipline and critical thinking skills to plan and manage health care for individuals and groups. Dynamic integration is an internal process of healing and growth that may be facilitated by nurses within

the context of a caring therapeutic relationship that seeks mutuality of concern.

Professional nurses are accountable for the effectiveness of care they provide. Collectively they set the Code of Ethics and Standards of Practice for the profession. Individually and collectively nurses accept responsibility for monitoring the quality of outcomes of practice according to these standards. In addition, nurses have a social obligation to provide leadership and to participate in the political process in order to support environments that prevent disease and promote health.

Learning is a part of development that can be enhanced by interactive strategies of formal and informal education. Extension of the body of knowledge that supports professional practice is accomplished by systematic investigation and derived meaning from lived experiences. Research efforts describe, explain and predict the effects of phenomena related to nursing and health care. Nurses acquire expert status by mastery of knowledge, values, and beliefs of the profession and integration of these into a reflective practice of learned caring. Learning is an active, continuous, self-motivated process that evokes lifelong development toward optimum performance.

Table 1 **Dungan Model of Dynamic Integration Practice Model**

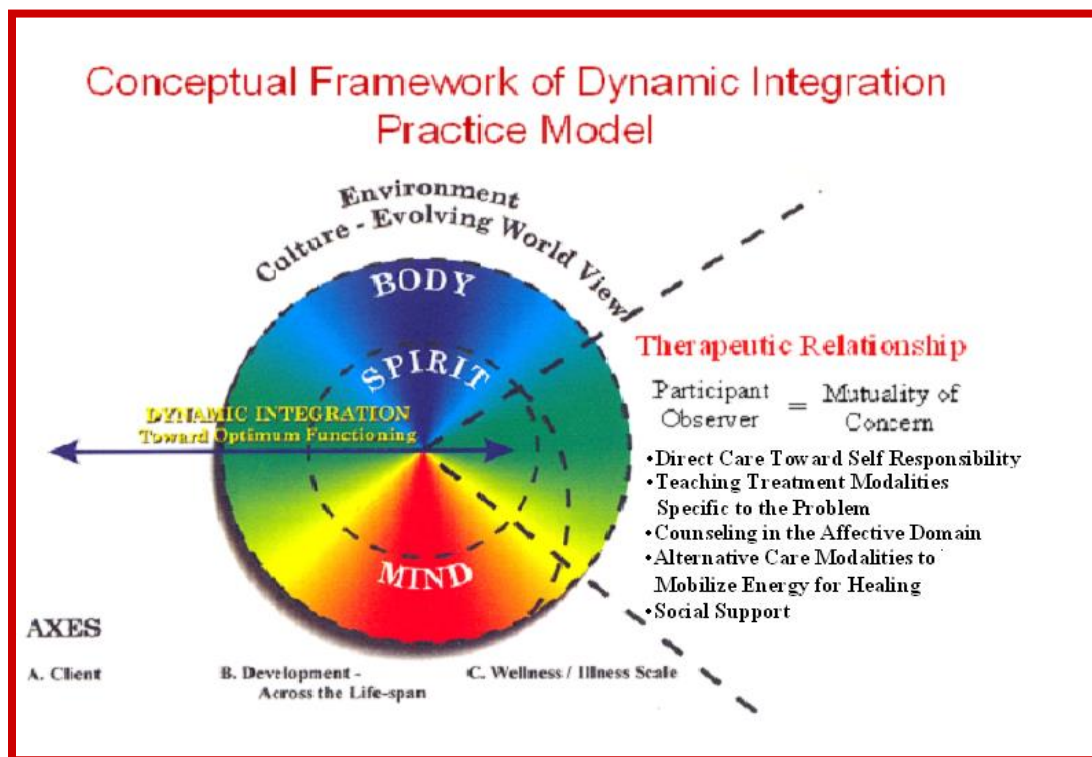
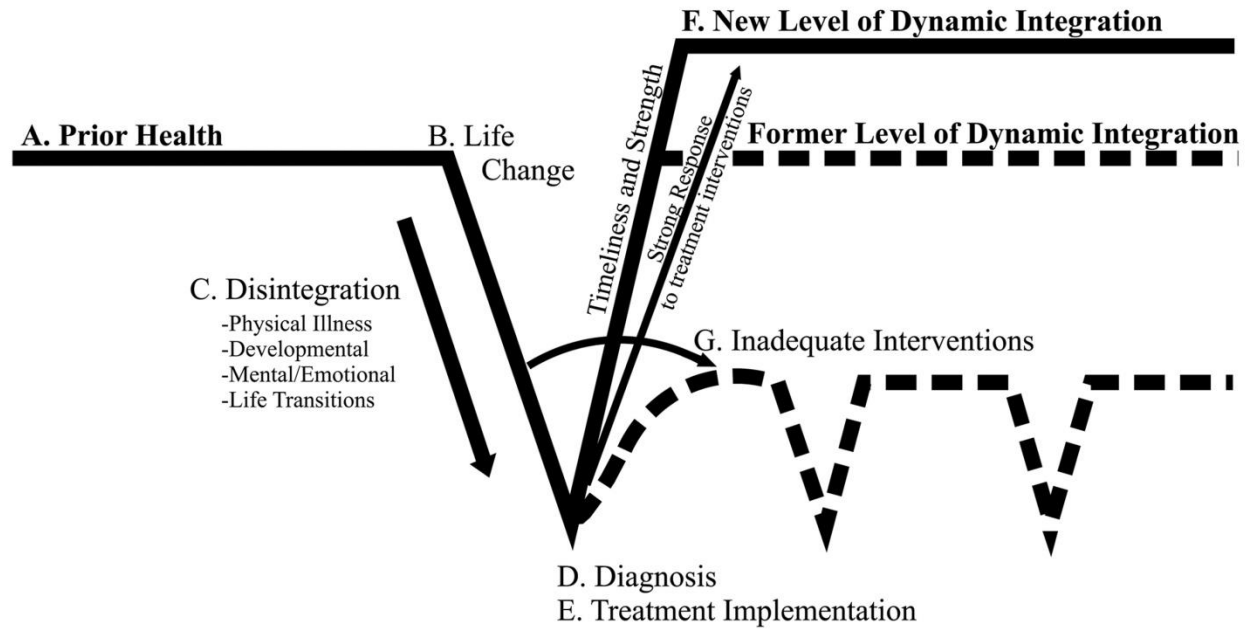


Table 2

Dynamic Integration



END OF PROGRAM LEARNING OUTCOMES

The goal of the University of Evansville Baccalaureate Nursing Program is to prepare a liberally educated professional nurse. The Professional Nurse graduating from this program has the following attributes:

1. Has mastered the University General Education component that has prepared them for the diversity of human experiences and engaging the skills of critical thinking.
2. Applies knowledge from the discipline of nursing to support critical thinking necessary for reflective practice.
3. Committed to altruistic service with sensitivity to the needs of vulnerable groups in society.
4. Practices as a member of a multidisciplinary team at a level consistent with beginning professional practice.
5. Competent and safe in nursing modalities of care in a variety of settings at a level consistent with beginning professional practice.
6. Competent in leadership and management skills at a level consistent with beginning professional practice.
7. Committed to self-directed learning as a means to improve practice and add to the body of knowledge in nursing.
8. Practices within the moral, ethical, and legal framework of the nursing profession.

GENERAL INFORMATION

Accreditation Status

The Baccalaureate Nursing Program at the University of Evansville is accredited by two professional bodies: the Accreditation Commission for Education in Nursing (ACEN) and the Indiana State Board of Nursing (ISBN). The program was last visited by ACEN in February 2023 and awarded continuing accreditation status. ACEN may be contacted at 3343 Peachtree Road NE Suite 850, Atlanta, GA 30326, phone 404-975-5000 or online at <http://www.acenursing.org/>. The Indiana State Board of Nursing may be contacted at Indiana Government Center South, 402 West Washington Street, Room W072, Indianapolis, IN 46204 (317-234-2043) or online at <http://www.in.gov/pla/nursing.htm>.

Communication

Policy changes will be communicated in writing and distributed either in class or by university e-mail. Routine course and program information may be communicated in class, via Blackboard, or through university e-mail. In order to be informed, students should check their university e-mail and Blackboard daily.

There is a nursing bulletin board located in Wallace Graves Hall adjacent to WGH 233 (the Nursing Office) that is available for posting information of interest to nursing majors. To post information on this bulletin board, see the department operations coordinator.

Students are required to notify the department of any change of name, telephone number, or address which occurs during a school year; the change is to be reported to the department Operations Coordinator, faculty advisor, current nursing course faculty, and the Registrar's Office.

Technology Requirements for Nursing Students

The following technology requirements will provide nursing students with the opportunity to develop essential competencies in healthcare informatics:

1. All nursing students ***are required*** to have a personal laptop to access electronic information and take computerized examinations in nursing courses.
2. Device must be available starting the first day of school • Operating System: Windows 10 or newer, Mac OS 13 or newer • Memory: 8 GB of RAM or more • Storage: 256 GB Solid State Drive or larger • Processor: 9th Generation Intel Core i3 @ 2 GHz or better; comparable AMD processor or better. Internet speed of a minimum of 5 Mbps.
3. A USB port or adaptor is required for all laptops.
4. Nursing students enrolled in 100 level nursing courses are required to purchase resources and textbooks from the bookstore as indicated by the course syllabus.
5. All nursing students are required to have the same electronic books and resources on the first day of class in August. Under the ATI Institutional Package Plan students will have access to all of these electronic resources beginning with the fall of the freshman year through the senior year. The plan includes a book fee added to the tuition bill fall semester coinciding with 100 level nursing courses. Under the Institutional Package Plan if the electronic resources are updated, the students will receive the new information. The cost of the nursing electronic resources is non-refundable and non-transferable.

Nursing Testing and Lab Fees

Students pay a testing fee that is included in their ATI electronic bundle to cover the expense of standardized tests that occur each semester throughout the entire nursing program starting in the freshmen year. These tests help to prepare students to take the NCLEX state board exam upon graduation. To help defray the cost of lab supplies used in nursing courses, a lab fee is also charged each semester beginning at the 200 level of the program for students enrolled in clinical courses. These fees are added to the semester tuition bill.

PROFESSIONAL STANDARDS

Professional Behavior

The University of Evansville Dunigan Family Department of Nursing and Health Sciences faculty believe that professional behavior is an essential part of nursing education. Nursing students are expected to always adhere to the highest standards of professional behavior including but not limited to time spent in the classroom, campus lab, and off campus clinical experiences.

Integrity, trustworthiness, and honesty are essential elements of what it takes to be a nursing professional. These elements serve as a foundation for an effective learning experience. Students need to be aware of the very public nature of their role and how interactions with the public have the potential to reflect on the image of the University of Evansville and the profession of nursing.

Each nursing student is responsible and accountable for knowing and adhering to the following: the ANA Code of Ethics for Nurses (American Nurses Association), the Indiana State Board of Nursing statutes and rules (<http://www.in.gov/pla/2497.htm>), the National Student Nurses' Association Code of Academic and Clinical Conduct and the Code of Professional Conduct <http://www.nсна.org/ConsultantsAdvisors/CodeofEthics.aspx>.

To promote ethical, professional conduct the faculty will observe and evaluate student behavior and provide feedback regarding unprofessional behavior. If a minor breach of professional behavior is identified the faculty will verbally counsel the student and indicate what type of behavioral change is expected and within what time frame. This verbal counseling will be documented by the faculty and placed in the file room of the Department of Nursing. The faculty member initiating the report will notify the student's advisor and the chair of the nursing program of the unprofessional behavior and will monitor the student's behavior to determine if the behavior conforms to expectations. It is the responsibility of the advisor and chair to monitor for patterns or trends of unprofessional behavior and to initiate appropriate responses. Failure to change the identified unprofessional behavior, subsequent incidence of the same behavior, and/or additional failure to meet standards will result in written disciplinary action up to and including dismissal from the program. The student will be given a copy of all written disciplinary action. Copies of written action will be kept until the student graduates or leaves the program at which time the files will be transferred to the student's permanent file.

Unprofessional behavior may result in dismissal from the nursing program despite passing course grades. Dismissal may occur for a serious first offense or for repeated unprofessional behavior that does not improve with warning.

Although it is not possible to list all professional and unprofessional behaviors the following behavioral expectations apply to each nursing student.

These professional behaviors are expected of each nursing student:

1. Demonstrate respect and civility when interacting with peers, staff, and faculty in all learning environments.

2. Demonstrate responsibility and accountability for own decisions and actions both in the classroom and in campus and off campus clinical.
3. Seek guidance and assistance upon recognition of personal limitations.
4. Apply legal, moral, and ethical principles in the provision of patient care including recognition of a patient's rights to privacy, confidentiality, and dignity.
5. Respond appropriately to constructive criticism.
6. Consistently and punctually attend class, campus lab, and off campus clinical experiences.
7. Consistently prepare for all class, campus lab, and off campus clinical experiences.
8. Complete and submit assignments on time.
9. Provide care for patients in a timely and compassionate manner.
10. Implement safe practices and refrain from any action or omission of care that puts patients, self, and/or others at risk when practicing in campus lab or when providing patient care.
11. Communicate patient care information accurately and in a truthful and timely manner.
12. Engage in professional development by attending professional and/or educational programs.
13. Abstain from the use of alcohol or any substances that might impair judgment in the academic and clinical settings.
14. Maintain own health and fitness including adequate sleep to promote learning and safety in classroom, campus lab, and off campus clinical settings.
15. Develop self-direction and professional growth through utilization of a variety of available resources.
16. Adhere to the University Academic Code of Conduct including reporting of any known or suspected violations.
17. Complete all assignments and examinations independently and submit own work unless otherwise instructed to work collaboratively.
18. Adhere to the policies and procedures of the University of Evansville, the Dunigan Family School of Nursing and of affiliating clinical agencies.

These behaviors are considered unprofessional and engaging in these behaviors will result in counseling and/or written sanctions up to and including dismissal from the program.

1. Convey disrespect or incivility when interacting with peers, staff, and faculty in all learning environments (like, but not limited to, talking during class, leaving cell phone on, being on social media during class, yelling, and cursing)
2. Perform procedures without adequate instruction or preparation.
3. Photocopy or print copies of patient records and/or remove printed or electronic copies of patient records from the health care setting unless all identifying information is removed.
4. Share private or confidential information or knowledge with persons not involved with patient care or the learning experience.
5. Engage in unlawful discrimination when interacting with others or providing care.
6. Violate personal privacy and dignity when interacting with others or providing care.
7. Argue with and/or ignore evaluative suggestions and constructive criticism from faculty, staff or off campus clinical educators.
8. Miss class, campus lab, or off campus clinical without documented excused absence.
9. Arrive to class, campus lab, or off campus clinical late without documented excused reason.

10. Interact with and/or care for real or simulated patients in an insensitive or uncaring manner.
11. Inaccurately record, falsify, or alter patient care records and/ or assignments.
12. Fail to prepare adequately and/or fail to have needed supplies for learning activities.
13. Submit assignments that are incomplete, inadequate, or delinquent.
14. Demonstrate performance impairment due to lack of sleep, illness, or influence of drugs or alcohol while in a learning environment.
15. Perform skills or procedures outside of approved role/level of instruction or contrary to policies.
16. Leave clinical area during assigned time without faculty or staff notification.
17. Fail to implement safe practices or omit care in a way that potentially puts patients, self and/or others at risk when practicing in campus lab or when providing patient care.
18. Violate the University Academic Honor Code by using unauthorized aid for work submitted for course credit (including but not limited to quizzes, exams, papers, care plans) or by failing to report immediately any observations or knowledge of violation of this Code.
19. Commit plagiarism or self-plagiarism. The faculty adheres to the APA definitions of plagiarism and self-plagiarism found in the 7th edition of the *Publication Manual of the American Psychological Association*. The student is responsible and accountable for knowing and adhering to this standard.
20. Fail to adhere to the dress code.
21. Violate the ANA Code of Ethics for Nurses and/or any of the policies and procedures of the University of Evansville, the Dunigan Family Department of Nursing and Health Sciences, and of affiliating clinical agencies.

Academic Integrity

Academic integrity is expected of all students. Academic dishonesty in any form is unacceptable. Academic dishonesty includes but is not limited to cheating, lying, and plagiarism. One aspect of academic honor is the commitment to giving proper credit for words, ideas, data, or work of others. The faculty follows the definitions of plagiarism and self-plagiarism of the American Psychological Association (APA).

The student is referred to the *University of Evansville Student Handbook* and the *University Catalog* for information regarding the Academic Honor Code.

The faculty in the Baccalaureate Nursing Program is committed to the Code and the ideals and academic integrity it promotes. Course specific comments regarding the Academic Honor Code are found in each syllabus. The Academic Honor Code requires **not only that you do not instigate or actively participate in cheating, but also that you report known or suspected instances of cheating. Failure to do so is a violation of the Honor Code and will result in disciplinary action up to and including dismissal from the nursing program. All breeches in academic integrity will be reported to the dean of students.**

Students sharing papers or assignments with other students is a violation of the honor code.

Any use of Artificial intelligence to assist in creating any nursing assignment is considered a breach of academic integrity and an honor code violation. There is a zero-

tolerance policy for using artificial intelligence. Faculty will be using "Turn it in.com" for the majority of assignments and an originality report will be utilized. See individual course syllabi for the penalties for using Artificial intelligence for any nursing assignment.

Testing Policies

The Academic Honor Code will be enforced during all testing (quizzes or exams) situations. **Failure to comply with these policies will result in disciplinary action up to and including dismissal from the program.** To ensure academic integrity the faculty support the following policy for testing:

1. Seating charts may be used for testing. The charts may vary for different testing sessions.
2. Test questions on computer quizzes or exams are scrambled; order of answers may also be scrambled.
3. Only items required for the testing are permitted at the desk area. If math questions are included on the test the student may use a self-supplied, approved, non-programmable calculator. Examples of items not allowed at the desk area during testing are books and book bags, papers, notes, coats, hats/caps, food or drink, or any electronic devices including cell phones. These items must be left at the faculty designated area.
4. Talking is not allowed during testing.
5. Students may leave the exam room only when their test is completed and submitted or with an escort. Faculty will have a back-up proctor on call as needed.
6. Students must refrain from any questionable behavior during testing such as "roaming eyes" or "craning neck".
7. Faculty will monitor student behavior during testing; this may include walking about the test area. More than one faculty member may proctor some exams.
8. Students must comply with faculty directions regarding on-line, computerized, or take home tests.
9. Unexcused absence from a test without prior faculty notification will result in a zero for the test. Unexcused tardiness will result in the student being required to submit the exam at the conclusion of the regularly scheduled time allotted for the exam.
10. Students must comply with course specific directions on the syllabi and/or with verbal instructions from the faculty at the time of the exam.
11. Test review will occur only under directly proctored conditions. During test review no items other than the test are allowed in the student's possession; all papers, pencils or pens, electronic devices including cell phones/computers must be stored away in designated area. No note taking or reproduction of the test or its content is allowed.
12. Any student who requires accommodations for testing must establish eligibility through the Disability Services Office (488-2663) and communicate the desire to use the approved accommodations with each individual faculty each semester. Testing accommodations should be arranged and faculty notified no later than 24 hours prior to a scheduled exam.

Attendance, Participation, and Assignments

The faculty of the Baccalaureate Nursing Program believes that regular attendance and participation enhance learning and create a cooperative learning environment. The desire to learn and the willingness to be a member of the learning group are valued behaviors. Being in class on

time, actively participating in class activities, and turning in assignments on time reflect personal and professional responsibility. Because the faculty values responsibility and relates this to regular attendance and adherence to deadlines, ***grade penalties for unexcused absence or missing more than 15 minutes of class/lab time and/or missing assignment deadlines will be implemented.*** Missing more than 15 minutes of class or lab (on or off campus) without accepted excuse counts as an unexcused absence.

Professional behavior is expected of all in the classroom and in campus and clinical labs. You are expected to be in class and lab every day on time. Tardiness disrupts the class for all. You are also expected to be courteous and thoughtful of classmates and faculty. For example, in the event you arrive late, enter the room quietly and take a seat at the back. Keep cell phones turned off during class (not just muted – OFF). Extend respect for all (faculty, visitors, other students) during presentation of content or discussion of opinions. You are expected to be prepared and to participate in discussion and activities.

Attending class or lab (including campus lab, simulations, skills lab, and clinical) unprepared, without required supplies, or improperly attired will result in the same penalty as unexcused absence as designated on individual course syllabus.

In the event of illness or a situation that will result in absence or tardiness, you need to *personally* communicate with the faculty member involved *prior to the absence or tardiness*. Follow the specific directions given by the course faculty regarding how to notify faculty of tardiness or absence. Carry needed numbers when leaving campus in case of an emergency. Email is not personal notification for absence or tardiness.

Excused absences are those associated with ***documented*** illness, participation in official University events, and emergency or crisis situations. Documentation of illness requires a signed statement that includes the date and time examined by a health care practitioner and the date released to return to class or clinical. Please be aware that just because you see a health care provider does not mean the absence is excused; if the health care provider does not issue a form including date of exam and date released to return the absence will not be considered excused. Documentation is to be turned in to the Dean of students related to the absence and the Dean's office will issue the excused status. Students are sometimes permitted to be excused from attendance because of participation in official University events. These include athletic contests, music or theatre performances or field trips but do not include athletic practices or music or theatre rehearsals. All other absences are unexcused unless approved by the Dean of Students or Vice President of Academic Affairs. Refer to the section on class attendance in the *University of Evansville Student Handbook* for details. Determination of an emergency or crisis may involve personal judgment, but the final determination is up to the faculty involved. In some instances students are encouraged to attend professional association meetings and continuing education offerings and will be given every consideration to be excused from nursing class and clinical laboratories upon advance request. You need to consult with the faculty member when an emergency or crisis situation occurs.

Having an excused absence does not mean you are exempt from the class or lab activities or assignments. Excused means you have the opportunity to make up the absence. Details about how and when you will make up excused absence are to be arranged with the involved faculty *prior* to the absence unless an emergency prevents this. Excessive absences whether excused or unexcused will likely interfere with the ability to meet course objectives. All absences will be evaluated in regard to

how they impact on meeting objectives; when absences interfere with meeting objectives you will need to work with the faculty and your advisor to determine the best option which might include taking an incomplete or withdrawing from the course.

Unexcused absences for class and clinical will result in a lowering of the grade by 2% for each occurrence. Examples of unexcused absence include missing class because of a personal reason such as a friend's visit or a routine doctor's appointment. Reasons such as these may be personally significant, but they are unexcused. You are responsible for knowing the potential impact of missing the class. Refer to test policy number 9 above related to tardiness on test days. It is up to you to make the choice and to accept the results. Students absent from 20% or greater of their laboratory/clinical experiences whether excused or unexcused will either need to withdraw from the course or will earn a failing grade. Clinical orientations are typically scheduled prior to the first clinical experience in each clinical course. These orientations are required by the facilities and cannot be rescheduled. Students who miss the orientation may find that they are unable to continue in the clinical course due to inability to meet the agency requirements. This could result in failure or the need to withdraw.

Timeliness in completing assignments is a valued behavior. Each course faculty will communicate due dates and consequences of late assignments in the syllabus and handouts. If you require an extension on a due date it is your responsibility to prearrange with the faculty the specifics of time and submission. It is your responsibility to verify receipt of electronically submitted assignments. It is recommended to keep a word document of all submitted assignments in the event the electronic copy fails to properly submit to Turn-it-in.com, Blackboard or Livetext.

NO PDF versions of written assignments are allowed to be submitted.

Covid related absence policy

The attendance policy for the 2023-2024 school year, in accordance with University of Evansville policy and CDC standards, stipulates that you should not come to class (or clinical) in any of the following:

- You have a temperature above 100.4
- You are ill or you are experiencing any of the following symptoms: headache, sore throat, body aches, chills, loss of smell and taste, etc.
- You have tested positive for COVID-19 or are awaiting a test result

All absences should be reported to the assigned faculty member prior to missing the class or clinical experience. Faculty and students will follow the university and clinical site guidelines for reporting covid positive students and will follow quarantine guidelines and directions.

Standards for Use of Technology

In today's world many individuals use a variety of electronic devices to access, store, and share information. Although the electronic medium can be very beneficial, there are risks involved. Extra caution must be taken when using electronic devices in relation to clinical cases, patient information, and peer performance. As professional students and caregivers you are obligated morally, ethically, and legally to guard patient and peer information, privacy, and confidentiality. Following are guidelines to direct you in appropriate professional use of technology in campus labs and at clinical sites. Violation of these standards will result in disciplinary action up to and including dismissal from the program. Students are referred to the NCSBN White Paper: A Nurse's Guide to the Use of Social Media found at https://www.ncsbn.org/Social_Media.pdf

1. Professional behavior and proper technology etiquette should be observed at all times.
2. Pictures are not to be taken in any clinical facility or nursing classroom or campus lab without appropriate approval.
3. Cell phones are not to be used for any purpose during campus or off campus clinical or in classrooms except when specified in course syllabi (for example, to communicate with faculty during community clinical). This includes but is not limited to calls, text messaging, emails, or Internet use. The phone may be used ONLY when off the clinical unit or outside the classroom or campus lab during a scheduled break.
4. Students are not to access personal web pages, social media sites, or online communication networks such as Twitter, Facebook, instant messaging, or other sites used for personal communication during clinical or in nursing campus labs or nursing classes.
5. Students using any electronic devices with cameras are not to use the camera during nursing campus labs or at clinical sites or in nursing classrooms.
6. Smart watches are prohibited during exams and during all clinical settings including campus labs.
7. Use of agency technological resources (including but not limited to computers and copy machines) is limited to activities directly related to patient care. These resources are not to be used for personal needs including course assignments.
8. Posting or sharing of pictures or information regarding patients or peer performance after campus or off campus clinical via electronic devices is prohibited.
9. Be aware that faculty or staff may ask to verify what programs or applications you are using at any time.
10. Be sure to handle your personal electronic devices using medical aseptic techniques to prevent the spread of potential pathogens.
11. Students who violate patient privacy and confidentiality while using technological devices are subject to HIPAA infractions. Violation of HIPAA standards may result in financial penalties as well as dismissal from the agency and/or the nursing program without prior written or verbal warning.

Professional Behavior for virtual learning or other synchronous learning platforms for class or clinical experiences

1. For clinical simulations or skills students are expected to be in uniform or wear what the instructor has requested and have correct supplies just as if in-person.

2. Expectation is active involvement and participation in discussions.
3. Students should be attentive and not use other electronic devices or other distractions.
4. Students should be aware that on-line classes may be recorded for future use such as allowing other students to view, for faculty grading or reviewing purposes, or for security for honor code implications.
5. During virtual/online sessions be sure your camera is aimed so that face shows so that faculty can see you.

Professional Behavior and Expectations for “Flipped/Scrambled classroom”/Panopto use for class or clinical

1. Students are expected to have watched assigned videos and completed pre-class assignments to be prepared for in-person or synchronous on-line classes.
2. Students are expected to complete learning objectives and readings to be prepared to “use” the content during in-class activities and discussions, whether in-person or during synchronous on-line classes.
3. Students are expected to view assigned ATI assignments or content, complete patient reviews or case studies or have other assignments completed prior to assigned class time.

Drug Screen Policy:

Students are required to complete a urine drug screening prior to beginning their off-site clinical experiences to maintain a safe and healthy workplace. Successful completion of this screening will be required for participation in the clinical course.

Procedure: Students will be randomly assigned to complete their drug screen during their sophomore semester prior to going off-site for clinical. Drug screenings will be done by the University of Evansville Crayton E. and Helen Mann Student Health Center. The student is responsible for cost of this screening. The results of this testing will be provided to the Chair of the Dunigan Family School of Nursing and the student. The students will include the results on Castlebranch.

Substance Abuse Policy:

Due to the nature of medical practice, it is necessary to safeguard patients from impaired caregivers. Impairment may involve prescription or illicit drugs or alcohol. It is important for students to recognize their personal and professional responsibility and accountability regarding this issue. Furthermore, students should be aware that their behavior in the classroom and clinic is observed and open to interpretation and intervention. Because recognizing abuse-behaviors can be difficult, students will be randomly selected each month to undergo a random drug screen at the Crayton E. and Helen Mann Student Health Center at no charge to the student. The students who are randomly selected each month for the drug screening will be notified that they have been selected during their nursing class. Students will have until 1600 that day to go to the Crayton E. and Helen Mann Student Health Center. It is each student’s responsibility to be aware of the current policies regarding drug and alcohol abuse which are published in the University of Evansville Student Handbook. The Dunigan Family School of Nursing also reserves the right to request drug screening when substance abuse is suspected. If a student’s drug screen tests positive, the student will not be allowed to go to clinical. The student will be referred to the Counseling Center at the University of Evansville. The student

will not be eligible to return to clinical until written authorization is received from an approved health care provider AND a negative follow-up drug screen done at their cost. Continuation in the Dunigan Family School of Nursing is dependent on non-recurrence of a positive drug or alcohol screen, conducted randomly or for any reasonable cause *and* on satisfactory performance. Failure to refuse or not complete a drug or alcohol screening; or a second positive drug or alcohol screening will result in immediate termination from the Dunigan Family School of Nursing. All due cause drug screens will be paid for by the student.

CLINICAL LABORATORY POLICIES

Dunigan Family Nursing Lab

The Dunigan Family Nursing Labs are located in Wallace Graves Hall rooms 105, 106, 107 and 240. Student safety during campus laboratory experiences and practice including simulation is a joint responsibility between the student and the faculty. Proper handling, disposal of equipment, clean up and storage require the cooperative efforts of students, faculty, and staff. The following policies apply to the use of the Nursing Labs:

- The labs are to be kept locked except when in use for scheduled lab sessions.
- Monday through Friday from 8:00-4:00 at times other than scheduled lab sessions nursing students may gain access to the labs for practice by contacting the department administrative assistant.
- After hours and on weekends (when campus is open) nursing students may call security at 2051 to gain access to the Nursing Lab. Only nursing students registered for a nursing class are allowed in these labs after hours; do not bring family members, friends, or other University students to the lab after hours.
- A minimum of 2 students must be present for lab use after hours and on weekends.
- All facility users are expected to leave the lab in the same manner they found it (i.e., equipment, tables, chairs, manikins, etc.). Please dispose of any trash in appropriate containers and ensure that equipment is put away.
- Professional and safe behavior is expected of all when working or studying in the lab.
- When using the lab, it is each student's responsibility to leave the lab clean, organized, and locked.
- Practice with sharps requires faculty supervision; therefore, this is not available after hours or on weekends except by appointment with faculty.
- Phones are available in the labs and emergency numbers are posted.
- Copies of The Laboratory Safety and Chemical Hygiene Plan and the SDS are available in the lab.
- Do not use pens or markers in the vicinity of the manikins.
- Do not use povidone or iodine-based cleansers on the manikins.
- During lab sessions students are to follow the dress code as outlined in the section on dress code or as instructed by the course faculty.
- During lab sessions cell phones are to be set to the "off" position.
- Facility users are responsible for following standard precautions. Sharps and syringes are to be disposed of in appropriate containers. Anyone sustaining a needle stick, or any type of injury must report the injury to staff or faculty and complete an injury report.
- Food, drink, and gum are permitted only in the classroom (room 105) portion of the lab with permission.

- Hands are to be cleansed prior to handling the manikins.
- Gloves are to be worn whenever gloves are used in care of a patient.
- Those with latex sensitivity or allergy are to be aware that some items in the Dunigan Family Nursing Lab do contain latex; appropriate precautions should be taken. Always be sure to communicate with faculty and staff regarding sensitivity or allergy.

Simulation Policy

To foster a non-threatening, positive learning environment and to safeguard the teaching integrity of simulations, the experiences from a simulation are to be shared only within that specific learning group and within the simulation environment. Simulation scenarios are confidential. Students are not to share information or events from a simulation with others outside of the learning environment. Violations of this policy are considered breaks in the academic code of conduct and/or violations of confidentiality and will be treated as such.

Laboratory Health and Safety Policy Statement

It is the policy of the University of Evansville to ensure that the hazards of all chemicals, equipment, procedures and experiments are identified and information concerning these hazards is transmitted to employees and students to provide for their safety and health protection. This Laboratory Safety and Chemical Hygiene Plan is authorized by the University of Evansville. It will be implemented pursuant to Title 29 of the U.S. Code of Federal Regulations, Part 1910, subpart 1450.

The Laboratory Safety and Chemical Hygiene Plan is designed to protect laboratory employees and students from harm due to chemicals while they are working in a laboratory. The primary objective of this document is to provide a general guide for handling hazardous chemicals in laboratories, and to ensure that appropriate information in the form of Safety Data Sheets is readily available. The Laboratory Safety and Chemical Hygiene Plan establishes the basic safety principles for laboratory procedures, equipment and work practices that are capable of protecting employees and students from physical and health hazards of hazardous chemicals in the laboratories. This document is intended only to highlight those safety measures necessary for achieving a safe and healthy work environment. The plan is located in a binder on the bookshelf in the Dunigan Family Nursing Lab.

Food and Drinks in the Classroom and Nursing Labs

Food is not allowed in any instructional space (classrooms/Labs) without expressed faculty consent. Food is not allowed under any circumstances in the nursing labs- Graves Hall rooms 106, 107 and 241 as well as SimMom Room and SimMan Room. Appropriate drinks are allowed but must be in a container with a closable lid.

Procedure: There are several reasons why food is not allowed in the instructional environment, especially within a medical environment. Below are some examples:

- Distracting to the instructors
- Distracting to other students
- Can be considered to be unprofessional
- Generally, not allowed in medical practice in any location where patients are seen

- Can create risk to fellow classmates who may have (unknown) food allergies
- Potential biohazard risk to students

Any deviation of this policy must be approved by the Dunigan Family School of Nursing faculty in advance of any activity.

Clinical Requirements for Students in 200 Level and Above Nursing Courses

In order to provide for patient and student safety, each student is responsible and accountable for meeting a number of requirements prior to clinical practice or learning experiences. **All documentation is to be on file with Castlebranch by August 1 for fall semester clinical courses or by January 2 for spring semester clinical courses. Students admitted to the Nursing program after the August 1 deadline will be required to submit the clinical requirements within 2 weeks of admission or as agreed upon by the course instructor. Senior students attending Harlaxton College must also submit this documentation to Castlebranch by August 1.**

Penalties are assessed in clinical courses for missing the stated deadline for submission of required items. The penalty is the same deduction as the course applies for an unexcused absence. Furthermore, students are not permitted to participate in clinical learning experiences unless all requirements have been documented and are on file. Since missing clinical laboratory experience interferes with the student's ability to meet objectives for the course, **failure to submit documentation by the stated deadline and ultimately prior to the start of clinical will result in a lowering of the clinical course grade (same as penalty for unexcused absence), failure, or the need to withdraw from the course. Individual course syllabi will reflect specifics about grade deductions for late and/or incomplete filing of requirements.** Requirements for clinical courses include: health and immunization requirements, drug screening, background screening, and current professional CPR certification.

A. Health and Immunization Requirements

Health requirements are reviewed annually by the University and clinical agencies and are subject to change. If there is a variation between the recommendations of the student's personal health care provider and Departmental or agency requirements, Departmental and agency requirements must be met for the student to participate in the experiences. If there is a discrepancy between what the personal health care provider recommends and what is required, the student must seek advice from University nursing faculty in a timely manner for resolution of the issue.

Required documentation includes:

1. A copy of the *University Student Health Information document* which is to be electronically filed with the University prior to matriculation and is **needed only once – prior to the first 200 level nursing clinical course.**
2. Evidence dated within the past year shows that the student is in good health, free of communicable diseases, and physically capable of performing assigned duties as documented on the *Annual Health Status Report*. **This form is distributed and**

completed at the beginning of the Fall semester of the sophomore, junior, and senior years except in those instances when a student does not register for a Fall clinical course. In this case, the form will be completed in the Spring semester. The student is advised to bring back to campus each year updated health and immunization information to assist in completing this record.

3. Documentation of non-significant **“2-step tuberculin skin testing” prior to the first affiliation with a clinical facility (Nursing 262)**. The “2-step tuberculin (TB) skin testing” requires **2 separate TB tests performed 1 – 3 weeks** apart within the past 3 months preceding the first clinical course. This 2-step testing (2 tests) is required **only once. Thereafter, the student (juniors and seniors) must ANNUALLY submit a SINGLE test result by August 1 each year.** Test results must include date and time of administration and date and time (including am or pm designation) of reading of each test, signatures of persons administering and reading the tests, and results recorded in mm; a report of positive or negative is not adequate. If there is no induration the result should be recorded as 0 mm. The test **must be read between 48 and 72 hours after it is administered to be valid (not 46 hours, not 75 hours).** A form is available from the Department for reporting of the 2-Step and the Annual tests.

Annual blood testing (interferon-gamma release assays or IGRAs) may be substituted for the 2-step or 1-step (juniors and seniors) and annual tuberculin skin test. Two blood tests are approved: QuantiFERON® - TB Gold in-Tube test (QFT-GIT) or T-SPOT® (T-Spot).

For patient safety, a student who has a positive reaction to the tuberculin skin test, is required to submit medical documentation of the significant reaction accompanied by documentation of completion of an adequate course of therapy if indicated and a medical statement dated within three (3) months prior to the affiliation with the clinical facility that indicates the student is clear of communicable TB. This statement should include documentation of TB symptom screening as well as either chest x-ray results or the QFT or T-SPOT® results. After the initial documentation of a significant reaction, an annual TB blood test or chest x-ray with physician interpretation and statement of status is required. Persons who have received the BCG vaccine for TB are to have annual blood testing.

4. Evidence of immunity status for the following which will be submitted in Castlebranch prior to the first 200 level nursing course:
 - a. Rubella immunity either by titer or one rubella vaccine given on or after 12 months of age
 - b. Rubeola immunity either by titer or physician diagnosis or by two live rubeola vaccinations with the first dose given after 12 months of age no less than one month apart or birth before 1957.
 - c. Mumps immunity either by titer or according to the following guidelines:
 - i. For anyone born on or after 1957 have, at least, two doses of mumps vaccine, one of which was given on or after the first birthday

Please note: a, b, and c usually given as MMR; the student needs documentation of 2 MMRs

- d. Varicella (chicken pox) immunity: copy of results of titer testing with result showing immunity to chicken pox OR documentation of two doses of live vaccine [Varivax immunization] (please note that the Varivax immunization must be separated from TB testing; consult your health care provider if both are needed.) Stated history of chicken pox is NOT adequate documentation; you must have either a titer showing immunity or documentation of 2 doses of Varivax.
- e. Hepatitis B - 3 injection series with dates OR titer results; it is recommended that the student complete this series prior to or during the freshman year if possible as it takes 6 months to complete the series; in any event the student may not begin 200 level nursing courses without evidence of beginning the series or of a titer indicating immune status.
- f. Current immunization for tetanus, pertussis, and diphtheria (TdaP booster required within past 10 years).
- g. Current immunization for influenza.

All nursing students who will be in clinical are required to submit documentation of current annual influenza vaccination. The vaccination must be received, and documentation presented to the Department of Nursing Office **by the date established each year per the CDC; this date will usually fall in October and will be communicated to students when the date is set.** Students attending Harlaxton in Fall semester should delay influenza immunization until returning to the States and are to submit their documentation no later than **January 2.** Appropriate documentation includes the type of vaccine, dose, and route of administration as well as date and time administered with signature of the person administering the vaccine. **A receipt of payment is not adequate documentation.** Students are encouraged to receive the vaccination as soon as possible in the fall to ensure maximum protection during the anticipated flu period for this season. All nursing students must either be vaccinated or provide a declination for one of the following reasons:

- Severe allergy to a component of the flu vaccine
- Severe allergy to eggs
- History of Guillain-Barre Syndrome
- Religious reasons

To receive a medical declination approval the student must obtain a signed statement from their physician on the physician's letterhead indicating why they are medically unable to receive the vaccination based on one of the above reasons. Those with a religious exception must obtain a signed letter from a member of their clergy written on their religious organization's letterhead. **The student requesting a waiver will be required to submit their documentation to the Nursing Office by no later than the date all clinical requirements are due – usually no later than the first day of classes.** Failure to comply with this policy will prevent the student from participating in clinical experiences and will require the student to withdraw from nursing courses.

Covid vaccination policy

Clinical agencies are requiring employees and student learners to be fully vaccinated per CDC guidelines. Boosters are recommended and strongly encouraged per CDC guidelines.

Proof of vaccination needs to be uploaded to Castlebranch prior to the due date for clinical requirements.

Some clinical facilities require a letter of declination from anyone not receiving the vaccine with a statement on letterhead from their health care provider – for a medical declination reason – or from their clergy – for a religious exemption. [CDC Guidelines](#)

Change in health status

If a student's physical condition changes or if immunizations become outdated, the student is responsible for updating Castlebranch. The student is to inform the current clinical faculty about any reportable communicable disease or known or suspected exposure to communicable disease. After surgery, hospitalization, injury, infectious disease, or significant changes in health status, a student must submit the *Return to School and Clinical Practice Form* indicating the student is released by his or her health care provider to return to clinical. This statement is to be submitted to the current clinical faculty prior to return to clinical and is filed with the student's health information. Any restrictions or current treatment should be included on this form; restrictions may prevent return to clinical.

Pregnancy

Some clinical experiences may be hazardous during pregnancy. Because of contractual agreements and our concern for safety, it is essential that pregnancy be reported immediately by the student to the clinical faculty. A written consent from a health care provider is required for a pregnant student to participate in clinical. A pregnant student may not be permitted to pursue certain clinical experiences. After delivery a health care provider's release is required prior to returning to clinical.

B. CPR Certification

Beginning with the 200 level nursing courses certification in **CPR for the professional** must be current at the beginning of each semester a clinical course is taken. Appropriate or acceptable certification includes the **American Red Cross CPR/AED for the Professional Rescuer & the Healthcare Provider** or the **American Heart Association Healthcare Provider** course (**BLS for Healthcare Providers CPR and AED**). These certifications must be renewed as indicated on the card or certificate which is usually every 2 years. The course must include infant, child and adult CPR with both one and two person rescuers. Online courses by other providers are not acceptable. The American Heart Association and the American Red Cross do have certification courses online, but the online portion must be followed by a live practicum test in order to receive the CPR card or certificate. Courses designed for the public or lay persons are not acceptable; an example of an **unacceptable public or lay course** is the American Heart Association Heartsaver course.

C. Drug Screening

Contractual agreements require that each student must submit a drug screen **prior to their first clinical affiliation**. Each student enrolled in a clinical nursing course 200 level or above must have this drug screen on file. The drug screen must be performed by the agency designated by the Department. Information about the drug screen will be provided by the Department in class prior to the first clinical affiliation.

D. Background Check

All students in clinical nursing courses are required to provide a background check **annually**. The check must be performed via the University designated vendor. Instructions for obtaining this background check will be provided by the Department; the cost for the check is the responsibility of the individual student. Background checks are performed through a link in Castlebranch.

If a student's background check results include any criminal incidents, this information will be reported to the Chair of the Nursing Program who will then meet with the student to discuss potential implications for progression in the nursing program and/or ability to sit for the licensure exam after graduation. Previous criminal acts may prevent a student from being allowed to participate in clinical learning activities and complete the nursing degree and/or being permitted to obtain and/or keep a license to practice. **Please consult now with your academic advisor if you are concerned about possible issues in this area.**

Dress Code for Nursing Students

The following dress code has been developed so that students will present a positive professional image as representatives of the Baccalaureate Nursing Program and the University of Evansville. The code is derived from faculty input as well as affiliating agencies' dress codes. Any student participating in a clinical experience is expected to follow this dress code. The code covers two types of attire, **hospital attire and community attire. Individual faculty and/or agency requirements may supersede or add to this general policy. Non-adherence to this policy will result in a lowering of the clinical grade and may result in dismissal from the clinical site with resulting lowering of grade. The following policies apply to BOTH hospital and community experiences as well as designated campus lab activities.**

1. **Hair** is to be clean and groomed. The student must secure the hair so that it does not fall forward or over a patient field during care giving. Long hair can usually be pulled back with a clip or band, but in must be **neatly secured. NO messy buns or pieces of hair falling around the face.** Hair must not be able to fall over your shoulder if leaning over a patient. Hair colors out of the range of usual colors found in nature and bizarre hair styles are not allowed. Hair clips are to be of neutral color or blended with hair color. Hair bands may be worn but must be a solid neutral color or blended with hair color. Bows and other adornments are not permitted.
2. **Facial hair** if present must be clean, trimmed, and groomed. Some settings and situations may prohibit facial hair or require further trimming.
3. **False removable eyelashes are prohibited in the clinical setting.**
4. **Body hygiene** and uniform laundering is to be performed regularly. Body odor is not tolerated. The uniform is to be clean and non-wrinkled.
5. **Make up** when worn should be modest and non-perfumed.
6. **Jewelry** is limited to an analogue wristwatch with a second hand (no smart watches, e.g.

Apple watch, digital watches or Fitbits are permitted), a **single** pair of small stud earrings in **ear lobes only**, and wedding or engagement rings. The stud earrings are to be of a diameter no larger than ●, of a neutral color, and are not to dangle. Engagement or wedding rings must be removed for hand hygiene, so it is advised that they not be worn to clinical due to risk of accidental loss. Necklaces, wrist or ankle bracelets, and body piercing jewelry other than the single pair of earrings are not to be worn even if not visible.

7. No **perfume, cologne, or aftershave** is to be worn to any clinical experience due to the risk of inducing an allergic reaction.
8. **Fingernails** are to be kept clean, trimmed short (no longer than ¼ inch past the fingertip), and carefully filed. **No** nail polish (even clear) or adornments or false nails are permitted.
9. **Tattoos** are discouraged in any visible areas. Agency policies vary, but students are required to follow faculty and agency requirements as instructed. Visible tattoos may have to be covered per various agency policies.
10. **Shoes** are to be **clean**. Shoe strings must also be clean and not tattered. The shoes should enclose the feet and be made of a material that is not permeable to fluid (not canvas or cloth or mesh). No open toes or heels (e.g., sandals or clogs) are permitted. Shoes worn with the hospital uniform are to be **solid white or solid black** leather type shoes, while shoes worn with the community uniform should coordinate with that uniform and should be solid white, or black. Stack or platform shoes and boots are not permitted. Shoes that are worn with your hospital uniform should be dedicated to clinical only and not worn for everyday activities. Community uniform must be black shoes with black pants. Therefore, students may wish to purchase black, non-permeable shoes for all clinical experiences.
11. **Socks** that cover the ankles and lower calves are to be worn with the uniform. With the pant uniform, crew or higher type socks are required; no footies or “no show” socks allowed. **Bare ankles are not permitted.** Plain white socks are required with white shoes and plain black socks are required with black shoes. Socks are not to be rolled or bunched; they are to cover the ankle and lower leg; no bare skin is to be visible or exposed. Hose must be worn if skirts are preferred.
12. **Uniforms** (both hospital and community) are to be purchased from the vendors designated by the department. The hospital uniform includes the designated purple top, purple slacks or skirt, optional lab jacket, and a nametag. Nametags will be ordered through the nursing office Operations Coordinator. To purchase uniform top and bottom, go to Kim’s Scrub Connection (812-474-9025) 200 S Green River Rd, Evansville, IN 47715. Information on how to order will be sent out during the Spring semester of Freshman year.

The community uniform includes black dress slacks and purple polo shirt. Black pants **may not** have double stitched seams or rivets, may not be denim fabric and may not be tight. Black leggings are not allowed. Black scrub pants will be allowed as long as **NO** elastic cuff on pants. Pants must go past the ankle and rest on the top of the shoe. No

ankle or capri pants are allowed. Polo orders will go through the nursing office and the operations coordinator, Stephanie Stoll, will oversee this order. The community uniform is ordered during the fall semester in NURS 261.

Substitutions must be approved by clinical faculty. Uniforms are to be freshly laundered, unstained, and wrinkle-free. They are to fit properly. The uniform should not fit too snugly or hang too loosely. Skirt length is to be “at the knee” while pant length is to be to the top of the shoe (not dragging the ground).

13. The **name tag** is part of both uniforms and is not to be worn with other uniforms such as a work uniform. Name tags are purchased through the Nursing Department. Security badges provided by individual clinical sites are not to be worn as a name tag at other sites and are to be surrendered to clinical faculty at the end of each clinical rotation.
14. Appropriate **undergarments** are to be worn. They should not be visible through the uniform and should not extend beyond the uniform.
15. In addition to the uniforms, the student may purchase an optional designated scrub jacket- other coats, cover-ups, sweaters or jackets are not permitted. The scrub jacket is to be removed during direct physical care. Students attending Harlaxton may have a warm-up jacket/shirt that is approved or required by the faculty member.
16. No **long** sleeved shirts are allowed under either the hospital or the community uniform. If a student feels they must wear a short sleeved shirt under their uniform for modesty, then it must be a plain matching purple crew neck tee shirt or a white tee crew neck tee shirt.
17. Variations in the dress code will be communicated by the clinical faculty when appropriate. Students will be dismissed from the Dunigan Family Nursing Lab or clinical if not properly attired and groomed; **dismissal for not following the dress code counts as an unexcused absence.**
18. Nursing students must present a positive image that does not offend their patients or the agencies with which we affiliate. The faculty reserves the right to request changes in grooming or dress as needed.
19. Students who are employed in health care settings including those agencies where they may have clinical rotations need to be fully aware of the specifics of dress code policy of both the agency and the department and act in accordance with the appropriate policy for their role.
20. Students who are attending events in representation of the University of Evansville will be required to wear the Community Uniform unless otherwise instructed or approved by the Nursing Faculty.

Guidelines for Clinical Performance Evaluation

Throughout the nursing program each student will take a variety of clinical nursing courses. Although each of these courses will have specific objectives and evaluation criteria, there are some general guidelines that apply to all clinical evaluation.

The *Clinical Performance Evaluation* is utilized by faculty and students to keep all informed of student progress in the clinical and laboratory environment. The *Clinical Performance Evaluation* provides both a formative and a summative evaluation to maximize student learning and progress. The tool will be distributed at the beginning of each clinical course. Students are to evaluate themselves and present supporting data to their clinical faculty prior to required midterm and final conferences.

Clinical practice is cumulative; therefore, behaviors from preceding clinical courses are to be maintained at a passing level in all subsequent courses. Physical and emotional safety and security are a priority in nursing practice. A breach of safety and security is defined as any action or inaction that threatens or violates the patient's well-being. Students must demonstrate safe practice in both campus and clinical settings. Students whose practice is unsafe or unethical will earn no higher than a "D" regardless of their course percent grade; a grade of "D" in a nursing course is not a passing grade.

Professional Role Performance

In all instances the nursing student is expected to demonstrate professional behavior consistent with policies and procedures of the Baccalaureate Nursing Program+ and the clinical agencies. These behaviors include but are not necessarily limited to the following:

1. Implement student role with responsibility and accountability:
 - a. comply with policies governing student behavior, dress, attendance, and academic conduct as stated in the course materials, *Baccalaureate Nursing Program Student Handbook*, and the *University of Evansville Student Handbook*.
 - b. prepare for clinical sessions by completing assignments as designated.
 - c. use constructive criticism and suggestions for continued self-development.
2. Implement professional role with responsibility and accountability:
 - a. implement legal, cultural, ethical and professional standards.
 - b. use human and material resources efficiently.
3. Communicate effectively with other members of the health care team, peers and faculty.
4. Collaborate effectively with other members of the health care team, peers and faculty.

University Policies

University of Evansville policies extend to all sites where students are engaged in the role of nursing student. The student is responsible for reading and adhering to the policies outlined in the *University Catalog* and the *University Student Handbook*.

Patient Privacy and Confidentiality

Nursing students have access to confidential medical and personal patient information as well as to agency information. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires health care providers to maintain patient confidentiality and privacy. Information concerning a patient or agency is not to be discussed openly in clinical or after leaving the unit, agency, or classroom or with anyone other than those directly involved in the care of the patient or in the specific learning experience. Diligent caution must be exercised when completing written patient assignments to not include personal identifying data (such as name, address, room number, specific occupation). Violation of this policy will result in lowering of the course grade and/or dismissal from the agency and/or the University of Evansville nursing program. Beginning with the 200 level nursing courses each nursing student is required to annually review HIPAA policies and procedures specific to the agencies with which they affiliate and to demonstrate knowledge of these policies and procedures. Students will not be allowed to participate in any clinical experiences if they have not completed the agency required orientation and documentation regarding confidentiality and HIPAA.

As a nursing student you are to review only those charts of patients for whom you personally provide care or those you are assigned by your faculty to review for a specific assignment. Charts are never to be reviewed for personal reasons. Confidentiality requires that patient data, records, or forms **not be duplicated** for any reason.

Infection Control

Education on infection control including standard precautions, body substance isolation, blood borne pathogens, use of personal protective equipment (PPE), handling of wastes and sharps, and medical and surgical aseptic techniques is introduced in Nursing 261 and 262. Each student is required to complete practical check offs of these skills in Nursing 262 and must annually review material and demonstrate knowledge of these measures. Students will not be allowed to participate in any clinical experiences if they have not completed the agency required orientation regarding infection control.

Transportation, Cars and Parking

Students are responsible for providing their own transportation to all clinical experiences. Current driving license and car insurance are mandatory in the State of Indiana. **The University does not bear responsibility for the safety of the student during transport to and from clinical sites.** All cars on campus must be registered with the University Office of Safety and Security. In addition, individual clinical facilities distribute parking regulations for student parking and often require parking stickers. Students are responsible for complying with facility parking policies.

Injuries or Incidents during Campus and Clinical Laboratory or Experience

All incidents occurring in the campus or clinical laboratory are to be reported to staff or faculty for the purposes of appropriate treatment or action and to maintain a record of such incidents. The student is expected to report incidents to the supervising faculty and to participate

in the completion of agency documentation such as incident reports or occurrence reports. Students are to immediately report any incidents involving injury or exposure to blood or body fluids to supervising faculty or agency personnel so that prompt, appropriate treatment and follow up can be arranged. The student bears financial responsibility for treatment. Workmen's Compensation is not applicable to the nursing student role.

Legal Witness

Nursing students, regardless of age, may not witness or sign legal documents such as advanced directives, wills, surgery permits, blood or blood product administration forms, or infant identification records. Nursing students are not permitted to take and document in the patient record verbal or telephone orders from health care providers.

Documentation Standards

Because patient records are legal documents, student nurses must be aware of agency standards regarding documentation. Examples of standards include co-signing all medication administration and student charting entries by the RN responsible for the patient or by the faculty member. The student bears responsibility and accountability for asking what standards apply in the practice setting and following these standards.

STUDENT ORGANIZATIONS

There are numerous student organizations at the University of Evansville. Four of these are open only to nursing majors: University of Evansville Student Nurse Association of Peers, Sigma Theta Tau International and the Brotherhood of Student Nurses for male students. A brief description of each of these organizations is included here for your information.

University of Evansville Student Nurse Association of Peers (SNAP)

All students in the BSN program are eligible for membership in the SNAP and are strongly encouraged to participate. The purposes of SNAP include:

1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care
2. To provide programs representative of fundamental and current professional interest and concerns
3. To promote professionalism and leadership within the community for the profession of nursing
4. To aid in the development of the whole person, and his/her responsibility for the health care of people in all walks of life

Sigma Theta Tau, International/SIGMA

Eta Lambda Chapter of Sigma Theta Tau, International was chartered April 25, 1984. Sigma Theta Tau, International is the Nursing Honor Society. The purposes of Sigma Theta Tau, International are to:

1. Recognize superior achievement

2. Recognize the development of leadership qualities
3. Foster high professional standards
4. Encourage creative work
5. Strengthen commitment to the ideals and purposes of the profession

Invitation for membership in Sigma is extended to baccalaureate nursing students who have completed half of the nursing curriculum and who have demonstrated superior scholastic achievement and evidence of potential for leadership.

Brotherhood of Student Nurses

The purpose of this organization is to promote men in nursing. Membership is limited to University of Evansville full-time nursing or pre-nursing students.

ACADEMIC ADVISING AND ADMISSION POLICIES

Each student is assigned a nursing faculty advisor at the time of entry into the nursing program as a fully admitted or pre-nursing student. Because effective communication is a key element of the advisor-advisee relationship, students are encouraged to work closely with their advisor. Due to the number of prerequisite and sequential courses in the nursing curriculum, it is important that students confer with their advisor before registering for courses, dropping or adding courses, and requesting transfer approval. The student bears responsibility and accountability for knowing their status in the program and for adhering to the curriculum guidelines.

Admission Policies

Pre-Nursing Students

An applicant admitted to the University of Evansville who does not meet the academic admission requirements for nursing may pursue study as a pre-nursing student.

Starting 2023 students of Pre-nursing status are required to take the ATI TEAS test and achieve the Proficiency level prior to being fully admitted into the nursing program and beginning the 200 level nursing courses.

After admission into the Pre-nursing program students will be assigned a nursing advisor. Pre-nursing students will be advised by nursing faculty and will be evaluated for admission to the nursing program following the spring semester preceding anticipated enrollment in 200 level nursing courses in the fall.

Admission criteria into the 200 level nursing courses for pre-nursing students includes completion of at least 30 hours of credit applicable to the degree including:

- EXSS 112 and 113 (human anatomy & physiology) and Chemistry 108 (elementary chemistry) or Chemistry 118 (principles of chemistry) with minimum grades of C.
- A **minimum** overall UE cumulative grade point average (CGPA) of at least 2.5
- Math 101 (mathematical ideas) or Math 105 (college algebra) with a passing grade -if lacking high school math requirement

- Completion of First Year Seminar 112 with grade of C or above
- Nursing 165 and/or 170 if taken with a **minimum** nursing cumulative grade point average (NCGPA) of at least 2.5.

Evaluation of pre-nursing students includes a review of transcript history including patterns of repetition of courses to achieve required grades. Having to repeat any one of the courses listed above more than once to receive the required grade or having to repeat more than a total of two of these courses to receive required grades is not favorable for admission. For the pre-nursing student who meets the admission requirements admission and placement at the second level of nursing will be contingent on available clinical space and academic performance. **Meeting minimum requirements does not ensure admission.** When spaces are limited those students with higher CGPAs and NCGPAs will be admitted preferentially. If the student has less than 30 hours of credit applicable to the degree prior to beginning the 200 level and/or has more free electives than general education requirements met, summer school may be required to graduate in 4 years due to scheduling issues.

Transfer students

For classes starting Fall of 2023, students applying for admission into the Dunigan Family School of Nursing as either an internal university transfer or an external transfer student must complete the ATI TEAS test and achieve the proficiency level. All transfer students must have a cumulative GPA of 2.75 or higher to be admitted.

International Students

International students seeking admission to the nursing major at the University of Evansville will be evaluated after admission to the University and completion of English proficiency evaluation. Criteria for admission to nursing include:

- Admission to the University
- For international students for whom English is not the native language, documentation of a current minimum paper based TOEFL score of 550 or computer based score of 213 or internet based score of 79 OR a minimum IELTS score of 6.5 is required
- High school or college equivalency to two years of high school math and one year of high school chemistry

No credit will be given toward the nursing degree for science courses taken in a language other than English or for nursing courses taken in a non-English speaking curriculum. No credit will be given for nursing courses taken at institutions that are not accredited by either the ACEN or CCNE. The international student who does not meet these criteria will be considered as a pre-nursing international student.

Following admission, **progression to the second level nursing courses requires the international student to complete all required English Language (EL) courses and to successfully complete the required First Year Seminar sequence.**

Students with Disabilities

The Baccalaureate Nursing Program in accordance with University policy will use all reasonable efforts to accommodate students with disabilities. The practice of nursing requires that a student be physically and mentally able to perform certain essential abilities. These abilities are described in the section on academic and progression policies in this handbook. It is your responsibility to review these essential abilities and to communicate any problems you might have with being able to perform these essential abilities to your nursing academic advisor and your nursing faculty.

It is the policy and practice of the University to comply with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A student with a disability needs to self-identify themselves if they are requesting accommodations. Specific policies regarding rights and responsibilities of students with disabilities are found on the UE website at <http://www.evansville.edu/counseling/disability.cfm>.

BACCALAUREATE NURSING PROGRAM ACADEMIC AND PROGRESSION POLICIES

General University standards for retention and progression in the University are applicable to nursing students **except in those instances where specific standards of the Baccalaureate Nursing Program exceed those of the University. In these instances the Program standards take precedence over University standards.**

The Chair and the faculty of the Baccalaureate Nursing Program have the authority and the responsibility to dismiss from the nursing major any student if circumstances of a legal, ethical, moral, health, emotional, or academic nature indicate that the student is no longer qualified to pursue a degree in professional nursing.

To remain in good standing and to graduate with a degree in nursing, the student must meet University General Education requirements as well as requirements for the nursing major which are detailed in this handbook in the section **Curriculum Progression Policies** and in the *University Catalog*.

Nursing students are required to achieve a final overall cumulative (CGPA) and an overall nursing cumulative GPA (NCGPA) of 2.5 to graduate with the nursing degree.

If a nursing student's CGPA or NCGPA drops below 2.5 following completion of NURS 165 and NURS 170, the student is placed on nursing academic probation and has two consecutive semesters following the probationary status to remove the probationary status. For students entering the nursing program as sophomores (transfers or major changes), evaluation of CGPA and NCGPA will begin the first semester of nursing classes.

If a nursing major's CGPA or NCGPA falls below 2.5 a second time after removing the first probationary status, the student will be dismissed from the nursing program.

All nursing majors must earn a C or above in each of the following courses or approved substitutes to graduate with the nursing degree: all nursing courses, EXSS 112,

EXSS 113, Chemistry 108 or 118, Biology 110, Nutrition 304, HS 205, Sociology 105, and Psychology 121.

Students need to work closely with their nursing academic advisor to ensure that program requirements are met; however, the student is responsible for being aware of the policies and seeking guidance and help. Although the curriculum schema is arranged to allow a student to graduate in four years, individual variations may result in the need to take summer courses or extend the length of the program.

Curriculum Progression Policies

In addition to the GPA requirements for good standing and graduation, the student must earn a C or higher in **each** nursing course and in the following designated courses or approved substitutes in order to progress normally: EXSS 112 and EXSS 113 (human anatomy and physiology), Chemistry 108 or 118, Biology 110 (microbiology), HS 205 (pharmacology), and Nutrition 304. Satisfactory progress requires that the student accumulate a minimum number of applicable hours as they advance in the program in order to graduate in 4 years. The nursing curriculum is arranged in a specific order to facilitate the overall learning experience. Courses cannot be taken out of order without completing required prerequisites. The student is referred to the *University Catalog* for a listing of prerequisites and to the following summary.

1. Starting fall semester 2022, students must achieve a C or better in Nursing 165 and Nursing 170 to progress into 200 level Nursing courses. Students can progress into Nursing 170 with a D in Nursing 165, but cannot advance to 200 level courses.
2. Academic requirements prior to beginning 200 level nursing courses include completing the following with required grades:
 - EXSS 112 and 113 or approved substitutes
 - Chemistry 108 or 118 or approved substitute
 - Completion of or concurrent enrollment in Nursing 165 (sophomore transfer students).
3. Successful completion of Nursing 261 is required to progress to Nursing 262.
4. Academic requirements prior to beginning Nursing 271 and 272 include completing the following with required grades:
 - Biology 110 or approved substitute (or concurrent with Nursing 271 and 272)
 - Nursing 261, Nursing 262, and Nursing 264 , Nursing 165
 - Completion of or concurrent enrollment in Nursing 170 (sophomore transfer students)
5. Academic requirements prior to beginning Fall 300 level nursing courses include completing the following with required grades:
 - All 100 and 200 level courses in nursing and HS 205
 - Statistics course (HSA 467, SOC 344, QM 227)
6. Academic requirements prior to beginning Spring 300 level nursing courses include completing the following with required grades:

Nursing 361, 362, 363, and 364
Nutrition 304 or approved substitute

7. Academic requirements prior to beginning 400 level nursing courses include:
All 300 level nursing courses including Nursing 385
8. In **each clinical course** the student is required to pass a **calculation proficiency exam at 100 %** level of proficiency in order to participate in clinical experiences and pass the course with a minimum of a C regardless of overall calculated course per cent grade.
9. Students must consistently demonstrate safe practice in both campus and clinical laboratory settings. **Students whose practice is unsafe will earn no higher than a “D” in a clinical course regardless of their other work in that course.**
10. Clinical or lab courses usually include graded clinical assignments as part of the overall course requirements. **In all clinical or lab nursing courses with graded clinical assignments, the student must submit all of the assignments and achieve an overall average passing grade (75% or 3s on clinical evaluation tool) on the assignments to earn the minimum passing grade of C in the course.** Regardless of the overall course percent grade when calculated, a grade of D or lower will be earned when the graded clinical assignments grade is less than 75% or if all of the assignments are not submitted. Each clinical course syllabus will specify the specific graded clinical assignments and their weighting.
11. Nonclinical nursing courses often utilize grades for activities other than exams as part of the overall course grade (for example: papers, projects, participation, quizzes, case studies, and standardized exams). **In all non-clinical nursing courses to earn a minimum grade of C the student’s WEIGHTED exam average (excluding standardized exams) must be a minimum of 75%.** Regardless of the overall grade when calculated, a grade of D or lower will be earned when the weighted exam average is less than 75%. See individual course syllabi for grading information specific to that course.
12. Students must successfully complete the nursing course component of the program in the order that meets course and progression prerequisites. **Most nursing courses are offered only one time per year. Failure to successfully complete a required course will extend the length of the student’s program by one year or more. The student who does not progress regularly will be accepted into nursing courses on a space available status.**
13. **Deviation from the specified progression must be communicated IN WRITING to the Baccalaureate Nursing Program Admission, Standards and Progression (ASP) Committee.** The student is required to inform the Program Admission, Standards and Progression Committee **in writing** of any deficiencies in CGPA, NCGPA, and/or progression requirements within one week after the receipt of semester grades. A plan developed with the academic advisor for removal of a deficiency is to be included in the written notification to the ASP Committee at this time. Any special arrangements for an

out of sequence completion of course requirements are made with the advisor and must be approved by the ASP Committee in consultation with the faculty.

14. Essential abilities for clinical nursing courses:

To participate in clinical learning experiences which begin with the 200 level courses, students must be both physically and mentally able to perform those activities associated with the practice of professional nursing. Progression through the clinical nursing courses requires continuing demonstration of these essential abilities. To perform the activities of clinical practice, the student needs to demonstrate the following essential abilities with or without reasonable accommodations:

- Ability to walk, stoop, kneel, crawl, reach, and move persons and/or objects
- Ability to lift, carry, push or pull up to 50 pounds
- Ability to both speak clearly and to hear and understand the spoken word
- Ability to see distant, close, and peripheral objects; to discern colors; to read
- Sufficient eye-hand coordination and finger and hand dexterity to execute nursing procedures and to write legibly
- Ability to discern patient data using visual, auditory, and tactile means
- Ability to apply knowledge to make reasonable judgments in patient situations and to perform drug calculations
- Coping abilities to be able to practice in stressful clinical situations
- Ability to wash hands and implement standard body substance and isolation precautions
- Possess adequate body defenses to practice safely in environments where patients have infections

Each student bears the responsibility to be aware of these essential abilities and to report immediately to their nursing advisor or clinical faculty any aspects of their health and well-being that could impact their ability to perform the essential abilities required for clinical nursing courses.

The faculty reserve the right to request that a student seek medical evaluation and treatment in situations that would place the student and/or peers, faculty, or patients at risk. The cost of this evaluation and/or treatment is the responsibility of the student.

15. If a student earns a grade less than C in any nursing course, that course must be repeated following the stated progression guidelines. In most instances, this will result in a year's delay in progression. A second grade of less than C earned when repeating that nursing course or in any subsequent nursing course will result in dismissal from the nursing major. A single grade of "F" in any nursing course will result in dismissal from the nursing major.
17. Throughout the curriculum nursing theory and clinical courses are coupled together to enhance achievement of learning outcomes and to meet Indiana State Board of Nursing requirements. In the event a theory or clinical course with an associated course is not passed, both the theory and associated clinical course must be repeated together. Following is the list of these associated courses: NURS 271 and NURS 272; NURS 361

and NURS 362; NURS 371 and NURS 374; NURS 373 and NURS 374; NURS 467 and NURS 468; NURS 477 and NURS 478.

18. There is a limit on repetition of the following courses to meet progression and graduation requirements (minimum grade of C): EXSS 112, EXSS 113, Chemistry 108 or 118, Biology 110, HS 205, and Nutrition 304. The student may repeat an individual course only one time in order to earn the minimum grade of C. The student may repeat a total of only two of these courses during the Nursing Program. The student who repeats any one of these courses and does not earn the minimum C or who has to repeat more than two of these courses will be academically dismissed from the Program.

Admitted students who do not meet progression requirements but are eligible to decelerate or opt out or who choose for some reason to withdraw from a required course may retake the nursing course or required elective at the next offered time **pending space availability**. In no instance shall this student take precedence over a student who is progressing normally. When the student decelerates, the student will be required to meet the requirements of the class they join including individual course requirements, progression requirements, books and resources, and graduation requirements.

21. Traditional BSN students cannot substitute distance nursing courses for in-seat classes without prior approval of the Nursing ASP Committee and the student's nursing advisor.

Practice NCLEX/Standardized Exams and Remediation Policies

Standardized exams are administered throughout the curriculum each semester. Because the exams could require several hours for some tests, they may need to be scheduled outside of regular class hours. Completion of these exams is required for successful completion of the courses in which they are administered. ATI exam scores are converted into a letter grade as indicated in each individual course. **Students are required to take all versions of each standardized exams offered and to remediate for all exams regardless of score achieved.** If the standardized exam or exams required in a specific nursing course are not completed, the student will earn a grade of no higher than a D in that course.

Remediation (Focused Review) for ATI exams is also required; in some courses, the remediation must be completed by the date specified within the semester the exam is taken, while in other courses the remediation must be completed by an established date prior to the beginning of the following semester. Grade penalties are associated with remediation that is either finished late or not completed fully. Course syllabi delineate required standardized exams and remediation deadline dates as well as penalties for incomplete or late remediation. Failure to complete remediation on time will accrue the same penalty as an unexcused absence as specified in the associated course syllabi.

Please note that the policy on remediation does not apply to the standardized exams taken at the end of the final semester of the program as these exams are taken the last week of spring semester. It is the student's responsibility to remediate for these exams after graduation and while preparing to take NCLEX-RN.

Credit and Clock Hours

The Department of Nursing and Health Sciences follows the federal requirements that define credit and clock hour ratios.

Didactic Courses: The ratio for credit hours to clock hours for theory courses is 1:1 with an expected 30 hours of out of class work and 15 hours of in class work for each credit hour. The number of credit hours earned and the number of weekly class hours are indicated on the course syllabus. This information is communicated to the students on the first day of class each semester. The number of credit hours earned is stated in the *University Catalog* as part of the course description and on the Nursing Curriculum schema.

Clinical Courses: The ratio for credit hours to clock hours for clinical courses is 1:3 with an expected 45 – 75 hours of student work per credit hour. The number of credit hours earned and the number of weekly clinical hours are indicated on the course syllabus. This information is communicated to the students on the first day of class each semester. The number of credit hours earned is stated in the *University Catalog* as part of the course description and on the Nursing Curriculum schema.

Program Grading Scale

A	= 92 or above	C+	= 80 - 78	I	= Incomplete
A-	= 91 - 90	C	= 77 - 75	W	= Withdrew from course
B+	= 89 - 88	D	= 74 - 70		
B	= 87 - 84	F	= 69 or below		
B-	= 83 - 81				

Although the grading scale is the same for all nursing courses, each course will determine the percent grade based on course specific components. Please see individual course syllabi for specifics on course grading including requirements such as overall weighted exam average of 75% in non-clinical nursing courses, minimum overall passing grade on nursing process in clinical courses, required calculation exam performance and grading, HESI exams/remediation requirements, and skills/assessment proficiency. Each student is accountable for knowing course requirements as presented in the course syllabus.

Blackboard may be used to communicate grades on class assignments and testing. Students need to be aware that the grades on Blackboard are not the official grade for the course; the official grade is communicated through WebAdvisor. Deductions or penalties may not be included in the grade on Blackboard. Please consult with course faculty if you have questions about your grade.

Late Assignment Policy

Unless the student makes previous arrangements with the instructor, any assignments turned in late (according to the digital time stamp on BlackBoard, email, etc.) will have a 50% penalty deduction. Any assignments turned in more than 24 hours late (according to the digital time stamp on BlackBoard, email, etc.) will earn a 0%. Regardless of the grade or penalty, all assignments must be turned in to successfully pass all nursing courses.

Nursing Mentoring Program

To increase potential for enhanced academic success the faculty supports a mentoring program. Peer tutoring is available for each nursing course. Students that attend this and still have academic difficulty can request a personal tutor through Academic Advising. The student should collaborate with their advisor and current nursing faculty to select specific services to utilize. Senior students in the Nursing Leadership class also serve as group mentors to all levels of nursing students, but especially meet with the freshmen class. These seniors can also meet with students outside of group sessions to meet individual mentoring needs.

SELECTION OF CLASS REPRESENTATIVES' POLICY:

Class Representatives

Class representatives may be utilized to facilitate communication between students and faculty, and as an avenue of collaboration and student input on the nursing program. Serving as a class representative is an esteemed privilege, in which the Dunigan Family Chair of Nursing may revoke if the position is abused, including but not limited to incivility towards faculty or peers, failure to uphold eligibility requirements of the position, or abuse of perceived power.

The purpose of this role is to prepare student nurses for leadership positions throughout their career; there is no financial compensation. There may be up to two class representatives per sophomore, junior, and senior-level graduation class. Responsibilities of the position may include but are not limited to facilitating communication among classmates, attending meetings with faculty, and/or supplemental leadership activities. Class representatives may erroneously be perceived as the “gatekeeper of complaints.” Classmates are encouraged to respect the multifaceted responsibilities of the class representative, and the class representative must utilize professional discernment and principles of professional communication in execution of the liaison role.

Whereas serving as student representative is responsibility in addition to a full-time student role, the following criteria must be met to be eligible for student class representative:

- Willingness to fulfill responsibilities of the class representative
- Nursing GPA greater than or equal to 3.0
- No Breaches of Professional Conduct within the University of Evansville
- Nursing faculty sponsor (the nursing faculty must send in a brief letter professing their support)
- Sophomore, Junior, or Senior level nursing student

The process of election of class representatives is as follows:

Students who meet criteria and who choose to volunteer should email Stephanie Stoll within the first 2 weeks of school with the following information:

- Name
- Class (Sophomore, Junior, Senior) and projected graduation date
- Name of faculty sponsor (Faculty should separately send letter of support)
- 1 paragraph proclamation of how they will execute the role of class representative

After the conclusion of the second week of school, eligible nominations will be compiled, and students will vote for class representative(s) who will serve in the role for that academic role unless otherwise revoked. There may be up to two class representatives per cohort. Class representatives must be re-elected every academic year.

Policy Regarding "Incomplete"

A designation of "Incomplete" in a nursing course will be used only in cases of true hardship when extenuating circumstances have resulted in the student being unable to complete course requirements by the end of the semester. In rare instances in which this occurs the following policies are in effect:

1. All University policies regarding an Incomplete are applicable to nursing courses. Refer to the *University Catalog and University Student Handbook*.
2. An Incomplete will not be used to allow for remedial work; student work at the time must be earning a passing grade.
3. The course work must be able to be completed without further class attendance except in the case of a clinical course requiring clinical supervision.
4. Students are required to remove the Incomplete before taking the next nursing course if the course is a prerequisite.

Policy Regarding Withdrawal

The option of withdrawing from a nursing or other required course and receiving a grade of "W" is possible within the withdrawal period listed on the academic calendar each semester. Students electing to take a "W" in a nursing course are to understand that progression in the program is subject to the review of the Departmental ASP Committee. The student is expected to take the course the next semester the course is offered pending space availability. Withdrawal will prolong study by at least one year.

Complaint Policy

Nursing students have both the right and the responsibility to express concerns regarding perceived problems in the educational experience. The nursing faculty embraces a culture that encourages students to seek informal resolution to issues or concerns when possible.

The student should follow the Academic Grievance Procedure for concerns regarding academic decisions. For other concerns students are encouraged to seek resolution from the faculty or administrator who has direct authority to respond.

Students are encouraged to follow the chain of command and seek assistance from nursing faculty and academic advisors to resolve the issue at the level of occurrence within the Nursing Department. If the issue cannot be resolved at this level the student should then file a formal complaint with the Chair of the Dunigan Family Department of Nursing and Health Sciences. A formal complaint includes submission to the Chair of a written and signed statement including resolution sought. Anonymous complaints will not be reviewed.

A record of the student complaint and its resolution will be placed in a Complaint File under lock located within the Nursing Office.

Academic Grievance Procedure

The academic grievance process provides an opportunity for the student who believes an academic decision within the Nursing Department has been prejudiced or capricious to appeal that decision.

Preliminary Procedures:

1. A student first confers promptly with the faculty member involved.
2. If Step 1 does not produce mutually satisfactory results, the student, faculty member and the Chair of the School of Nursing will confer.
3. If Step 2 does not produce mutually satisfactory results, the student may initiate the formal academic grievance process within the Department.

Formal Procedures:

1. Within 10 weekdays after the date of the decision at Step 2, the student who wishes to appeal an academic decision must make an appointment with the Chair of the School of Nursing (or Chair's designee). At least two week days prior to the appointment with the Chair or designee, the student must submit to the Chair or designee a written statement of the grounds for the appeal. Because the burden of proof described below rests upon the student, the written statement must provide the following information:

An account of the facts relevant to the academic decision and all the reasons why the student believes the academic decision to be arbitrary or capricious. The student must be specific with respect to the evidence provided. The student must attach to the written statement all documents, relevant to the student's appeal. The student should not make this written statement a vehicle for unsubstantiated charges. The written statement is intended as a source of information for the Departmental Academic Grievance Committee and the faculty member concerned. If the student's written statement does not contain all factors believed by the nursing faculty to be relevant to the academic decision, the nursing faculty may introduce additional information concerning the reason(s) for the academic decision. This additional information shall be considered in reaching a decision.

2. If the Department Chair determines that the appeal cannot be satisfactorily resolved without a hearing, copies of the student's written statement with any attachments shall be forwarded to the Chair of the Departmental Academic Grievance Committee and to the faculty member(s) concerned.
3. The Committee Chair shall then set a date, time and place for the hearing and shall assure that the student and faculty member are notified. The notification shall also provide the names of the Academic Grievance Committee members. The hearing shall take place in no fewer than five (5) week days nor longer than 14 week days after the day the student's written statement is received.

4. Both the student and the faculty member(s) have the right to challenge the presence of any Committee member up to two days prior to the hearing. The Committee will meet to rule on the matter without the challenged member present and appoint an alternate who has a similar background if it determines that this is appropriate.
5. Prior to the hearing, the Chair shall distribute the student's written statement, along with any supporting documents the student has provided, to the Committee members. At the same time, the Chair shall also distribute all materials submitted by the faculty member(s) for review and all materials used by the faculty member(s) in determining the academic decision. In a grade appeal this may include, but is not limited to, materials used in determining the grade.
6. The hearing will follow the procedure as outlined in the University of Evansville Student Handbook.
7. Once the hearing is held, no additional evidence may be submitted by the student.
8. The decision of the Committee shall be communicated to the student and the faculty member(s) in writing.
9. If the student is not satisfied with the Department's decision, the student may proceed further to appeal to the University Admissions and Standards Committee.

Dismissal from the Nursing Major

The faculty has both the professional responsibility and the authority to dismiss a student from the nursing major at any point in which the student's progress in meeting program outcomes is judged unsatisfactory or unsafe, or when circumstances of a legal, ethical, moral, health, emotional, or academic nature indicate that the student is no longer qualified to pursue the degree. Circumstances that may lead to inability to sit for the National Council Licensing Examination (NCLEX) may result in dismissal from the nursing major.

By contractual agreement, clinical facilities reserve the right to temporarily suspend **or dismiss** a nursing student for unsatisfactory work or for violation of any rules or ethical tenets of the facility or for misconduct contrary to the best interests of the facility. **Any such suspension shall only be effective for five (5) days until the student can be given a hearing concerning the incident.** Being removed from a required clinical experience may interfere with the student's ability to meet program outcomes.

Readmission to the Nursing Major

Dismissed students may apply to the ASP Committee for readmission into the Nursing major. In instances where permission is granted for readmission, specific expectations of performance by the student both preceding and following readmission will be agreed upon by the ASP Committee and the individual student. Failure of the student to meet and maintain the specific requirements outlined in the readmission contract may result in delay of progression or

dismissal from the program. All previously completed course work in nursing or in nursing required electives will be evaluated for its currency; it may be necessary for the student to repeat coursework if that work is outdated or does not meet the existing requirements at the time of readmission. If a student is readmitted to the program, an individualized plan of return will be developed for the specific needs of the student.

Graduation Processes

Pinning Ceremony

Graduating seniors have a pinning ceremony where they receive their University of Evansville BSN nursing pin. This ceremony has historical and professional significance for graduating nursing students and holds a level of reverence and celebration for this great achievement.

The nursing pin will be applied to each student by the Chair of the nursing department. If the graduating student has a nurse/RN as one of the following family members then they may pin the student instead of the Chair: mother, father, or step– mother or father, grandmother, grandfather, sibling or legal guardian.

Students and faculty will wear graduation robes and regalia for the pinning ceremony starting Spring 2024. Pin will be placed on the graduation robe or a stole.

Senior students should contact the Operations Coordinator at the beginning of the senior spring semester to plan the event. There will be a specific format the students will use to plan the events of the pinning ceremony. The Operations Coordinator and/or the nursing Chair will be able to direct the students on the planning and direction of the event. Students may need to do fundraising during the senior year to pay for refreshments, gifts etc. used during this event.

APPLICATION FOR LICENSURE

In the spring semester of the senior year, senior nursing students receive information about the licensure exam application process. Fees associated with application for licensure vary by state and are paid by the student. Students are expected to take an active role in applying for licensure. In most states, students are required to complete a criminal background check and answer questions concerning personal history of legal action and drug and alcohol problems. The criminal background check completed in the nursing program does not satisfy the state's application for licensure requirements. The decision regarding an applicant's ability to take the licensing exam is not made by the School of Nursing but rather by the licensing board. The requirements and the process for application for licensure vary from state to state. The following questions are included in the application from the Indiana State Board of Nursing. If any of the questions are answered 'Yes' a sworn affidavit including a full description is required:

- Has disciplinary action ever been taken regarding any health license, certificate, registration or permit you held or have held in **any** state or country?
- Have you ever been denied a license, certificate, registration or permit to practice as a nurse or any regulated health occupation in **any** state or country?
- Are there charges pending against you regarding a violation of any Federal, State or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol, or other drugs?

- Have you ever been convicted of, pled guilty or nolo contendere to:
 - A violation of any Federal, State, or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
 - To any offense, misdemeanor, or felony in any state?
(*Except for minor violations of traffic laws resulting in fines*)
- Have you ever been terminated, reprimanded, disciplined or demoted in the scope of your practice as a nurse or as another health care professional?
- Have you ever had a malpractice judgment against you or settled any malpractice action?
- Are you now being, or have you ever been treated for a drug abuse or alcohol problem?

If you are applying for licensure in a state other than Indiana then it is the student's responsibility to be familiar with the state requirements and processes.

RESEARCH POLICY

Use of Research Subjects

All research using human, or animal subjects requires approval by the Institutional Review Board. All research in Nursing will comply with the policies of the United States Department of Health and Human Services and the University of Evansville. Research proposals involving human or animal subjects must be submitted to the subcommittee for Protection of Research Subjects, a part of the Faculty Professional Affairs Committee of the Faculty Senate.

Approval to collect data for establishing rater reliability may be granted by the faculty sponsor of the research. Any questions regarding the conduct of research should be addressed to the Chair of the Institutional Review Board.

COVID 19 policy for 2023-2024 school year

Refer to the current University policy for classroom and campus procedures.

Non-Discrimination Statement

The University of Evansville expects all members of its community to treat each other with respect and civility. Harassing behaviors directed towards any member of our community will not be tolerated. As part of its commitment to non-discrimination, the University specifically prohibits harassment based on any other characteristics set forth in its nondiscrimination statement as follows: including race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status and all federally

protected groups/classes. Any form of harassment undermines the mission of the University and negatively impacts the University community as a whole.

Prohibited Conduct and Confidentiality

The University of Evansville is committed to fostering an atmosphere free from harassment and discrimination. This commitment includes identifying problems that may lead to sexual harassment and misconduct, as well as other forms of harassment and discrimination, by creating an atmosphere in which the entire University community is sensitive to preventing prohibited conduct. Additionally, the University is committed to providing support and resources to individuals who have experienced prohibited conduct. This commitment includes effectively responding when a student, visitor, guest or program participant is the victim of prohibited conduct.

All campus employees, students, and guests are required to abide by the Title IX and Other Sexual Harassment and Misconduct Policy, the Harassment and Discrimination Policy, and the Consensual Sexual or Romantic Relationships Between Employees and Students Policy. Violation of these policies could result in disciplinary action, up to and including expulsion for students and termination for employees.

Faculty members at the University of Evansville are considered “Responsible Employees” under the applicable federal guidelines and the University’s policies. This means that I am unable to offer you confidentiality if you report any incidence of prohibited conduct to me as defined by Title IX statute. If I am made aware of a violation, I am required to report any known information to the Office of Institutional Equity.

You may choose to report the violation yourself the following ways:

Email: · Annie Sills, Assistant Director of Institutional Equity and Title IX Coordinator: cs175@evansville.edu · Keith Gehlhausen, Executive Director of HR and Institutional Equity: kg77@evansville.edu · Title IX: titleix@evansville.edu

Phone: 812-288-5261

Online: <https://www.evansville.edu/safety/report.cfm>

You may also choose to speak with a Confidential Resource. Confidential Resources are required to maintain confidentiality and cannot report violations to the Office of Institutional Equity: · Counseling Services: counselingservices@evansville.edu , 812-488-2633 · Health Center Professionals: healthcenter@evansville.edu, 812-488-2033 · University Chaplain: chaplain@evansville.edu, 812-488-5262

Updated and agreed upon by faculty 05/30/2023