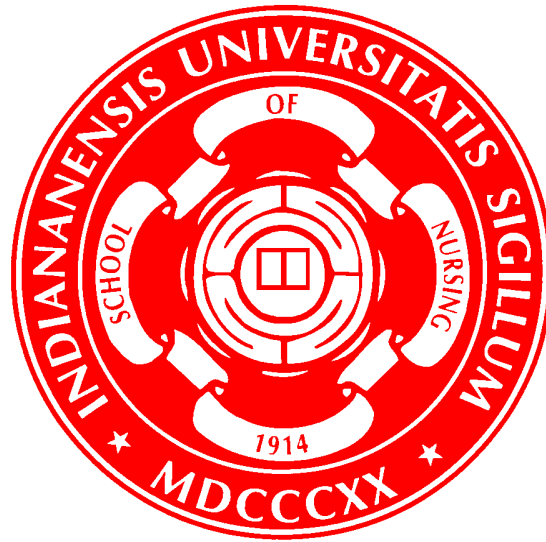# INDIANA UNIVERSITY
SCHOOL OF NURSING

The Future of Nursing is Here!

Undergraduate Nursing
Student Handbook
(Bloomington, Columbus, and IUPUI)

2008-2009

Table of Contents

Welcome to the Indiana University School of Nursing!

We are thrilled that you have cast your fate and

future with us for the next several years. Many

exciting opportunities and challenges await you.

We offer a variety of services, activities and

supports to help you succeed. Although we have

tried to anticipate your needs, please contact a

staff member in the Center for Academic Affairs

Nursing (NU) Room 122 if you have any

questions that we may overlooked. All of us

wish you success!

Warmly,
Chandra Dyson
Assistant Dean for Student Services
317-274-2806

Purpose of Student Handbook
The purpose of this handbook is to assist nursing students in understanding more fully the policies, practices, and procedures of the School of Nursing.

This handbook is not all-inclusive nor does it replace the Indiana University School of Nursing Bulletin (*http://bulletin.iupui.edu/*), Indiana University's Code of Student Rights, Responsibilities, and Conduct, nor any nursing course syllabus. In instances where there is a conflict between this handbook and any University or School document (i.e., Code of Student Rights, Responsibilities, and Conduct, syllabus, etc.), the University or School document shall take precedence.

Efforts have been made to ensure the accuracy of the material in this handbook. However, some types of information, such as office hours and phone numbers, are subject to change without notice. The curriculum may also change due to our ongoing effort to provide you with the best nursing education possible. Please check with the School of Nursing academic counselors to inquire about changes and updates. The handbook will be updated each year, so if errors are found, or if you have ideas for additions or changes that would be helpful to students or if you have general comments about the handbook, please contact: Chandra Dyson, Assistant Dean for Student Services, (317) 274-8094 or email cbaskin@iupui.edu. This handbook is in effect for students admitted for the 2007-08 academic year.

BLOOMINGTON, COLUMBUS AND INDIANAPOLIS INFORMATION

School of Nursing - Mission

Indiana University School of Nursing on the campuses of IUPU-Indianapolis/Columbus and IU-Bloomington functions in most respects as one administrative unit. The *mission* of these campuses is to create a community of learning that addresses society's need for caring and scientifically prepared nurse professionals, as well as the educational and developmental needs of students, faculty, staff, and alumni from diverse backgrounds. Through the scholarship of creative pedagogy, discovery, application, and integration, the Corridor will improve the health and quality of life for the citizens of central Indiana, the state, the nation, and beyond by meeting society's need for nurses at different educational levels prepared to be effective in a range of practice settings.

These three campuses comprise the core campus of the largest multipurpose school of nursing in the country. We seek to have top-ranked programs in nursing education and research. Toward that end, we emphasize:
- ❖ Superior and innovative teaching
- ❖ Health behavior research
- ❖ Interdisciplinary collaboration
- ❖ Partnerships with the community
- ❖ Lifelong learning

We seek to be known for:
- ❖ Creative problem-solving through critical thinking and innovative use of information technology
- ❖ Best practice models for culturally appropriate health services, from local to international arenas
- ❖ Nursing knowledge development related to healthy lifestyles, self-care, functional enhancement, effective symptom management, and delivery systems
- ❖ Leadership in health policy

The mission and values of nursing are consistent with campus aspirations toward quality, collaboration, centrality, and identity. They further the overall mission:
- ❖ To raise educational achievement and intellectual aspiration in Indianapolis, the state, and beyond through leadership, access, and commitment to lifelong learning
- ❖ To develop and apply knowledge to ever-changing issues of health and economic and social well-being through teaching, research, and service
- ❖ To enhance the professional and personal lives of students by offering the state's most

comprehensive range of effective academic programs
- ❖ To serve as a model for collaboration and interdisciplinary work
- ❖ To build understanding and respect in academic and human relationships through the appreciation and celebration of diversity.

School of Nursing – Diversity Statement

Recognizing the rapidly increasing diversity of America and of higher education, and in support of the mission of Indiana University School of Nursing, faculty and staff are committed to promoting an educational environment that values, respects, and reflects a global view of diversity.

Diversity includes consideration of socioeconomic class, gender, age, religious belief, sexual orientation, and disabilities, as well as race and ethnicity. Diversity recognizes that individuals learn from exposure to and interaction with others who have backgrounds and characteristics different from their own. Recognizing and valuing diversity also means acknowledgment, appreciation, and support of different learning styles, ways of interaction, and stimulating forms of discourse derived from interaction and collaboration with persons from diverse backgrounds and experiences. (American Association of Colleges of Nursing's Statement on Diversity and Equal Opportunity, 1997, (p.1).

In order to fulfill this commitment, Indiana University School of Nursing:
- ❖ Promotes curriculum content that reflects diversity.
- ❖ Develops a comprehensive academic success model.
- ❖ Recruits, retains, and graduates students from diverse backgrounds in all programs with attention to transition across degrees.
- ❖ Recruits and retains faculty and staff from diverse backgrounds.
- ❖ Establishes and maintains linkages with the diverse communities of the city, the state, the nation, and the world.
- ❖ Identifies local, regional, national, and international resources that support diversity, promote academic excellence, and enrich the academic environment for all members of the School of Nursing community.
- ❖ Promotes research that reflects cultural diversity.
- ❖ Promotes culturally competent practice among students, graduates, and faculty.

Responsibilities, Student Conduct and Code of Student Rights

Students are subject to the standards of conduct as defined in Indiana University's *Code of Student Rights, Responsibilities, and Conduct*. Due process will be followed for any student found to be in violation of this code. All Indiana University students are responsible for acquainting themselves with and adhering to policies outlined in this document. (http://www.life.iupui.edu/help/code.asp)

Drugs/Alcohol

Indiana University has specific and strict policies and penalties regarding alcohol and other drugs. The policies are described in the "Code of Student Rights, Responsibilities, and Conduct". For a list of specific campus and community groups that can be helpful with questions, concerns, or counseling needs in relation to drug or substance abuse, please see the Assistant Dean for Students Services on the IUPUI campus, the Alcohol-Drug Information Center (812-855-5414) on the Bloomington campus, or the director of student services on the Columbus campus. Any student showing evidence of alcohol/drug use and/or behaviors that might be related to such may be dismissed from scheduled learning experiences, subject to disciplinary procedures.

Sex Offenders (Zachary's Law)

During the fall 1996-97 semester, the School of Nursing implemented the Sex Offenders Screening Policy. This policy simply states that any student enrolled in an undergraduate nursing program who has been convicted of a sex offense against children shall be dismissed from the program. Further declarations of this policy include:

- ❖ The School of Nursing and/or campus will review the Indiana Sex Offenders Registry for each nursing student prior to admission and may do so periodically after admission.
- ❖ Any student whose name appears in the Registry will be ineligible for admission to any undergraduate or graduate nursing program.
- ❖ Any student requesting transfer to another nursing program whose name appears in the Registry will be denied transfer.
- ❖ Any student already admitted to an undergraduate nursing program, whose name appears on the Registry during the time of enrollment in the nursing major, shall be ineligible for continuation or completion of his/her current course work.

Students affected by this policy shall be notified of their ineligibility and the reason for such ineligibility. Students having questions or concerns regarding this policy are encouraged to discuss specific issues with an Academic Counselor.

Limited Criminal History

Students are responsible for furnishing an up-to-date limited criminal history at any time during their program if requested. If a student's criminal history changes while in the program, he/she is required to notify an academic counselor immediately. Failure to do so may result in dismissal.

Essential Abilities Policy

The School of Nursing faculty has specified essential abilities critical to the success of students in the IU nursing program. Students must demonstrate these essential abilities to succeed in their program of study. They are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations. Each student who enters the program must sign an Essential Abilities form, which will be kept in the student's permanent file.

- ❖ *Essential judgment skills to include*: ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving around patient conditions and coming to appropriate conclusions and/or courses of action.
- ❖ *Essential physical/neurological functions to include:* ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding patient conditions and meet physical expectations to perform required interventions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological and physical functions include, but are not limited to observation, listening, understanding relationships, writing, and psychomotor abilities consistent with course and program expectations.
- ❖ *Essential communication skills to include*: ability to communicate effectively with fellow students, faculty, patients, and all members of the health care team. Skills include verbal, written, and non-verbal abilities as well as information technology skills consistent with effective communication.
- ❖ *Essential emotional coping skills*: ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.
- ❖ *Essential intellectual/conceptual skills to include*: ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.
- ❖ *Other essential behavioral attributes to include*: ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the School of Nursing and as a developing professional nurse consistent with accepted standards of practice.

Students questioning their ability to meet the essential abilities criteria are encouraged to speak with an Academic Counselor. Students failing to meet these criteria at any point in their academic program may have their progress interrupted until they have demonstrated these essential abilities within negotiated time frames.

"Students will be dismissed from their program of study if the faculty determine students are unable to meet these essential abilities even if reasonable accommodations are made. Students failing to demonstrate these essential abilities may appeal this adverse determination in accordance with Indiana University's appeal procedures". (IUSON Essential Abilities Policy U-VI-A-15)

Writing Expectations
(Also see campus specific information)
Writing competency is an expected outcome of the nursing program, and the University. In an effort to prepare students well in this area, faculty members have developed the following writing criteria to be used in assessing all student writing:
- ❖ The writing has a focus.
- ❖ The writing should be organized with an introduction, purpose, sense of audience, thesis, and conclusion.
- ❖ The writing shows development, organization, and detail; the writing reveals the student's ability to develop ideas with balanced and specific arguments.
- ❖ The writing is clear.
- ❖ There is coherence within and between paragraphs.
- ❖ The writing reflects critical thinking, linking the specific to the general.
- ❖ The writing contains appropriate sentence structure, variety, punctuation, and spelling; it is free from errors in grammar and punctuation.
- ❖ The writing follows APA style and format unless another style and format is specified for a particular purpose.
- ❖ The writing demonstrates original work, and where ideas or materials of others are used, appropriate credit is given to original sources.

Required Documentation and Health Expectations
Immunizations
Immunizations are required to protect both students and patients. Additionally, clinical agencies and the School of Nursing also require updated immunizations. Each student must have a current copy of his/her immunization record on file with the School of Nursing. *Students who do not have a record on file or do not have all required immunizations will be administratively withdrawn from all nursing classes.* Below is a list of the **required** immunizations:

Tetanus	Must have been immunized within the last ten years.
Rubella	Either a Rubella Titre or Rubella Vaccine must be documented. (The current standard at IU - rubella immunization is required if the titre indicates susceptibility to the disease.)
Rubeola (Measles)	Must have proof of 2 measles vaccines, documented proof of disease by a physician, or a positive antibody titer to measles is also acceptable as proof of immunization.
Mumps	Immunization/titer or history of disease for students born after December 31, 1956.
Tuberculosis	All students must have PPD Tuberculin Skin Test within three months of beginning the nursing program. Must be updated annually. If you have a newly positive reaction to the skin test, a chest x-ray is required and a report of the results included with your immunization record. Your physician should indicate what treatment, if any, has been prescribed for you as a result of a positive skin test or chest x-ray.
Hepatitis B	The vaccine is administered in a series of three injections over a six-month period. The series only needs to be started (i.e., received the first shot) prior to beginning the major.
Chicken Pox	Must have history of disease, proof of a positive titer, or have had 2 doses of varicella vaccine.

All immunizations are at the student's expense.

CPR Requirements
Current certification in cardiopulmonary resuscitation (CPR) is required. To meet this requirement, students must be certified through an approved course or instructor. The approved courses are American Red Cross Professional Rescuer and American Heart Association Health Care Provider.

CPR training must include:
- ❖ Infant
- ❖ Child
- ❖ Adult.
- ❖ Individual rescue.
- ❖ Two-person rescue.
- ❖ Automated external defibrillation.

CPR certification must be current throughout the student's entire nursing program. Evidence of certification must be filed with the School of Nursing (NU122) prior to beginning the clinical experiences. Students must also file evidence of recertification prior to entering the second year of the major. ***Students must have current CPR certification on file in order to participate in clinical settings.***

HIV – or HBV Positive
Patient Care
No nursing student may refuse to treat a patient solely because the patient is at risk of contracting, or already has contracted, an infectious condition such as HIV, AIDS, or hepatitis B. Appropriate use of universal precautions (see Universal Precautions in this section) should prevent exposure to infection and should be incorporated into clinical practice as appropriate. Students are held responsible for appropriately implementing universal precautions in caring for patients.

Student Rights
Qualified individuals will not be denied admission to nursing courses solely because they have positive HIV or hepatitis B status. According to the U.S. Centers for Disease Control, there is no scientific evidence that health care workers infected with HIV or hepatitis B place patients at risk, as long as: 1) they do not perform specific invasive procedures considered to be "exposure-prone" (as defined by each clinical agency); and 2) they adhere to universal precautions (see Universal Precautions in this section) while caring for patients.

The appropriate procedures to be followed in this situation are as follows:

- ❖ Any student involved in clinical practice who believes that he/she may be at risk of HIV or HBV infection is encouraged to seek voluntary testing for confirmation.
- ❖ The student who is seropositive for HIV or hepatitis B infection is encouraged to voluntarily report this status to the Assistant Dean for Student Services at the IUPUI campus, director on Bloomington campus, or the coordinator on the Columbus campus. Effort will be made to ensure that:
  - ▪ All infection information is kept confidential;
  - ▪ The student is receiving appropriate treatment and counseling from a qualified healthcare professional;
  - ▪ The student uses universal precautions consistently in clinical practice;
  - ▪ Responsibilities of the infected student do not require the performance of exposure-prone invasive procedures.
- ❖ Any modifications in clinical activity must take into account the nature of the clinical activity, the technical expertise of the infected student, the risks imposed by HIV or HBV carriage, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

Occupational Health
Contaminated Injury Care and Follow-Up (Also see Bloomington and IUPUI sections for campus specific information)
A contaminated injury is an unprotected contact with blood or body fluid from a patient by: penetration of skin with a needle or other object; splash to mucus membranes (eyes, nose or mouth); or contact with an open lesion (e.g., dermatitis).

Contaminated injuries involving students are handled differently by each campus. On the Bloomington campus please call (812) 855-4011, IU Health Center For either the Columbus or IUPUI campus, please call (317) 274-5887, Occupational Health Services. Please refer to specific campus.

Universal Precautions
(Also see campus specific information)
"Universal precautions" is the term used for particular procedures that must be followed by healthcare workers, including students, during patient care activities in order to prevent transmission of human immunodeficiency virus (HIV) or Hepatitis B Virus (HBV). Universal (Standard) Precautions is the primary strategy for preventing the transmission of infectious agents, including bloodborne pathogens from one person to another in the process of providing health care related services.
Students must receive training in these precautions before beginning their nursing courses and every year thereafter. This mandatory training (usually in new student orientation) will include the appropriate use of hand washing and protective barriers (such as masks and gloves), as well as proper disposal of needles and other sharp instruments. Students are required to update their training annually and do so through our website.

Health Insurance
Health insurance is mandatory and students are expected to demonstrate insurance coverage upon entrance to the program and continued coverage throughout the program.

Latex Allergies
Latex allergies involve any physical reaction from the exposure to latex products (including rubber products). The symptoms may range from localized skin reactions to nonlocalized reactions. Symptoms may include any of the following:
- ❖ Contact dermatitis (skin reactions) including dry, crusting, thickening, or peeling skin, scabbing sores, swelling and raised areas of skin that may be pink or blanched (white).
- ❖ Nonlocalized reactions such as the development of hives over parts of the body that did not come into contact with the latex, tearing, itchy eyes, swelling of the eyelids, lips or face, runny nose, cough, or wheezing.
- ❖ Increased symptoms of a nonlocalized reaction may include nausea, abdominal cramps, difficulty breathing, rapid heart rate,

sudden decreased blood pressure, and shock.

Anyone has the potential to be latex sensitive. However the following seem to have an increased risk of being latex sensitive:

- ❖ Anyone who is frequently exposed to latex products such as healthcare workers or persons with a history of several surgical or urological procedures.
- ❖ Persons with chronic conditions requiring continuous or intermittent catherization.
- ❖ Persons with Myelomeningoule or Meningocele.
- ❖ Persons with a history of allergies or asthma--allergies to avocados, bananas, chestnuts, kiwi, and other tropical fruits are at particularly high risk for a latex allergy.
- ❖ Persons with a history of reactions to latex products (balloons, condoms, gloves).
- ❖ Those who are female gender - 75% with latex allergy are female.

Many people believe that they are allergic to powder because they have had problems (coughing, wheezing, skin reactions) when they are around powdered latex gloves. It is actually the latex proteins that are carried by the powder through the air that causes reactions in most people.

Once a person has developed a latex sensitivity of any form, it is impossible to predict if the allergy will continue to cause only localized symptoms or if more serious reactions may occur at a later date.

Anyone who experiences symptoms that may indicate a latex allergy should complete an accident/exposure report form and report to IU Occupational Health Services or IU Health Center for evaluation as soon as possible.

The student should notify clinical faculty about the need for accommodations.

Liability Insurance
Indiana University provides liability insurance to each nursing student while in the clinical setting, provided that the student is enrolled in clinical course work. Students not enrolled in clinical courses *are not* covered by liability insurance and will not be allowed into the clinical setting.

Students who are employed in a health care facility should check with their employer regarding liability insurance requirements. **IU School of Nursing does not cover students beyond classroom and/or clinical settings!**

Communications
(Also see campus specific information)

Use of Email as Official Correspondence with Students
Indiana University in December 2003 initiated the following policy regarding official corresponding with students via email. "Email shall be considered an appropriate mechanism for official communication by Indiana University with IU students unless otherwise prohibited by law. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion." Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. **Students who choose to have their email forwarded to a private (unofficial) email address outside the official university network address, do so at their own risk.**

Appropriate Computer Conduct and E-mail Etiquette

Legal Use
Computing resources and network capacity may not be used for illegal purposes. Examples of illegal purposes include:

- ❖ Intentional harassment of other users.
- ❖ Intentional destruction of or damage to equipment, software, or data belonging to IU or other users.
- ❖ Intentional disruption or unauthorized monitoring of electronic communications.
- ❖ Unauthorized copying of copyrighted material.

Ethical Use
Computing resources and network capacity should be used in accordance with the high ethical standards of the University community as described in the "Code of Student Rights, Responsibilities, and Conduct" and the "Academic Handbook". Examples of unethical use follow; some of them may also be illegal.

- ❖ Violations of computer system security.
- ❖ Unauthorized use of computer accounts, access codes, and network identification numbers assigned to others.
- ❖ Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth).
- ❖ Use of computing facilities for private business purposes unrelated to the mission of the University or University life.
- ❖ Academic dishonesty (plagiarism, cheating).
- ❖ Violation of software license agreements.
- ❖ Violation of network usage policies and regulations.
- ❖ Violation of another user's privacy.

General Policies
Computer and network use has become an essential part of many University activities. While much computing is now done on privately controlled computers (personal computers, workstations, and so forth) most information sources and telecommunications systems reside on shared, central computers, or use shared networks.

Distributed resources such as microcomputer clusters provide additional computing tools. University Information Technology Services (UITS), together with computing centers at each campus, as well as many academic departments and administrative units, have responsibility for providing and maintaining shared computing tools. General policies regarding the resources IU provides are outlined below.

- ❖ Access – Indiana University will provide access to appropriate central and campus computing resources, and to their attached networks, to all members of the University community whose work requires it. Fees are charged for some services.
- ❖ Availability- Indiana University will make its central and campus computing resources and networks available to users with fewest interruptions possible.

Emergency Preparedness
Indiana University has created a web page to provide resources for you about emergency preparedness. Information will be updated as needed.
IUPUI: http://www.iupui.edu/~prepared/
IUB: http://www.iub.edu/~prepare/

Security
Central and Campus Resources
Indiana University will help users of its central and campus shared computing resources protect the information they store on those resources from accidental loss, tampering, or unauthorized search, or other access. Appropriate information on the security procedures implemented on each central or campus shared computing resource will be made available by the system administrator.

In the event of inadvertent or non-malicious actions resulting in the loss of or damage to that information, or the invasion of the user's privacy, the IU computing centers will make a reasonable effort to mitigate the loss or damage. The University will provide an industry-standard level of system security on University-maintained systems. Users are responsible for maintaining properly the protections under their control, specific to files associated with their computer accounts. Users may request that arrangements be made to protect information stored on such resources. These requests will be honored at the discretion of the unit that manages the resource.

Other Resources
The system administrators of departmental and individual computing resources are responsible for the security of information stored on those resources making appropriate information on security procedures available to users of those systems and keeping those systems free from unauthorized access.

Confidentially
In general, information stored on computers is considered confidential, whether protected by the computer operating system or not, unless the owner intentionally makes that information available to other groups or individuals. Indiana University will assume that computer users wish the information they store on central and campus shared computing resources to remain confidential. IU computing centers will maintain the confidentiality of all information stored on their computing resources.

Academic and Related Information
Academic Difficulty
Students having academic difficulties in a particular course are strongly urged to contact their professor as soon as possible for advice and assistance.

Academic Integrity
(Also see campus specific information)
Indiana University and the School of Nursing are obligated to protect the integrity of the University and view academic misconduct as a serious issue. The *Code of Student Rights, Responsibilities, and Conduct* expressly prohibits academic misconduct and students who fail to follow the *Code* risk severe penalties, such as course failure, suspension, or expulsion from IU. Students who commit academic misconduct face great personal loss and jeopardize their future.

Academic Misconduct
Academic misconduct includes cheating, plagiarism, unauthorized collaboration, facilitation, and fabrication. Below is a *non-comprehensive* listing of examples of student academic misconduct:
- ❖ Copying another person's test.
- ❖ Downloading a paper from the WEB.
- ❖ Writing a paper for another student.
- ❖ Handing in the same paper for more than one class.
- ❖ Fabricating data to fit your results.
- ❖ Insufficiently documenting sources.
- ❖ Doing a project with a classmate after being told collaboration is not allowed.
- ❖ Signing in for someone else.
- ❖ Submitting someone else's work as your own.
- ❖ Violating course rules as stated by the faculty member teaching the course.
- ❖ Downloading exams and other materials expressly prohibited by faculty.

Some important definitions related to academic integrity:

Cheating "to deprive of something valuable by the use of deceit or fraud; to influence or lead by deceit, trick, or artifice."

Dishonesty "characterized by lack of truth, honesty, or trustworthiness; unfair, deceptive."

Fabrication "invent, create; to make up for the purpose of deception."

Plagiarism   "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source; to commit literary theft: present as new and original an idea or product derived from an existing source."
(Definitions from Merriam-Webster Online, 2000)

All instances of academic misconduct will be pursued and may result in dismissal from the nursing program.

Grading Scale for Nursing Major Courses

A+	97-100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-*	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62
		F	59 or below

*Please note: Course grades of "C-" or below are considered as failing the course.

Course Grades
Any questions about the transcript record on the IUPUI campus should be addressed to Academic Counselors in the Center for Academic Affairs, NU 122, or the IUPUI Registrar, Campus Center, Suite 250. Questions about the transcript record on the Bloomington Campus should be addressed to Shirley Wines in the School of Nursing Office or the IUBL Registrar, Franklin Hall 100.

Incomplete Grades
In accordance with University policy, a grade of "I" (or Incomplete) may be given in unusual situations such as serious illness. Students who have incomplete grades will become "out of sequence" (page 10). Incomplete grades are given at the discretion of the faculty after appropriate consultation.

Satisfactory/Fail Grades
Some courses, such as clinical/practicum courses, are best evaluated by using satisfactory/fail grades rather than letter grades. Students must pass clinical/practicum courses at a satisfactory level to progress in the nursing program.

Evaluations
Faculty evaluation of each student's performance in the clinical setting, highlighting strengths and weaknesses, occurs throughout the semester with the majority of this feedback being verbal. If, at any time during the semester, a student is identified as failing to meet course and/or program standards, the faculty will complete a *written assessment contract* with the student.   After the faculty member and student sign the contract, the faculty member will make two copies of the form. One copy will be maintained by the faculty in the student's folder. The second copy will be given to the student.

Student Consent for Retention and Use of Course Related Work
In order to comply with national and state accreditation guidelines, it is necessary for the School of Nursing to retain samples of student work. Additionally, faculty may hold student work as an example for a future class. Regardless of the purpose, retention and use of a student's work by a faculty member requires the student's written consent. This consent may be obtained by using the *Student Consent for Retention and Use of Course Related Work* form. The permission form requires the signature of the student and faculty member. The faculty member will make three copies of the form. One copy is kept with the student's work, the second is placed in the student's personal folder, and the third is given to the student. Consent to retain student work is voluntary and refusal of consent will not affect the student's grade(s).

Class/Practicum Attendance
The nursing profession is challenging and complex, as is the nursing curriculum. Class and practicum attendance are critical to a student's ability to succeed in the nursing program. School of Nursing faculty expect students to attend class and to be prepared to participate in classroom discussions or practicum demonstrations.

School of Nursing policy specifies that students who are absent from 20% of their practicum experiences will either need to withdraw from the course or receive a failing grade.

Faculty members feel that education is the beginning of each student's nursing career. Therefore faculty expect to be notified of all absences (regardless of reason), prior to the scheduled class time. This mirrors the professional requirement of notifying an employer of absences from work.

 Additionally, practicum orientations are typically scheduled during the first week of class. These orientations are required by clinical facilities, are difficult to arrange, and nearly impossible to reschedule. *Students who miss their practicum orientation may find themselves unable to continue in the clinical courses due to their inability to meet the requirements of the clinical agency. This could put the student in a position of missing more than 20% of the practicum experience which would require withdrawal from the course.*

Each student will comply will all policies and procedures of the clinical site assigned. (This may include HIPAA, OSHA, and other training as specified by clinical agency.)

Uniforms
(Also see campus specific information)
Students are required to wear the official IU uniform during all clinical learning experiences, unless clinical sites indicate otherwise. Initially, students will wear a red School of Nursing polo shirt (available at the IUPUI Medical Bookstore) and khaki long pants.

After the first semester in the nursing program, the student nurses' uniform is "true red" hospital scrubs. Students may wish to wear a white short or long sleeve shirt under the scrubs.
A white scrub dress is also an option for female students who may prefer to wear a dress.

Nursing students must wear a nametag on the left side of their uniform top. Additionally, an IU School of Nursing patch is to be worn on the right upper arm sleeve of each scrub uniform top. The patch needs to be oriented so that the word UNIVERSITATIS is on top, toward the edge of the shoulder.

White socks (or white hose for women who chose the scrub dress option) and white shoes of a low heel oxford or slip-on style are worn with the uniform. No open toe or open heel shoes are allowed.

Students will also obtain the equipment specified by their campus. A wristwatch with a second hand or LED second readout is also needed.

The only acceptable jewelry includes wedding bands and small pierced earrings. Hair is to be worn off the collar in such a fashion that it will not fall forward into a working area or brush across a client, make-up should not be excessive, no perfume or aftershave, nails should be short, and shoes and uniform clean.

When in the clinical setting, student ID badges are to be worn at all times.

Students assigned to clinical learning experiences in community-based settings must adhere to the dress code of the respective agency.

Student Assistance (Also see Bloomington, Columbus and IUPUI sections for campus specific information)

Process for Resolving Conflict
There may be times when students and/or members of the faculty have concerns regarding a particular academic situation. It is extremely important for individuals to have a process where conflict can be resolved in a constructive manner. The following are identified as constructive steps to be used in resolving conflicts that may arise:
  ❖ Identify and document the essence of the problem, clearly stating objective as well as subjective data.
  ❖ Meet with the person(s) involved in the conflict to seek resolution of the issue(s) at hand. If the conflict is with a faculty member, it is recommended that the student meet with faculty during office hours or arrange an appointment at a mutually convenient time.

Remember that objective information, a constructive approach, and seeking the appropriate resource person are most likely to result in constructive conflict resolution.

Students with Learning Disabilities
(Also see campus specific information)
If students feel they need any special accommodations due to a disability, please contact the following campus offices:

Bloomington: Disabled Student Services
(812) 855-7578.
IUPUI or Columbus: Adaptive Educational Services
(317) 274-3241.

Student Support Opportunities
Scholarships
A number of nursing scholarships are available to IU School of Nursing students, most of which are awarded on an annual basis.
All scholarship applications are reviewed and recipients selected by the Scholarship Committee of the School of Nursing. Although there is a very wide range, the median amount of the individual scholarship awards over the past few years has been approximately $1500. Scholarships are awarded on the basis of the availability of funds in each scholarship account. *The amount of each scholarship may vary from year to year and, furthermore, if adequate funds are not available, some scholarships may not be awarded every year.*

Scholarship application forms and further information may be obtained on the IUSON web site in late January. To apply for a scholarship, read the application carefully, applying only for those for which you qualify; complete the form, making certain that you include evidence that you meet the criteria for that award, and return the application to the Center for Academic Affairs (NU 122).

Alumni Association
The School of Nursing Alumni Association, which now has over 26,000 members, is a constituent member of the Indiana University Alumni Association. It meets several times a year and is open to all persons with a degree from the Indiana University School of Nursing. Its purposes are to advance the goals of the School of Nursing, promote and fund activities appropriate to the needs of the school and the profession, participate in the recruitment and retention of students, promote research and other scholarly endeavors, and meet selected individual needs through a broad comprehensive program. The Alumni Association presents awards annually to students and graduates for outstanding accomplishments in the school, the profession, and the community. It also publishes, in conjunction with the School of Nursing, the Pulse, a periodical newsletter featuring news about current School of Nursing and alumni activities. The IU Alumni Association office on the IUPUI campus is located on the 2nd floor of the University Place Conference Center, (317) 274-5060, and in Bloomington at 1000 East 17th Street, (812) 855-4822.

Life-Long Learning (Continuing Nursing Education)

The School of Nursing Office of Lifelong Learning is located on the campus of IUPUI. The American Nurses Credentialing Center's Commission on Accreditation has accredited the program as a provider of continuing nursing education. The Office of Lifelong Learning offers continuing nursing education programs and online (Web) courses to registered nurses and other health-related personnel from across the state, the nation and internationally. Wherever you practice nursing, you will be able to access programs offered by the Office of Lifelong Learning. The web site is: http://nursing.iupui.edu/LifelongLearning.

Development Office

The School of Nursing Development Office located at IUPUI (NU 101) collaborates with the Indiana University Foundation in fundraising efforts. Objectives of the office are to promote an active School of Nursing alumni association, promote involvement of School of Nursing faculty in community service and external relations, and participate in building a financial base for endowed chairs, visiting professorships, scholarships, and development activities. The office maintains records, accepts gifts for the school, and assumes responsibility for ensuring that these gifts are used for the purpose requested by the donor.

Research Center

The Center for Nursing Research located at IUPUI (NU 338) http://nursing.iupui.edu/research/ is the central location for all research-related information at the School of Nursing. Information about research opportunities, upcoming conferences, research assistant positions, faculty research activities, grant application procedures, and other materials may be obtained there. The Center is responsible for school research programming and coordinates the selection of student posters for the Midwest Nursing Research Society poster competition. The Center library contains nursing dissertations.

On the Bloomington campus, students are encouraged to check out the Research and University Graduate School (RUGS) grants at the following site http://graduate.indiana.edu/. Faculty may be contacted for more information.

Telecourses

The School of Nursing broadcasts selected courses in the BSN and MSN programs statewide using the Indiana Higher Education Telecommunications Network and over telephone lines to all 8 IU campuses as a live two-way interactive videoconference. Orientation materials are available for any student enrolling in courses offered on IHETS or as a videoconference.

School of Nursing Student Activities

Within the School of Nursing there are also several active student organizations, described in the following paragraphs. Several of these organizations serve as liaisons between students and faculty. Individual students also can work with faculty on organizational matters as representatives to the school's Curriculum Committee or Student Affairs Committee, or on one of the ad hoc committees set up for specific purposes. Student input is very much needed in many situations around the school and, again, students are encouraged to become involved.

Student Nurses' Association

All nursing undergraduate students are eligible for membership in the National Student Nurses' Association (NSNA), the Indiana Association of Nursing Students, and IU's local chapter for a nominal fee. The chief purpose of the organization is to aid in the preparation of students for the assumption of professional responsibilities. Among other activities, the organization sponsors educational, legislative, and scholarship programs. Contact the Assistant Dean for Student Services in NU 122 at (317) 274-8094 on the IUPUI campus, and the advisor (812) 855-2592 on the Bloomington campus for more information.

Progression Policies and Procedures

Interruption of Progress (Out of Sequence)

(Also see campus specific information)
Any period of absence that prevents a student from meeting course objectives may result in withdrawal or an incomplete grade in the course. Sustained absence, as defined by campus nursing faculty, may result in course failure. Failure to register in each sequential semester, excluding summer sessions, also constitutes an interruption in the student's program. Students must complete all BSN requirements within six years of enrolling in the first nursing course in the nursing major.

Students who have interrupted their program of study, for any reason, must submit a written request to re-enter the program to the chairperson of the Admission, Progression, Graduation (APG) Committee of the School of Nursing at the campus where readmission is desired and plans for completion of the program. (Corridor campuses share a common APG committee.) Such requests will be evaluated on the basis of the availability of resources. Re-entry of students who have interrupted their study, for any reason will be on a space available basis and may require a refresher course and/or documentation of current competencies.

Curriculum changes during the interruption may result in review and revision of degree requirements based on evaluation of individual situations. Students who are readmitted must adhere to the current policies and curriculum of the School of Nursing in effect at the time of re-entry. Readmitted students will be expected to apply all knowledge and skills from previous courses.

Clinical Absence Policy
It is expected that students will participate in all required (regularly scheduled or substituted) practicum/clinical experiences (orientation). Students absent from more than 20 percent of scheduled experiences at any point in during the semester, will receive a failing grade, allowed to take an incomplete or to withdraw (see information below).
At the discretion of the respective faculty, students absent from clinical learning experiences including orientation may be required to make up any or all of the missed clinical time.

Withdrawal Policies
Coursework
Students must complete the official withdrawal form by the deadline dates printed in the current class schedule to withdraw from any course. A "W" will appear on the student transcript once the student completes the official withdrawal form(s) and obtains necessary signatures. Once the deadline for course withdrawals has passed, the student will need the permission of the instructor to withdraw and a grade of either "F" or "W" will be awarded as determined by the instructor. "W" is an option after the withdrawal deadline only if the student is passing with a didactic grade of C (2.0) and a clinical grade of S (Satisfactory). If a student stops attending but does not officially withdraw from the class, an "FN" will be recorded on the transcript.

More than three academic withdrawals in a semester are considered lack of progress toward the degree. If a student withdraws from a clinical course alone, the withdrawal is counted as one withdrawal. If a student withdraws from a didactic course it requires an automatic withdrawal from a concurrent clinical course, considered as one withdrawal.

Program
Withdrawal from the nursing program requires that a student seek reinstatement to the program. Additionally, students who wish to withdraw from all courses are required to make an appointment and meet with their academic counselor.

Repeating Nursing Courses
A student who receives a grade lower than C (2.0) in nursing didactic courses or lower than S in clinical courses will be required to repeat the courses. Failure to receive the minimum-passing grade upon repeating a nursing course or failure in two nursing theory or clinical nursing courses will result in dismissal. Validation examinations may not be used as substitutes for repeating any nursing course. Students who need to repeat a nursing course must contact the Academic Counselor for placement in the course to be repeated. The request to repeat a course is granted on a space available basis and all future enrollment in the nursing major will be based on space availability. Additionally, students who do not earn at least a C grade in an upper division-nursing course or an S grade in a clinical section will be limited in their course enrollment for the next semester.

Intercampus Transfers
Nursing students in good academic standing may seek intercampus transfer by petitioning the Admission, Progression, and Graduation (APG) Committee at least one semester in advance of the requested transfer. Due to the difference in course sequencing, students seeking an intercampus transfer should do so only at the completion of all required coursework in the fourth or sixth semesters of the nursing program. Intercampus transfer requests submitted to the APG that ask for mid-year transfer consideration are discouraged. Students wishing to transfer within an academic year may be required to complete supplemental course work due to course sequencing differences.
Intercampus transfer requests will be evaluated individually on the basis of the student's academic record, the availability of space in the required courses; faculty and facility resources to meet the student's needs and program outcomes and competencies.

Appeal Process
Academic Appeals
Problems related to a student's academic and professional status that emerge during enrollment in the undergraduate nursing program are handled through an appeals process.

The appeals process is designed to assist in academic and/or professional-standing problems. An appeal is appropriate in a situation in which a student believes that he or she has been treated in a way that is different from how other students were treated and has negatively affected the student's grade or professional image. The formal appeals procedure can be summarized as follows:
- ❖ The student attempts to resolve the problem with the faculty member involved.
- ❖ If the problem is not resolved in a manner satisfactory to the student, he or she may request mediation by the faculty member's immediate administrative supervisor.
- ❖ If the situation is still not resolved satisfactorily, the student should contact the Associate Dean for Undergraduate Programs who will discuss with the student how to proceed at that point.

The appeals process is for matters related to student academic and/or professional performance. Academic problems are defined as those that threaten the quality of a student's academic standing. Professional problems are defined as those that threaten the student's professional reputation or status. Problems involving personality conflicts should be handled on the student-faculty level, unless directly related to academic or professional matters.

Students who need assistance in filing an appeal or clarifying the appeals process should consult with an Academic Counselor.

Guidelines for Submission of Requests to Undergraduate Admission, Progression, and Graduation (APG) Subcommittee

Requests that need to be directed to the Undergraduate Admission, Progression, and Graduation (APG) Subcommittee include:
- ❖ waiver of application of specific academic policies
- ❖ waiver/substitution of general education requirements
- ❖ change in the sequence of courses
- ❖ leave of absence
- ❖ reinstatement into the nursing program
- ❖ transfer request (equivalency credit for nursing courses): if transferring from another IU campus, please state current placement in the curriculum.
- ❖ appeal of APG Subcommittee decisions regarding implementation of academic policies, such as dismissal from the program

Requests to the Undergraduate Admission/Progression, and Graduation Subcommittees should be placed in typed form and directed to the chair of the appropriate subcommittee five academic days prior to meeting dates at the following address:

Patricia Ebright, DNS, RN
Co-chair, Undergraduate Admission, Progression, and Graduation (APG) Subcommittee
Indiana University School of Nursing
NU 413
1111 Middle Drive
Indianapolis, IN 46202-5107 (Telephone: 274-7912, e-mail: prebrigh@iupui.edu)

Typed requests should include the following:
- ❖ Your name and ID number; mailing address for APG response; and telephone number for communication purposes if necessary
- ❖ Clear statement of the request
- ❖ Rationale for the request and explanation of extenuating circumstances if appropriate (e.g., appeal of the application of the academic policy relative to dismissal)
- ❖ Personal plan of action for facilitation of continued progression/academic achievement

Copies of the yearly schedule of meetings for Undergraduate APG Subcommittee meetings are available in the Center for Academic Affairs (academic counselors). Students should submit requests at least five academic days in advance of the APG meetings. Late requests will not be processed and will be placed on the agenda for the next regularly scheduled Subcommittee meeting.

Students wishing to clarify or present additional information at the meetings may contact the co-chair of APG Subcommittee for permission to attend the meetings. If the chair cannot be reached, students may contact Rachel Waltz, RNC, MSN, WHNP, Chair, Student Affairs Committee (NU 429; 274-0036).

Students who have not been in a nursing course for over one (1) year and are seeking reinstatement in an IU nursing program or transfer from another nursing program will be provided individualized refresher plans. A refresher plan may include: (1) performance assessment of selected nursing skills, (2) participation in selected learning lab classes/evaluation sessions, and (3) participation in a pre-determined number of clinical experiences. Students must enroll in an assigned number of credits of NURS-Z 480 (BSN Portfolio Review Course Substitution) to acknowledge completion of the required learning and performance assessment activities.

Students wishing to seek equivalency/substitution credit for a required course in the BSN curriculum need to meet with the respective nursing academic counselor in the Center for Academic Affairs, NU 122. Requests will need to be made in writing and students need to pursue a request of this nature at least one (1) semester before expected enrollment in the required course for which credit is being sought. Equivalency requests must be supported with substantial documentation, e.g. syllabi, course outlines, and other related course materials as necessary. Forms are available in the Center for Academic Affairs (NU 122).

Students who interrupt their studies need to be aware that there are stated lengths of time in which the BSN nursing curricula must be completed. The BSN curriculum must be completed within six years of admission to the major. Students interrupting their studies must notify the APG Subcommittee immediately. Individual plans will be devised for students who interrupt their studies for more than a year and will include special refresher experiences before continuing with their studies.

Grade Changes
Occasionally, errors are made during the calculation of a student's exam and/or course grade. The School of Nursing encourages all nursing students to monitor their academic performance and to bring any such calculation errors to light immediately.
Nursing faculty will only change a student's exam and/or course grade if there is evidence that a miscalculation was made in the computing of the grade. Faculty are responsible for informing students of their performance on each test, assignment, and/or learning assessment as the semester progresses. Students are responsible for knowing their standing within each class, based on the grading scale outlined in the course syllabus.
Given that faculty members may retire, resign, take a leave of absence, etc., it is imperative that any student who feels a semester grade is incorrect seek to correct such an error in accordance with the deadline outlined above in the Academic Appeals Policy.

Alternative Credit
Nursing Major Course Equivalency
Credit for courses required by Indiana University School of Nursing will be awarded when courses from other programs are judged to be comparable to the IU courses. Course faculty teaching in the relevant course(s) will participate in the course comparability review and evaluation. See your academic counselor for further details. (Equivalency review of courses from other institutions: Policy U-III-A-1).

Curricular Sequencing
Any student wishing to take courses out of curricular sequence must have approval to do so by the Admission, Progression, and Graduation Committee. The student is to submit the request in writing to the chairperson of the Admission, Progression, and Graduation Committee for consideration. The student will be notified of the Committee's decision in writing. If students are not satisfied with the Committee's decision, students should appeal to the appropriate person on their respective campus for further evaluation.

Portfolio Review Process
The portfolio review process is available to all undergraduate students who believe that they have already met the learning objectives/competencies required of a specific nursing course within their program of study. The portfolio is a mechanism used to validate the acquisition of prior knowledge and skills congruent with course expectations and student learning outcomes. The portfolio provides objective evidence that students have acquired the content and the skills through prior learning and/or practice experiences. The decision to accept the documentation provided is based on determination of the equivalency of this prior knowledge and skill that the student would be expected to demonstrate at the completion of a specific course. **The portfolio review option does not take the place of course equivalency reviews or transfer credit.**
Portfolio Guidelines may be found at http://nursing.iupui.edu/academics/portfolio.shtml.

Independent Study
Students interested in taking a nursing course on an independent study basis should obtain an agreement form in the Center for Academic Affairs in the School of Nursing on the IUPUI campus, and the academic counselor on the Bloomington campus. Students must make formal arrangements for independent study courses with the faculty member with whom they wish to study. Both must sign the agreement form and return the completed form to Center for Academic Affairs on the IUPUI campus, and the academic counselor on the Bloomington campus before the student may register for the course.

Graduation and Licensing
The National Council Licensing Exam for Registered Nurses (NCLEX-RN)
BSN students in the last semester of their program are required to take the NCLEX practice examination. A variety of NCLEX review software and review books are available in the Learning Laboratory and the Computer Learning Center. Students may sign up to take the Kaplan review for the NCLEX through IUSON for a fee.
The licensing exam for registered nursing is a national exam that is administered by the National Council of State Boards of Nursing. The testing is available year-round via computerized adaptive testing (CAT) and will take from two to five hours to complete. The cost of the exam at the printing of this handbook was $ 200.00. The fee charged for licensure may vary from state to state.
The Indiana Professional Licensing Agency, which approves licensing for RN's in Indiana, charges a $50.00 processing fee. For updated fees please check http://www.in.gov/pla/
IMPORTANT: If the student has been placed on the checklist for any financial obligation, e.g., parking fines, default on loan payments, library fines, special credit fees, etc., the student's record will not be cleared. Without clearance, the student will be unable to be licensed by the National Council of State Boards of Nursing. Not only must the student pay the financial obligation but the student must also be removed from the checklist and cleared through the computer. This process takes time so the student should not wait until the last minute to pay any outstanding fees. In addition, diplomas and official transcripts will NOT be released until indebtedness is cleared through the computer.

Legal Limitations for Clinical Placement(s) and/or Licensure
Some criminal offenses will limit a student's clinical placement opportunities and/or jeopardize earning a Registered Nurse license. Additionally, most clinical agencies require a criminal history report to be completed prior to student placement in that agency.

The State Board of Nursing includes the following questions on licensing applications. If the student **cannot** answer "no" to all questions, the student should discuss these potential problems with an academic counselor in the School of Nursing.
- ❖ Has disciplinary action ever been taken regarding any health license, certificate, registration, or permit that you hold or have held?
- ❖ Have you ever been denied a license, certificate, registration, or permit to practice as a nurse or any regulated health occupation in any state (including Indiana) 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 contendre 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 denied staff membership or privileges in any hospital or health care facility or had such membership or privilege revoked, suspended, or subjected to any restrictions, probation, or other type of discipline or limitations?
- ❖ Have you ever had a malpractice judgment against you or settled any malpractice action?

Recognition of Academic Excellence

Students have the opportunity to be recognized for academic excellence during their program of study and at graduation. Full-time nursing students will be placed on the Dean's List for each semester that they earn a GPA of 3.5 or higher.

Baccalaureate degree candidates have the opportunity to graduate with academic distinction. Academic distinction may be awarded to the top ten percent (10%) of those undergraduate degree candidates in any particular semester according to IU policy. To be considered for academic distinction graduation candidates must have completed at least 50 percent of their degree requirements on the campus awarding the degree. (Please note that IUPUI/BL/and IUPUC are a corridor campus and therefore considered one campus – 50% taken at IUBL equals 50% taken at IUPUI.)

Grade point averages used in determining the categories of academic distinction awarded are:

3.83	-	4.00	Highest Distinction
3.66	-	3.82	High Distinction
3.50	-	3.65	Distinction

Distinction at graduation is awarded on the basis of all required nursing courses taken for a letter grade that have been completed by the end of the seventh semester of the BSN program or the third semester of the ASN program. There are three levels of distinction that may be awarded: distinction; high distinction; and highest distinction. The level of distinction is printed on the final transcript and the diploma. At commencement, graduates may wear cream and/or crimson cords denoting the level of distinction.

Entry Level Jobs, Internships and Scholarships for Nursing

CampusRN.com has been designed solely to service the needs of nursing students/entry-level health care students and potential employers industry wide. For job information please see
http://www.campusrn.com/students/

PROGRAMS

Summer Courses

Course offerings at the School of Nursing during the two summer sessions are limited; they are usually elective courses reserved primarily for BSN students who have completed their 6th semester (Junior year). Selected required BSN courses may also be offered, primarily for RN-to-BSN mobility students and Accelerated BSN track students. Traditional track BSN students must obtain permission to register for these courses. If you happen to inappropriately register for one of these offerings you will be administratively withdrawn. During spring semester descriptions of summer courses to be offered are distributed to all students along with summer and fall registration information.

Student Records

Certain student information maintained in the Office of the Registrar is considered public and will be released upon request. This information includes name, address, whether currently enrolled, whether full- or part-time, class standing, dates of previous enrollment, and degree received. Name, dates of attendance, enrollment status, and degrees cannot be restricted by the student and, furthermore, IU faculty and staff with a legitimate need to know cannot be restricted from access to the other information. With these exceptions, however, a student who wishes to restrict the release of particular information may file a "restrainer" with the Office of the Registrar.

A detailed description of the policies and procedures followed by the University in its attempts to provide appropriate access to student records, while protecting their confidentiality, can be found in "IU Code of Student Ethics and IUPUI Code of Student Rights, Responsibilities, and Conduct" (http://www.life.iupui.edu/help/code.asp) or "Access, Confidentiality and Disclosure of Student Records" (http://registrar.iupui.edu/confiden.html)

Student Rights

The legal rights of Indiana University students are described in detail in Parts I and II of the "IU Code of Student Ethics and IUPUI Code of Student Rights, Responsibilities, and Conduct" (http://www.life.iupui.edu/help/docs/Part_1all.html). These rights include freedom from discrimination or harassment based on age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Students who believe one of these rights has been violated and who have not been able to resolve the issue informally may file a formal complaint by following the procedures guidelines in Part II. Students also may contact the Affirmative Action Office on campus for assistance in such situations.

Transfer of Student Records

The School of Nursing will maintain academic records for all students admitted to the nursing major. Individuals whose records were previously in other schools or departments will have their records transferred to the School of Nursing after they accept admission to the nursing major. All future program planning, course registration information, academic advising, etc., will be accomplished through School of Nursing personnel.

Honors Program

Indiana University Bachelor of Science in Nursing (BSN) students on the Indianapolis (IUPUI), Columbus (IUPUC), and Bloomington (IUB) campuses are encouraged to pursue honors study. Students interested in pursuing honors study on the IUB campus should contact an academic advisor on that campus by calling (812) 855-1736. On the IUPUI campus, contact an academic counselor by calling (317) 274-2806.

BSN students who pursue honors study at IUSON enjoy a supportive environment and close mentoring relationships with faculty and participate in conducting research. Those who successfully complete the honors option receive conditional acceptance into the MSN or PhD program upon graduation, provided they meet all other qualifications.

Minors

Nursing students may pursue minors. Students should consult an academic counselor on their specific campus for program requirements.

LPN-ASN Program (Columbus Campus)
Program Statement
The Indiana University School of Nursing LPN to ASN Mobility Option on the Columbus Campus is designed to help the LPN build on previous education and experience to become a Registered Nurse. Upon completion of remaining general education courses and the LPN Transition to ASN Practice course, the student receives sixteen credit hours for nursing classes taken in LPN training. The remaining ASN classes on the Columbus campus can be completed in two semesters in a one-year option or in four semesters in the two-year option.

Degree Requirements
Graduates of the LPN to ASN Mobility Option are expected to demonstrate competencies consistent with being a critical thinker; an effective communicator who listens actively and responds appropriately to messages being transmitted; a culturally competent

person who recognizes and respects differences within and between groups of people; competent provider of nursing care; a conscientious practitioner who practices within the legal and ethical parameters of nursing; and an accountable/responsible manager of care.

Graduates are able to give direct care in collaboration with clients, families, and other members of the health care team to achieve therapeutic outcomes. The competencies are consistent with the American Nurses' Association's Standards of Nursing practice and the Code of Ethics.

BSN Program (Bloomington and IUPUI Campus)
Program Statement
Baccalaureate nursing education provides a broad foundation in the sciences and liberal arts necessary for preparing professional nurses who are capable of practicing in a competent and responsible fashion as informed citizens in a dynamic and diverse society. Graduates of the baccalaureate nursing program are expected to demonstrate competencies consistent with being a critical thinker; a culturally competent person; a knowledgeable coordinator of community resources; a politically aware professional; a beginning practitioner whose actions are consistent with professional legal and ethical standards; an effective communicator; a competent provider of health care; and a person who exemplifies a positive public image. These competencies are consistent with the 1998 American Association of Colleges of Nursing "Essentials of Baccalaureate Education for Professional Nursing Practice and the American Nurses' Association's 1989 "Standards of Nursing Practice" and the ANA 2001 Code of Ethics.

Baccalaureate graduates assist individuals, families, and communities in attaining mutually established health goals and in facilitating the highest level of functioning for individuals, families, and communities toward the maximization of their health potential. Baccalaureate education must prepare graduates to be knowledgeable workers, processors of information, and navigate complex health care systems using available technologies as they design and develop more efficient and effective approaches to the delivery of health care services independently or in conjunction with others.

Program Outcomes
At the completion of the BSN program, the graduate[1] must demonstrate the following qualities:

OUTCOME 1: A critical thinker who demonstrates intellectual curiosity, rational inquiry, problem-solving

skills, and creativity in framing problems.

OUTCOME 2: A culturally competent person who provides holistic nursing care to a variety of individuals, families, and communities.

OUTCOME 3: A knowledgeable care coordinator who facilitates access to resources necessary to meet health care needs of individuals', families' and communities.

OUTCOME 4: An individual who understands the political dynamics in various settings and participates in the change process to shape health care policy.

OUTCOME 5: An individual who practices within an ethical and legal framework for the nursing profession.

OUTCOME 6: An effective communicator who is able to share accurate information.

OUTCOME 7: A competent provider of nursing care who functions in various professional nurse roles in structured or semi-structured health care settings.

OUTCOME 8: A professional role model who promotes a positive public image of nursing.

OUTCOME 9: A responsible manager who balances human, fiscal, and material resources to achieve quality health care outcomes.

Progression Priority

After admission to the B.S.N. program, placement in nursing courses for the academic year is based on the following priority ranking:

1. Full-time, regular progression students.
2. Part-time, regular progression students.
3. Students who have interrupted their studies but are in good academic standing.
4. Students who have withdrawn from one or more nursing courses.
5. Students who have failed and successfully repeated a nursing or required general-education course.
6. Students who need to repeat either a nursing course or a general-education prerequisite or co-requisite.
7. Students who have been dismissed and reinstated.
8. Intercampus transfer students.
9. Transfer students from other B.S.N. programs according to admission, progression, and graduation guidelines.

---

[1]Each competency represents the senior-level expectation.

If additional criteria are needed to determine placement, the admission committee considers the date of becoming out of sequence, and the grade point average (GPA). (See an academic counselor with any questions about these requirements.) Students who interrupt their studies for any reason are considered out of sequence and will be accommodated according to the above priority ranking on a space-available basis for the remainder of course work to be completed.

Intercampus Transfer

Nursing students in good academic standing may seek intercampus transfer by petitioning the Admission, Progression, and Graduation (APG) Committee at least one semester in advance of the requested transfer. Due to the difference in course sequencing, students seeking an intercampus transfer should do so only at the completion of all nursing courses required in the sophomore or junior year. Intercampus transfer requests submitted to the APG that ask for mid-year transfer consideration is discouraged. Students wishing to transfer within an academic year may be required to complete supplemental course work due to course sequencing differences.

Intercampus transfer requests will be evaluated individually on the basis of the student's academic record, the availability of space in the required courses; faculty and facility resources to meet the student's needs and program outcomes and competencies.

Students seeking an intra-corridor transfer (between Bloomington and IUPUI or IUPUI and Bloomington) must fill out the form supplied by the academic advisor from their home campus.

Dismissal

Policy: A student will be dismissed from the program when, in the judgment of the Admission, Progression, and Graduation (APG) Committee on the campus of enrollment, there is lack of progress toward the degree. Lack of progress will include, but not be limited to the following:

1. Failure to achieve a 2.0 semester grade point average in any two consecutive semesters;

2. Failure to earn a grade of C (2.0) or (S) in any two required nursing courses (didactic or practicum/clinical) on the first attempt.

3. Failure to achieve a minimum grade of C (2.0) in any required nursing didactic course or S (Satisfactory) in any required nursing practicum/clinical course by the second attempt.

4. Failure of more than three (3) general education courses required for the ASN or BSN degree. Of the three courses, only two (2) failures will be allowed in science course work. **Any grade below a "C" is considered unsatisfactory (failing).**

5. Failure to meet I.U.S.O.N. Essential Abilities expectations.

6. Failure to meet IU Code of Student Rights, Responsibilities, and Conduct.

Falsification of records or reports, plagiarism, or cheating on an examination, quiz, or any other assignment is cause for dismissal. (See IU Code of Student Rights, Responsibilities, and Conduct.)

The faculty reserves the right to dismiss any student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation for the profession of nursing. Integrity and conduct will be judged according to the standards of the most recent *Code for Nurses* as adopted by the American Nurses' Association.

The dismissal of any student is contingent upon review by the Admission, Progression, and Graduation Committee on the campus of enrollment. *Student dismissal is subject to the appeal process on the campus of enrollment.*
(UNF Policy No.: U-VI-A-18)

Reinstatement

A student who has been dismissed from the School of Nursing for academic failure or any other reason may request reinstatement by petitioning the School of Nursing's APG committee. Reinstatement by one campus is not binding on other campuses. This written request must be received by July 1 for fall reinstatement, April 1 for summer reinstatement, and October 1 for spring reinstatement. Reinstatement will be based on faculty recommendations at the time of dismissal, as well as on availability of resources. Reinstatement is not guaranteed, and no student may be reinstated more than once. A reinstated student will be dismissed upon additional failure (grade of C-or lower) of a required course. Students who are reinstated must adhere to the policies and curriculum of the School of Nursing in effect at the time of reinstatement.

Degree Requirements

Students are responsible for meeting all degree requirements. All candidates for the Bachelor of Science in Nursing must fulfill the following requirements:

- ❖ Satisfactory completion of a minimum of 125 (credit hour requirements may vary slightly among campuses) credit hours that apply to the degree. Credits earned in remedial learning skills do not apply to the degree. Credits from courses that have been repeated may be counted only one time to meet the credit hour requirement.
- ❖ Achievement of a minimum cumulative grade point average of C (2.0).
- ❖ Achievement of a minimum of C (2.0) in each required course or equivalent by the second completed attempt
- ❖ Removal of all incomplete and deferred grades Inclusion of special credit course grades in nursing courses by three weeks

- prior to the end of the student's last semester before graduation.
- ❖ Completion of all course work within six years after the enrollment in upper-division courses.
- ❖ Completion of a minimum of 51 percent of courses in the nursing major on the IU campus that grants the degree (Please note that IUPUI/BL/and IUPUC are a corridor campus and therefore considered one campus – 51% taken at IUBL equals 51% taken at IUPUI.) .
- ❖ Application for the degree at the beginning of the final semester.
- ❖ Completion of the NCLEX Readiness Examination and NCLEX Review.

BSN Required Courses

BACHELOR OF SCIENCE IN NURSING COURSES			
Course#	Course Title	CR	Department
B230	Developmental Issues and Health	4	Family Health
B231	Communication Skill for the Health Professionals	3	Environments for Health
B232	Introduction to the Discipline of Nursing: Theory, Practice, Research	3	Adult Health
B233	Health and Wellness	4	Family Health
B244	Comprehensive Health Assessment	2	Family Health
B245	Comprehensive Health Assessment: Practicum	2	Family Health
B248	Science and Technology of Nursing	2	Adult Health
B249	Science and Technology of Nursing: Practicum	2	Adult Health
H351	Alterations in Neuro-Psychological Health	3	Environments for Health
H352	Alterations in Neuro-Psychological Health: The Practicum	2	Environments for Health
H353	Alterations in Health I	3	Adult Health
H354	Alterations in Health I: The Practicum	2	Adult Health
H355	Data Analysis in Clinical Practice and Health Care Research	3	Environments for Health
H361	Alterations in Health II	3	Adult Health
H362	Alterations in Health II: The Practicum	2	Adult Health
H363	The Developing Family and Child	4	Family Health
H364	The Developing Family and Child: the Practicum	3	Family Health
H365	Nursing Research	3	Environments for Health
S470	Restorative Health Related to Multi-System Failures	3	Adult Health
S471	Restorative Health Related to Multi-System Failures: The Practicum	2	Adult Health
S472	A Multi-System Approach to the Health of the Community	3	Environments for Health
S473	A Multi-System Approach to the Health of the Community: Practicum	2	Environments for Health
S474	Applied Health Care Ethics	3	Family Health
S481	Nursing Management	2	Environments for Health
S482	Nursing Management: The Practicum	3	Environments for Health
S483	Clinical Nursing Practice Capstone	3	Environments for Health
S484	Research Utilization Seminar	1-2	Environments for Health
S485	Professional Growth and Empowerment	3	Environments for Health

Math Competency

Students must pass a dosage competency examination each semester in which one is administered with a score of 90% or better within three attempts. Failure to do so will result in the need for the student to withdraw from any course considered a co-requisite that semester.

Exam Policy

1. Seating charts will be used for all exams.
   a. Seating chart varies for each exam
   b. Students sign in on the seating chart as they enter the exam room
2. Students may take a pen/pencil to the exam room. A basic non-programmable calculator may be used if math questions are included on the exam. Examples of items not allowed at their exam desk are book bags, coats, hats, food, drinks, or palm pilots. Items such as these must be left at the front of the room.
3. 3. At least two versions of the exam will be used.
4. Exam proctor will:
   a. Distribute the exam and answer sheet individually to each student
   b. Give any instructions and/or corrections to the exam prior to start of the exam
5. All students will begin the exam at the same time.
6. Students arriving late for the exam will:
   a. Wait until all initial directions are given and questions answered
   b. B. Be given no additional verbal directions
   c. Be given no additional time extension to complete the exam
7. Students may leave the exam room only when their exam is completed.
8. No talking is allowed during the exam.
9. In general, faculty will not answer questions about the exam during the exam. Only questions regarding clarification may be considered.
10. An ESL dictionary will be provided at the exam for ESL students.
11. It is the student's responsibility to protect the integrity of their own exam sheet and protect their answers from other students. Students should be discouraged from large writing on their exam booklets that may be seen more easily by other students.
12. Only nursing students enrolled in the course will be allowed in the room during the exam.
13. At the end of the exam, the student must turn in both the examination and the answer sheet, making sure that their name is on both.
14. All answers must be correctly transferred from the exam to the computer scored answer sheet. Exam scores will be based on the answer sheet only. **No credit will be given for any answers erroneously transposed or omitted on the answer sheet.**
15. One hour is allowed for all exams except a comprehensive exam when two hours are allowed.
16. Post the last four digits of your student identification number on the score sheet. The student identification number will not appear on Oncourse, but is used to assist in student identification.
17. If the student is absent on the day of the exam:
   a. The student shall notify the instructor via phone or Oncourse prior to the start of the exam (1pm). **Failure to do so will result in the grade of a "0" (zero) for the exam.**
   b. Make-up exams are at the discretion of the faculty.
   c. If a make-up exam is allowed, it is the responsibility of the student to make up the exam within one week from the originally scheduled exam.
   d. An alternate version of the exam will be given as a make-up. This could include an essay exam.
   e. Students missing more than one exam may receive "0" (zero) for those exams at the discretion of the course faculty. Students who repeatedly miss scheduled exams will be referred to the Associate Dean for Undergraduate Programs for review.

Sigma Theta Tau International

Sigma Theta Tau International (STTI) is the only honor society of nursing. It is considered the Phi Beta Kappa of nursing. Its mission/ purpose is to foster excellence, scholarship and leadership in nursing to improve health care worldwide. Alpha chapter was founded at Indiana University in 1922 by six nursing students. Sigma Theta Tau International is the second largest nursing organization in the world with over 320,000 inducted members in over 94 countries around the world. Students in baccalaureate programs are invited to membership in STTI when they have demonstrated excellence in their nursing programs and have shown superior academic and personal records of achievement as well as completion of over half of their nursing program. They must be in the top 35% of their class. Alpha students are inducted from all regional campuses offering the BSN program. Inductions are twice a year.

Accelerated (2nd Degree) BSN Mobility Option (IUPUI Campus)

Program Statement

The accelerated BSN mobility option is specially designed for men and women who have earned a bachelor's degree in a non-nursing field. The graduate of this program will be prepared to meet the current and future health needs of society. The curriculum is designed so that the graduate will obtain a solid academic foundation in the practice, science, and technology of nursing. The year-round, full-time 18 month plan of study will emphasize health promotion, disease prevention, maintaining maximum levels of wellness, and regaining health in adults, children, and families.

Degree Requirements

Students are responsible for meeting all degree requirements:

❖ Satisfactory completion of 125 credit hours of which 65 credit hours are nursing courses that apply to the degree;
❖ Achievement of a minimum cumulative grade point of C (2.0);
❖ Achievement of a minimum of C (2.0) in each required course or equivalent by second completed attempt;
❖ Removal of all incomplete and deferred grades. Inclusion of special credit course grades in nursing courses by three weeks prior to the end of the student's last semester before graduation;
❖ Completion of all course work within six years after the enrollment in the first nursing major courses;
❖ Application for the degree at the beginning of the final semester;
❖ Completion of the NCLEX Readiness Examination and NCLEX Review.

Accelerated BSN Mobility Option Required Courses

ACCELERATED BACHELOR OF SCIENCE IN NURSING MOBILITY OPTION COURSES			
Course#	Course Title	CR	Department
B232	Introduction to the Discipline of Nursing: Theory, Practice, Research	3	Adult Health
B233	Health and Wellness	4	Family Health
B244	Comprehensive Health Assessment	2	Family Health
B245	Comprehensive Health Assessment: Practicum	2	Family Health
B248	Science and Technology of Nursing	2	Adult Health
B249	Science and Technology of Nursing: Practicum	2	Adult Health
H351	Alterations in Neuro-Psychological Health	3	Environments for Health
H352	Alterations in Neuro-Psychological Health: The Practicum	2	Environments for Health
H353	Alterations in Health I	3	Adult Health
H354	Alterations in Health I: The Practicum	2	Adult Health
H361	Alterations in Health II	3	Adult Health
H362	Alterations in Health II: The Practicum	2	Adult Health
H363	The Developing Family and Child	4	Family Health
H364	The Developing Family and Child: the Practicum	3	Family Health
H365	Nursing Research	3	Environments for Health
S470	Restorative Health Related to Multi-System Failures	3	Adult Health
S471	Restorative Health Related to Multi-System Failures: The Practicum	2	Adult Health
S472	A Multi-System Approach to the Health of the Community	3	Environments for Health
S473	A Multi-System Approach to the Health of the Community: Practicum	2	Environments for Health
S474	Applied Health Care Ethics	3	Family Health
S481	Nursing Management	2	Environments for Health
S482	Nursing Management: The Practicum	3	Environments for Health
S483	Clinical Nursing Practice Capstone	3	Environments for Health
S484	Research Utilization Seminar	1	Environments for Health
S485	Professional Growth and Empowerment	3	Environments for Health

RN to BSN Program (Columbus and IUPUI Campus)

Program Statement
The mobility program offers a creative curriculum delivered primarily through distance education for the education of professional nurses competent in meeting the current and future health needs of society. It prepares a nurse to begin the practice of professional nursing in a variety of areas and health care settings. The BSN program also builds a leadership foundation and prepares graduates for graduate study. The graduate possesses a broad knowledge of the humanities, biological and social sciences, and nursing. As a beginning practitioner the graduate will be skilled in using problem solving skills in caring for patients, evaluating the role of the professional nurse in the holistic approach to health care, and participating as an informed citizen in society.

Degree Requirements
The minimum requirement for the Bachelor of Science in Nursing is 124 credit hours. Students with less than 124 credit hours must take additional course work to meet requirements. **Students beginning the upper division nursing courses must complete all coursework within six years.**

Failure to register in each sequential semester, excluding summer sessions, constitutes an interruption in the program. Students who re-enter must adhere to the policies and curriculum in effect at the time of reentry. Students who interrupt their program of study may jeopardize their chances of completing all upper division nursing courses within six years.

There is a thirty (30) hour residency requirement in nursing. The residency requirement will be met by completion of the 25 credit hours of upper division nursing courses and 6 credit hours of lower division nursing courses. ***Independent study via correspondence courses will not count toward the thirty (30) hour residency requirement in nursing***.

Curricular Change
Every effort is made to keep this information sheet current. Students who interrupt their program, pursue part time study, or full time students who take more than two years to complete nursing prerequisite requirements are subject to policy and curriculum changes as they occur. Check with your academic counselor for policy and curriculum changes.

Portfolio Review Process
By submitting a portfolio to a designated faculty member, you may be able to meet course expectations through documented evidence of your nursing skills and experience. A portfolio may be submitted for any of the upper division nursing courses. For more details, please refer to www.nursing.iupui.edu Academic Programs or talk to an academic counselor.

Required Course Work
RN-BSN degree coursework consists of general education requirements (59-61 credit hours) and nursing courses (30 credit hours.) Requirements appear in the table below.

All courses must be completed with a grade of C (2.0) or above by the second attempt. Course numbers and credit hours for the general education courses may vary from campus to campus therefore, it is best to check with the School of Nursing academic counselor on each campus. General education courses completed at other universities may be applicable toward your degree program if credits are accepted by the Office of Admissions or determined to be equivalent by the School of Nursing.

RN-BSN – Required Courses Mobility Option

General Education Courses (59-61 credits required)		
Cluster 1 - Critical/Analytical/Science (23-25 credits required)		
Required Courses	Course #	Cr. Hrs.
Anatomy	Biol N261	5
Physiology	Biol N217	5
Microbiology	Micr J210	4
Data Analysis (Stats)	Nurs H355	3
Choose 6-8 additional credit hours from list maintained by academic advisor		
Cluster 2 - Communication (9 credits required)		
English Composition	Eng W131	3
Nursing Communications	Nurs B231	3
Choose 3 additional credit hours from list maintained by academic advisor.		
Cluster 3 - Cultural Diversity (6 credits required)		
Choose 6 credit hours from list maintained by academic advisor.		
Cluster 4 - Social Competence (9 credits required)		
Introduction to Psychology	B104/B105	3
Introduction to Sociology	R100	3
Choose 3 additional credit hours from list maintained by academic advisor		
Cluster 5 - Humanistic Appreciation (6 credits required)		
Ethics & Health Care	S474	3
Choose 3 additional credit hours from list maintained by academic advisor		
Cluster 6 - Open Electives (6 credits required)		
Choose 6 credit hours from list maintained by academic advisor.		
Nursing Course (30 credits required)		
Professional Nursing Seminar I	B304	3
Professional Nursing Seminar II	B404	3
Health Assessment (take with B245)	B244	2
Health Assessment Practicum (take with B244)	B245	2
Nursing Research (pre-req H355)	H365	3
Health of the Community*	S472	3
Health of the Community Practicum*	S473	2
Nursing Management*	S482	2
Nursing Management Practicum	S483	3
Research Utilization (take with S483)*	S484	1
Professional Growth & Empowerment*	S485	3

*Senior year course – Total Degree requirement 124-126 credit hours

BLOOMINGTON

Campus Specific Information

Location
The IU-Bloomington School of Nursing is located in Sycamore Hall at 1033 East Third Street, Bloomington, IN 47405-7005. Faculty, advising, and business offices are located on the 4th floor of the east wing of Sycamore. The nursing learning resource center is located in room 0003 in the basement level of the east wing of Sycamore. The main number for the School of Nursing at Bloomington is (812) 855-1736.

General Information
Office Hours – Monday – Friday, 8:00 a.m. – 5:00 p.m. Please note scheduled meetings might occur throughout the academic year, requiring offices to be closed for a period of time. Although walk-ins are welcome, we would suggest calling for an appointment if you wish to meet with the program director or academic advisor.

Directory
Secretary: Shirley Hughes
SY439 (812) 855-6875
Office Manager/Recorder: Shirley Wines
SY437 (812) 855-1736
Program Director: Dr. Joyce Krothe
SY400 (812) 855-1731
Assistant Director of Student Services (Academic Advisor): Deborah Hrisomalos, RN, BSN, MBA
SY401 (812) 855-2592

Who to See About What
Advising, course offerings, School of Nursing scholarships - see the academic advisor. Please call the secretary or office manager to schedule an appointment.
Registration procedures and forms – see the academic advisor or recorder.
Immunization/CPR records – see the recorder.
Intercampus transfers – see the academic advisor.
Uniform/Equipment orders – see the secretary.
Assistance contacting instructors – see the secretary or office manager.
Transcripts – obtain from the Office of the Registrar (Franklin Hall 100).
General Financial Aid – see the Student Office of Financial Assistance (Franklin Hall 208).
Tuition Information – see the Office of the Bursar (Franklin Hall 002).

Guidelines for Nursing Major

Communications
Nursing students must have a functional e-mail account and are expected to know how to navigate the World Wide Web. Notice of activities and events, or other pertinent information, will be posted on the e-mail student distribution lists and on the School of Nursing Bloomington campus web site (www.indiana.edu/~iubnurse).

Although students certainly may share information with their peers, individual students are responsible for ensuring they are aware of all posted information.

Occupational Health
Contaminated Injury Care and Follow-Up Phone Number: (812) 855-4011

Students must follow agency policy and procedures. For first aid consult your instructor/supervisor in charge of your unit.

Two Step Tuberculin Skin Test
Baseline two-step testing for M. tuberculosis is required for all beginning nursing students whose initial PPD Tuberculin Skin Test (TST) result is negative. The second-step of the two-step PPD TST must be completed within three months of beginning their clinical experience. *If a beginning student has previously tested negative using the two-step method or had a negative PPD TST within the previous twelve (12) months, then the student must have a PPD TST within three months of beginning their clinical experience. All other students must have a PPD TST within three months of beginning their clinical experiences during all academic years within the nursing program. If the student has a newly positive reaction to the skin test, a chest x-ray is required and a report of the results included with immunization record. The student's health care provider should indicate what treatment, if any, has been prescribed as a result of a positive skin test or chest x-ray recommended 4-6 weeks after completing the Hepatitis B vaccination series.

Practicum Experiences
Practicum experiences are designed to give students "hands on" learning opportunities in various settings. During these experiences, students apply theory learned in the classroom to specific client care situations.

In most cases, students go to a hospital, health care, or clinical facility a day prior to the scheduled experience to pick up their assignment or to select a client. Client selection is based on specific learning objectives. The student should obtain the client's permission to provide care, with the understanding that the client has the right of refusal. Preparation for clinical experiences includes reading the client's chart, as well as textbooks and references, to learn about the client's condition, medications, and treatments. Clinical preparation can take approximately one to two hours in the clinical setting plus several hours at home for preparation and paperwork. Personal schedules may need to be adjusted accordingly.

Students should not plan to work for pay the evening or night before a clinical day.

"Students are required to wear IUSON polo shirts and khaki pants/skirts for all clinical sites other than in-patient hospital departments (see Corridor section on uniforms for in-patient department attire). These sites might include in-patient and out-patient psychiatric services, home health and community services, times when student is in hospital selecting clinical assignments the night before actual clinical hours, and for other IUSON related activities as determined. Please refer to course syllabus and faculty for professional attire expectations. No open toe or open heel shoes are allowed. All-white leather tennis shoes may be worn, however the shoes must be clean and in good repair. Khaki pants and/or skirts must be professional in appearance (no cargo pants or low-rider pants/skirts, etc.). Students must wear an IUSON nametag on the left side of their polo shirt, above the embroidered IUSON-Bloomington lettering at all times."

Students will be expected to discuss the problems that their client might experience and the nursing interventions to help deal with these problems. Students will also be expected to know: the actions and side effects of any drugs the client is receiving and how to administer them; the purpose of treatments; the results of pertinent lab tests; and how to implement technical procedures.

During clinical study all students will be supervised and assisted by their practicum instructor and selected hospital staff. Specific student responsibilities will include those that have been studied in class and/or mastered in the Nursing Learning Resource Center. By the second clinical course experience, students will be assuming responsibility for most of their client's nursing care. *All information acquired in the clinical situation is privileged, confidential, and is not to be discussed except during clinical hours with persons on a "need to know" basis and in associated clinical conferences.*

The clinical day is usually followed by a post-conference during which students process selected situations. Students share their experiences and discuss various approaches to patient-related problems. Students will also be expected to participate in a number of non-scheduled experiences and must adjust their schedules accordingly. These expectations are noted in course syllabi.

Following clinical absences, students may be required to provide written documentation that it is safe for them to return to clinical practice. For example, following surgery a student would need to provide a written statement from their surgeon that they may return to clinical practice without restriction.

Specific Schedule Issues
School of Nursing faculty work throughout the academic year to ensure that students are exposed to the best learning opportunities and environments available. On some occasions, valuable learning experiences are not available during a regularly scheduled class time. Therefore, when the Schedule of Classes is built, each practicum section will have the following note below its scheduled time:
- ❖ Practicum experiences may vary according to availability of clinical resources.

This note is to remind students that, although a practicum section is scheduled from 7:00am - 2:00pm on Thursday, there may be times during the semester when the practicum will need to meet outside of the scheduled parameters. Nursing faculty are responsible for informing students of these situations at the beginning of each semester.

Balancing Clinical Block Enrollment
The School of Nursing limits enrollment in all practicum sections to ten students. When students register for classes, they are assured that they will receive all the required nursing courses they need. However, they are not assured of receiving a specific practicum block.

Additionally, the practicum blocks may become unbalanced after registration is complete due to students failures, incompletes, or withdrawals. (Example: four blocks of ten students, and one block with five.) If for any reason, students do not progress into the next set of classes it may become necessary for the School of Nursing to balance the practicum sections. (In the above example, this would mean establishing five blocks with nine students each.) This is done in accordance with the following guidelines:
- ❖ First, the School of Nursing will ask for volunteers from the overloaded section or sections.
- ❖ If there are no student volunteers for the section change, the School of Nursing will contact the Office of the Registrar to determine the last student to register for the overloaded section or sections.
- ❖ The School of Nursing will then administratively switch the last student registered to the section with low enrollment.

Balancing practicum blocks is necessary to ensure that all nursing majors receive high quality practicum instruction and rewarding clinical experiences.

Cancellation of Classes
If Indiana University announces that classes are canceled, then all classes including theory, laboratory, and clinical, are canceled for nursing majors.

In the event that the University cancels classes but students and faculty have already left for or arrived on the clinical unit, the faculty and students will mutually determine whether to complete the educational experience.

In the event that a decision must be made before a formal university announcement is delivered, the following will apply:

❖ Within guidelines of reasonable safety, each person will have to evaluate conditions in relation to his/her locale and make the decision to attend or not to attend the scheduled learning experience.

Upon the decision not to attend, the student will notify the faculty and/or clinical setting staff according to the plan established at the beginning of the course.

Basic Assumptions:
❖ Missed laboratory (skill/clinical) days will be made up at the discretion of faculty.
❖ Make-up dates will be mutually determined by the faculty and students according to availability of clinical facilities.
❖ During orientation to the course, the faculty will:
▪ Explain the process of communication to be used by students.
.

If a nursing faculty member, for whatever reason, needs to cancel a particular class meeting, theory, laboratory, and/or clinical experience, students will be notified via the process outlined during orientation to the course.

NOTE: The faculty member must be present in order for students to complete the educational experience. Therefore, if students do not receive the cancellation notification, they should contact their instructor and/or the School of Nursing to determine the status of the scheduled learning experience.

Interactive Video
To further reinforce concepts and skills, the School of Nursing has several Interactive Video Discs and Computer Assisted Instructional programs available to nursing majors in the Nursing Learning Resource Center Ivy's and CIA's contain case studies, procedural demonstrations, scenarios, etc., which allow students to learn nursing and decision-making skills in a safe environment.

Students are required to present a student ID when checking out these materials, which cannot be removed from Nursing Learning Resource Center. Please remember that other nursing students may also need these items. These discs are very expensive!!! If there are questions or concerns, students should consult the laboratory staff for assistance. *Students may be held liable for damage resulting from incorrect or improper use of the equipment*.

Reviewing/Issuing Video
The School of Nursing has a TV/VCR, camcorder, and camera tripod available for a variety of teaching/learning experiences. To ensure both availability and security of this equipment, individuals wishing to use any of the above items must follow the guidelines below:

❖ Video equipment (TV, camcorder, and/or camera tripod) cannot be used without a reservation. To make a reservation contact the Nursing Learning Resources Center at 856-4374.
❖ Video equipment cannot be removed from the Nursing Learning Resources Center without prior approval.
❖ Individuals wishing to use this equipment must sign for the equipment needed through the laboratory staff.
❖ Individuals using the camcorder are responsible for providing their own VHS tape.
❖ When finished using the equipment, contact the laboratory staff who will verify the return of the borrowed items and sign in the material.

Individuals checking out video equipment may be held liable for any items broken, and/or missing.

Removal of Materials
Occasionally, students may need supplies from the Nursing Learning Resource Center for a class project or presentation. When a student needs Nursing Learning Resource Center materials or supplies, the student must contact the instructor from the course in which the supplies are needed. The instructor will then retrieve the necessary items and both the instructor and the student will sign them out. The course instructor will also ensure that all items are returned in a timely manner. When the items are returned, both the instructor and the student will sign for their return. Students who do not return the materials or supplies will be placed on checklist until the items are returned. *Students may be held liable for non-returned, lost, and/or stolen items.*

Academic Integrity
Exams and Scores
Computer grading and computer analysis may be used with examinations. If computer grading is used, the computer graded score will be the official score recorded. Examination scores will be made available to students at the earliest possible time after the exam.

Reviews
Students have a right to review examinations. The method of exam review will be determined by the course faculty.

Absence
If a student is absent on the day of an examination it is the responsibility of the student to arrange make-up of the examination with the faculty member. The student should anticipate taking an alternate examination.

A student repeatedly absent during examinations will be referred to the Program Director and the student's pattern of absence and academic progress will be reviewed.

"It is expected that students will participate in all required (regularly scheduled or substituted) practicum/clinical experiences (including orientation). Failure to complete all regularly scheduled or substituted experiences places students at risk for not meeting course objectives. Students absent from more than 20 percent of scheduled practicum/clinical experience will receive a failing grade, or be allowed to withdraw according to IU School of Nursing Corridor Policy VI-a-12, or take an incomplete according to university policy dictated by the timing of and the circumstances surrounding the absences. **Course syllabi will provide further information related to policy implementation**."

Lateness
A student who is late for an examination will be required to complete the examination in the remaining examination period.

Projects/Written Work
In many courses students will be expected to complete projects such as oral presentations, research papers, group or individual projects, etc. These will be graded according to IU School of Nursing policy for writing assignments and/or by criteria that are considered professionally acceptable.

Program/Faculty Evaluation
Faculty view evaluation and feedback as an integral part of education and self-growth. Students have the opportunity to provide such feedback through end of course evaluations and/or through other means. Regardless of the medium, student evaluations are anonymous and are treated with strict confidentiality.

Student Assistance
The School of Nursing faculty and staff maintain regular office hours and are available to students for individual assistance. The individual student must take responsibility in initiating the request for assistance. Although student walk-ins will be seen on a time available basis, it is strongly suggested that scheduled appointments be made for student assistance. Students are encouraged to contact personally course faculty, the Academic Advisor, and/or the Program Director whenever they are in need of assistance.

As students begin the second semester of the nursing curriculum, they will see that the expectations of academic performance have increased since the first semester. The expectations of academic performance are greater each semester until the terminal objectives of the curriculum have been achieved. It will be necessary for the student to reach these terminal objectives in order to meet the requirements for graduation.

If academic and/or personal problems jeopardize students' academic success, the faculty advise students to seek assistance immediately. There are resources available to assist students with study habits, test-taking skills, and/or personal concerns. It is important to seek assistance early, conscientiously, and consistently.

Faculty also make referrals to resources when they identify a student's need for assistance. It is the student's responsibility, however, to follow through in seeking this assistance.

IUB Nursing Honors Program
Nursing students at Bloomington with a 3.3 overall GPA or 3.3 Nursing GPA are eligible to pursue departmental honors in nursing. Departmental honors students must work with a faculty sponsor, and achieve each of the following: complete Nursing Honors Proposal Development (3 cr.), complete Nursing Honors Research (3 cr.), write a satisfactory honors thesis or article for publication, and provide a copy to the faculty sponsor and the Assistant Director of Student Services. In order to graduate with departmental honors students must maintain a minimum 3.3 overall GPA and minimum 3.3 GPA in nursing GPA and a minimum 3.5 GPA in nursing honors course work.

Students with Learning Disabilities
Evaluation of Accommodation Plan
At the end of each semester, faculty providing accommodations must submit a list of the accommodations used, their subsequent outcomes, and any further recommendations to the Academic Advisor and the Program Director. The advisor, the director, and the student will meet to review and make any necessary revisions to the accommodation plan. If revisions to the accommodation plan are made, the advisor will send a copy to the appropriate faculty for the next semester's courses.

Progression Policies and Procedures
Interruption of Progress Toward the Degree
Students who need to interrupt their studies for any reason should write a letter to the chairperson of the Admission, Progression, and Graduation Committee of the School of Nursing to apprise the committee of the student's situation. Students are advised to consult the academic advisor for additional information.
Graduation
Intent to Graduate Graduation, Cap and Gown, Diplomas, Pins and Announcements, Student Awards Program, Recognition and Commencement Ceremonies, Pictures, Preparing to Take the NCLEX Students will be given information on procedure starting in semester 7.

Class Officers
Class officers will be elected by the end of fall semester of the sophomore year.

Campus Specific Information
Location:
Indiana University – Purdue University Columbus, created in 1970, is administratively and academically linked with IUPUI. Faculty members are part of their related departments in Indianapolis. The service area of IUPUC includes the 10 counties of Bartholomew, Dearborn, Decatur, Jackson, Jennings, Johnson, Ohio, Ripley, Shelby, and Switzerland. This commuter campus serves a student body of about 2000 with many of them being older and/or part-time. The students appreciate the smaller classes with individual attention from faculty.

Physical Organization of the Building
IUPUC is located on the northeast edge of Columbus adjacent to the Columbus Airport. The two-story, red brick building surrounds a center courtyard.
The nursing lab (201) is located in the northwest corner of the building. The Nursing Office (250) is located in the southeast corner of the building.
A new state-of-the-art Learning Center was opened in 2005. The Learning Center is adjacent to the IUPUC campus and houses many resources for students including the IUPUC Library.

General Information
Office Hours – Monday – Friday, 8:00 a.m. – 5:00 p.m. Please note scheduled meetings might occur throughout the academic year, requiring offices to be closed for a period of time. Although walk-ins are welcome, we would suggest calling for an appointment if you wish to meet with the program director or academic advisor.

Directory
Administrative Secretary:
        Linda Denninger (812) 348-7250
Head, Division of Nursing:
        Debra Harmon (812) 348-7377
Academic Advisor for Nursing:
        Susan Adler (812) 348-7259
Main Switchboard (812) 372-8266
Admissions (812) 348-7311
Bookstore (812) 314-8520
Business Office (812) 348-7224
Financial Aid Advisor (812) 348-7231
Library (812) 314-8703
Registrar (812) 348-7287
Student Services (812) 348-7271
IUPUC Website: www.iupuc.edu

Who to See About What
Advising, course offerings, School of Nursing scholarships - see the academic advisor. Please call the administrative secretary to schedule an appointment.
Registration procedures and forms – see the academic advisor or administrative secretary.

Immunization/CPR records, intercampus transfers – see the administrative secretary.
Uniform/Equipment orders – see the administrative secretary.
Assistance contacting instructors – see the administrative secretary.
Transcripts – obtain from the Office of the Registrar located in IUPUC Student Services CC156.
General Financial Aid – see the Student Office of Financial Assistance and Scholarship (CC 156C).
Tuition Information – see the Office of the Bursar (CC 156).

Programs
LPN-ASN Mobility Option
Completed entirely at IUPUC campus.
BSN
The general education courses may be completed at the IUPUC campus.
RN-BSN Mobility Option
Completed entirely at the IUPUC campus along with online course opportunities coordinated with IUPUC Nursing faculty.

Guidelines for Nursing Major Communication
Nursing students must have a functional e-mail account and are expected to know how to navigate the World Wide Web. Each student is responsible for seeking information related to the operations of the School of Nursing, scheduling for registration, meeting notices, room changes, special events, and CPR classes, for example. Notice of activities and events, or other pertinent information, will be posted on the following:

- Student e-mail (via Oncourse and IUPUC email accounts). Students are responsible for checking their e-mail on a regular basis.
- School of Nursing web site: http://www.iupui.edu.academics/divisions/nursing.asp
- Bulletin Board in Nursing Lab (CC201) and located outside the Nursing office (CC250)

Although students certainly may share information with their peers, each individual student is responsible for ensuring they are aware of all posted information.

Occupational Health
Contaminated Injury Care will follow IUPUI guidelines. Please call
(317) 274-5887 for follow-up within 24 hours of injury and/or follow-up with IUPUC Nursing Faculty / Division Head of Nursing.
Students must follow clinical agency policy and procedures.
For first aid consult your instructor/supervisor in charge of your clinical unit.

Practicum / Clinical Experiences
Practicum experiences are designed to give students "hands on" learning opportunities in various settings. During these experiences, students apply theory learned in the classroom to specific client care situations.
In the LPN to ASN mobility program, students may go to a hospital, health care,
or clinical facility a day prior to the scheduled experience to pick up their assignment or to select a client. Client selection is based on specific learning objectives. The student should obtain the client's permission to provide care, with the understanding that the client has the right of refusal. Preparation for clinical experiences includes reading the client's chart, as well as textbooks and references, to learn about the client's condition, medications, and treatments. Clinical preparation can take approximately one to two hours in the clinical setting plus several hours at home for preparation and paperwork. Personal schedules may need to be adjusted accordingly.
In the RN to BSN mobility program, students schedule practicum hours with an approved agency and coordinate the required hours with the nursing faculty / coordinator of the specific course at IUPUC.

Uniforms
LPN to ASN Clinical
- Overall Clothing: Clean, neatly pressed, in good repair and appropriate size.
- Nametags: Worn in an easily visible spot (e.g. shoulder, chest) on outer layer of clothing.
- Hair longer than shoulder length: Should be confined so it will not interfere with customer service. Men: Beards, sideburns, and mustaches should be neatly trimmed.
- Fingernails: Clean and trimmed nails that do not exceed the tip of the finger for men and ¼ inch beyond the fingertip for women. No artificial nails allowed.
- Perfume, after-shave, deodorant: Use of deodorant is fine but please limit use of perfumes.
- Jewelry: Men/Women - Wedding ring and small post earring or small hoop.
- Piercings and Tattoos: Only ear piercing are allowed. Other piercings visible must be removed. All tattoos must be covered with clothing or opaque coverings.
- Shoes: White, clean, polished.
- Hosiery: White or natural toned stockings.
- Make-up: Complimentary to natural features that create a fresh, natural appearance.
- Skirts: Skirt must be of modest length.
- Pants: Tailored pant which is long enough to cover the ankle.
- Undergarments: Appropriate undergarment must be worn.

RN to BSN:
- Neat and clean street clothes with a lab coat or lab vest.
- IU School of Nursing Name Tag visible
- If in uniform type attire such as hospital scrubs, display IU School of Nursing nametag visibly on shirt or lab coat.

Licensure
All students must have a current copy of their LPN or RN license on file.

Pictures
Each student is to have a picture on file.

Removal of Materials
Occasionally, students may need supplies from the Nursing Learning Laboratory for a class project or presentation. When a student needs Nursing Learning Laboratory material or supplies, the student must contact the instructor from the course in which the supplies are needed. The instructor will then retrieve the necessary items and both the instructor and the student will sign them out. The course instructor will also ensure that all items are returned in a timely manner. When the items are returned, both the instructor or nursing secretary and the student will sign for their return. Students who do not return the materials or supplies will be placed on checklist until the items are returned. Students may be held liable for non-returned, lost, and/or stolen items.

Academic Integrity
Exams
Dishonesty of any kind with respect to examinations, course assignments, or alteration of records shall be considered cheating. It is the responsibility of the student to not only abstain from cheating but, also, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat is as guilty of cheating as the student he or she assists.

Exam Reviews
Students have a right to review examinations. The method of exam review will be determined by the course faculty.

Absences for Exams
If a student is absent on the day of an examination it is the responsibility of the student to arrange make-up of the examination with the faculty member. The student should anticipate taking an alternate examination.
A student repeatedly absent during examinations will be referred to the Program Director and the student's pattern of absence and academic progress will be reviewed.
"It is expected that students will participate in all required (regularly scheduled or substituted)

practicum/clinical experiences (including orientation). Failure to complete all regularly scheduled or substituted experiences places students at risk for not meeting course objectives. Students absent from more than 20 percent of scheduled practicum/clinical experience will receive a failing grade, or be allowed to withdraw according to IU School of Nursing Policy VI-A-12 (Withdrawal Policies for Undergraduate Students), or take an incomplete according to university policy dictated by the timing of and the circumstances surrounding the absences. Course syllabi will provide further information related to policy implementation."

Lateness
A student who is late for an examination will be required to complete the examination in the remaining examination period.

Projects/Written Work
In many courses students will be expected to complete projects such as oral presentations, research papers, group or individual projects, etc. These will be graded according to IU School of Nursing policy for writing assignments and/or by criteria that are considered professionally acceptable.
Student Academic / Personal Problems
If academic and/or personal problems jeopardize students' academic success, the faculty advise students to seek assistance immediately. There are resources available to assist students with study habits, test-taking skills, and/or personal concerns. It is important to seek assistance early, conscientiously, and consistently.
Faculty also make referrals to resources when they identify a student's need for assistance. It is the student's responsibility, however, to follow through in seeking this assistance.

Program/Faculty Evaluation
Faculty view evaluation and feedback as an integral part of education and self-growth. Students have the opportunity to provide such feedback through end of course evaluations and/or through other means. Regardless of the medium, student evaluations are anonymous and are treated with strict confidentiality.

Cancellation of Classes
If IUPUC announces that classes are canceled, then all classes including theory, laboratory, and clinical, are canceled for nursing majors.
In the event that the University cancels classes but

students and faculty have already left for or arrived on the clinical unit, the faculty and students will mutually determine whether to complete the educational experience.
In the event that a decision must be made before a formal university announcement is delivered, the following will apply:
-- Within guidelines of reasonable safety, each person will have to evaluate conditions in relation to his/her locale and make the decision to attend or not to attend the scheduled learning experience.
--Upon the decision not to attend, the student will notify
the faculty and/or clinical setting staff according to the plan established at the beginning of the course.

Student Assistance
Student Assistance (Nursing Department)
The School of Nursing faculty and staff maintain regular office hours Monday through Thursday, 8:00 a.m. to 5:00 p.m., to be available to students for individual assistance. The individual student must take responsibility in initiating the request for assistance. Although student walk-ins will be seen on a time available basis, it is strongly suggested that scheduled appointments be made for student assistance. Students are encouraged to personally contact the course faculty, the Academic Advisor, and/or the Nursing Administrative Secretary whenever they
are in need of assistance.

IUPUC Writing Center
The writing center is available to assist students with any level of writing project. The Writing Center staff does not proofread, but rather empowers students to become better, more independent writers.

IUPUC Math Assistance Center
The purpose of the Math Assistance Center is to help students currently enrolled in math courses through IUPUC. It is our goal to assist students with questions from their class lectures and homework in an open and friendly environment. The tutors are expected to support the efforts of the instructor, but are not expected to replace the need for class attendance. No appointment is required and is located in the Learning Center 1633.

IUPUI

Campus Specific Information

Indiana University-Purdue University Indianapolis (IUPUI) is one of eight campuses in Indiana that comprise the Indiana University system. IUPUI has more than 29,000 students, many of whom are "non-traditional," i.e., older and/or part-time. It is an urban and primarily commuter campus, which is an advantage in many ways such as more evening/weekend course offerings and a very interesting and diverse student body. However, students have to make special efforts to get to know their peers and to participate in campus activities.

In 2005-06 (latest numbers available) there were over 700 undergraduate nursing students at IUPUI, out of a total of more than 1,500 undergraduate nursing students on the eight IU campuses with nursing programs around the state. Indianapolis offers the following nursing programs: baccalaureate, master's, and doctoral. The LPN-to-ASN mobility option, on the Columbus campus, is considered to be a part of IUPUI's nursing offerings. Students who wish to pursue the Bachelor of Science in Nursing (BSN) who have a baccalaureate or higher degree in another area are to indicate that they are a second undergraduate degree-seeking student.

Physical Organization of the Building

There are four floors and a basement in the School of Nursing Building, as well as stairways at all four corners of the building and elevators at the NE and SE corners. There are signs with arrows at every hallway corner throughout the building, and these are helpful in finding particular room numbers. Restrooms can be found on all floors. A general guide to what can be found on each floor follows:

- ❖ **Basement** - ground floor entrance to the large lecture hall (NU103), student locker rooms - men's and women's restroom; research;
- ❖ **1st Floor** - administrative offices, Center for Academic Affairs (CAA), student lounge, vending machines, faculty lounge, main floor entrances to large lecture hall (NU 103), three classrooms;
- ❖ **2nd Floor** - mostly classrooms, a few faculty offices;
- ❖ **3rd Floor** - Learning Laboratory, computer cluster, Center for Research, Office of Continuing Education, main office of Department of Family Health, and a few faculty offices – **temporary relocations due to renovation**
- ❖ **4th Floor** - most faculty offices; conference rooms, main offices for the Departments of Adult Health and Environments for Health.

Directory

Frequently Called Numbers General Information

Computerized Directory Assistance for		
IUSON		274-8371
Faculty/Staff contact		274-5555
Computer Laboratory	NU 342	274-3493
Departments		
Adult Health	NU 411	274-0024
Family Health	NU 451	274-8601
	NU 434	274-1848
Environments for Health	NU 403	274-8040
Center for Academic Affairs	NU 122	274-2806
(See following section for individual counselors.)		
Learning Laboratory NU 341		274-4585

Center for Academic Affairs/Student Support Services

Office Hours
Monday - Friday 8:00 a.m. - 5:00 p.m. *Please note scheduled meetings might occur throughout the academic year, requiring CAA to be closed for a period of time. Every effort will be made to announce this in advance.*

Receptionist
Angela Collier   NU 122 274-2806
Associate Dean for Undergraduate Programs
Dr. Pamela Jeffries   NU 140 274-8010
Administrative Assistant to Associate Dean
Nikki Holdcroft   NU 138 274-8010
Assistant Dean for Student Services
Chandra Dyson   NU 144 274-2806
Director of Diversity/Enrichment
Dr. Lillian Stokes   NU 147 274-2806
Administrative Secretary for Student Affairs/Diversity/Enrichment:
Pat Williams   NU 142 274-1550
Associate Dean for Evaluation
Dr. Donna Boland   NU 117 278-8105
Administrative Assistant to Associate Dean for Evaluation
Donna Anderson   NU 116 278-8105
Academic Counselors
Michelle Piercy   NU 125 274-2806
Helen McKuras   NU 126 274-2806
Greg Wible   NU 124 274-2806
Graduate Counselor, MSN
Janet Moon   NU 143 274-2806
Coordinator of Ph.D. Student Services, Evaluation and Service Learning
Marla Zimmerman   NU 123 274-2806

Resources

- ❖ **Courses and academic advisement**: academic counselor for your program.
- ❖ **Emergency short-term loan**: academic counselor or Administrative Assistant to Associate Dean.
- ❖ **Scholarships from the School of Nursing:** Assistant Dean for Student Services.

- ❖ **General Financial Aid**: Financial Aid Office, Cavanaugh Hall 103, 317-274-4162
- ❖ **Student Accounts**: Bursar's Office 317-274-2425 or http://www.bursar.iupui.edu
- ❖ **Graduation**: For questions about graduation procedures not answered in this handbook see the Assistant Dean for Student Services.
- ❖ **Instructor names and courses**: OnCourse; OneStart or call 274-2806.
- ❖ **Locker assignments**: CAA receptionist, NU122, 274-2806
- ❖ **Registration procedures and forms**: IUSON web site or academic counselor
- ❖ **Transcripts**: Office of the Registrar, Cavanaugh Hall 133, 317-274-1519.

Emergency Phone Numbers
Fire   274-2311
Police   274-7911
Safety at IUPUI is available on the Web at:
http://www.police.iupui.edu/safety.html or email:
police@iupui.edu.

Medical/Ambulance   9-911
- ❖ Wishard Ambulance Service (634-1313) and the IUPUI Public Safety Dispatch Center (274-7911).
- ❖ Student Health Service, 1140 W. Michigan, between 8:30a.m. and 5:00p.m. weekdays or to the Wishard Hospital Emergency Room at other times.

Tornado Watches/Warnings
The School of Nursing receives campus alert messages in the administrative offices area. Messages will be delivered within the building as quickly as possible. If you hear a tornado siren or have any reason to believe that a tornado is nearby, seek shelter in a sturdy building, away from windows and exterior doors. If possible, go to a basement or a small interior room on a lower floor of the building.

Other Adverse Weather Conditions
Class cancellations will be announced by means of area television and radio. We have established a special phone number, **(317) 278-1600**, which will give the latest open or closed status for the campus. **Please understand that none of these options will address individual courses. Be sure to keep your phone number current and check your IUPUI e-mail for announcements from individual faculty who may not be able to make it to campus**.

Safety Escort Service
Upon request, the University will provide safety escorts to your car or on-campus housing 24 hours a day. A safety escort is available by calling **274-SAFE (7233).**

Health Services
Student Health Services (SHS) is a primary care clinic that serves the entire student population (including graduate, part-time, or full time) of the IUPUI campus. All services are on a fee for service basis. This means that payment is expected at time of service. They are aware of student budget constraints and therefore set their fees as low as possible. They accept cash, checks, Visa, and Mastercard.

The hours are Monday, Tuesday, Wednesday, and Friday from 7:00 a.m. to 5:00 p.m., and Thursday from 9:00 a.m. to 5:00 p.m. If you have questions, or need to schedule an appointment, please call 274-8214. A member of the nursing staff is also available 24 hours a day on pager 591-2760. You can also look up us on our web site: www.iupui.edu/~iupuishc.

Lockers
A limited number of lockers for students are available in the basement of the School of Nursing building for a nominal fee. You may reserve a locker through the receptionist in the Center for Academic Affairs, NU 122. Checks should be made payable to the Indiana University School of Nursing for $20.06 per semester and **will only be accepted** Monday through Thursday, 8 a.m. to 3 p.m. (Cash Policy, on next page.)

Lost/Found
The receptionist in the Center for Academic Affairs (NU 122) is the person to contact about lost and found articles at the School of Nursing. There is no campus-wide lost and found service at IUPUI. You may turn in items found or report/look for lost items at the campus police (1232 West Michigan Street.), the office or desk nearest the main entrance of each building, the building supervisor, or the Student Affairs Office in each school.

Lounge
The Student Lounge at the School of Nursing is in NU 109. It contains food vending machines, a microwave oven, and limited seating. The bulletin boards for student use are in the hallway outside the lounge. *A Sagamore student newspaper rack is located near the south entrance of IUSON along with copies of the Indianapolis Star*.

Notary
There are two notaries in the School of Nursing Building: Nikki Holdcroft (NU138) and Mary Ramp (NU 130). They do not charge a fee. Notary service also can be obtained for a small fee at the IUPUI Registrar's Office, Campus Center, Suite 250.

Photocopying
There is coin- or card-operated (10¢/page) photocopy machine available for student use at the School of Nursing. It is located in the Student Lounge on the first floor. This machine accept bills, change, or copy cards. Cards may be bought at campus bookstores.

Public use copy machines are also located at all libraries and elsewhere throughout the IUPUI campus.

Printing
The cost for printing, campus-wide is 4 cents per copy, with the exception of the IU School of Medicine, which charges a higher fee.

Cash Policy
The CAA has implemented a cash policy that adheres to University policies regarding the safeguarding of University funds. The following practices are followed when receiving money from students for locker rental, diploma mailing or tutorial services.

- ❖ Students are encouraged to pay any charges by personal check or money order.
- ❖ The CAA receptionist in NU 122 is responsible for collecting all monies except tutoring. Transactions involving the collection of cash or checks **can only be made** between the hours of 8 a.m. and 3 p.m. Monday through Thursday.
- ❖ The receptionist will issue the student an official university receipt.
- ❖ Checks can be mailed to the Center for Academic Affairs, Indiana University School of Nursing, 1111 Middle Drive, Indianapolis, IN 46202. Be sure to include information about the purpose of the check.

Smoking
Effective August 14, 2006, the entire IUPUI campus is smoke free. Please check with a CAA staff member for smoking cessation information, should you need such a program.

Shuttle Services
The Campus Shuttle service operates during the academic year when classes are in session. The shuttle runs 3 different routes between the hours of 6:00 a.m. and 10:00 p.m. making stops at various locations about every 15 minutes. See website for up to date schedule. http://registrar.iupui.edu/campus-shuttle.html

Red Line Circulator
The Red Line Circulator is a free bus that runs through the IUPUI campus to downtown Indianapolis. There are a variety of stops on campus. The Circulator runs every 15 minutes from 7:00am-10:00pm, Monday-Saturday. For more information: mstimmin@iupui.edu.

Support Services
Learning Resources Center
The School of Nursing at IUPUI provides extensive learning resources to support classroom and clinical learning. The resources include instructional media, computers and copy machines, as well as the support staff to assist students in accessing the resources. The Learning Resources Center is located on the third floor of the nursing building. It has been temporarily relocated due to renovation. Its component parts are as follows:

Learning Laboratory:
The Learning Lab is a multi-media resource center where students have access to audiovisual material. The lab has eight simulated patient care units where students can practice nursing skills. It also houses a collection of books, pamphlets, videotapes, and articles. When your professor makes assignments to use these resources, they will be held on reserve for you to check out and read or duplicate. Learning Lab hours are 8 a.m. – 6 p.m. Monday – Friday. There are no weekend hours.

Computer Cluster:
The computer cluster, supported in part by student technology fees, has IBM and Macintosh computers connected to the campus computer network. A consultant is available during open hours. The cluster has an extensive collection of software, including word processing, spreadsheets, databases, presentation systems, computer-assisted instruction (CAI) case studies, and review software for the nursing licensure exams. Students may use the computers to complete writing assignments, access the library or Internet, use electronic mail (E-Mail) complete required assignments such as case studies, and register for classes. Computer area hours are 8 a.m. - 7 p.m. Monday-Thursday, 8 a.m. - 5 p.m. Friday. There are no weekend hours.
Summer schedule is Monday - Friday, 8 a.m. - 4 p.m.

Study Area
A quiet study area is available on the third floor near NU 319.

Academic Success Assistance Programs
The School of Nursing offers several support programs designed to enhance students' academic potential. Please refer to the brochure "Indiana University School of Nursing Academic Success Assistance Programs" or contact Lillian Stokes, Director, Diversity and Enrichment, Center for Academic Affairs, NU 122, 274-2806, for further information about any of these programs.

Empowerment Sessions
Specific empowerment sessions are scheduled twice each semester to increase skills in **critical thinking**, **time management**, **test-taking**, and **stress management**. Announcements are made at the beginning of each semester regarding the date, time, and place of these sessions.

Review Sessions
Group review sessions give students opportunities to review particular course content and to increase their understanding of concepts presented in the course.

Student peers who have demonstrated expertise in the content area facilitate group sessions. Sessions are scheduled based on examination dates, student needs, and availability of reviewers. Students may register and pay for review sessions in the Center for Academic Affairs, NU 122. Registration will be limited to 15 students per session. Two-hour sessions carry a small fee to be paid at the time of the session. NO WALK-INS WILL BE PERMITTED AT SCHEDULED GROUP SESSIONS. Registered students will be expected to sign an attendance roster at the session. Information about review session schedules can be obtained from faculty or from student bulletin boards on the first and third floors.

Tutorial Service
A tutorial service is offered (**as tutors are available**) for a fee. The program uses peer tutors, faculty, and other professionals to assist students who are having difficulty in particular courses. Tutorial sessions help students clarify and review content materials and prepare for class presentations and exams. Practice application questions are also provided to enhance critical thinking and test-taking skills. Registration for these sessions may be done in NU 146. A small fee is charged depending on student needs. Checks should be made payable to the Indiana University School of Nursing and **will only** be **accepted** Monday through Thursday, 8 a.m. to 3 p.m. Cash payment is also accepted.

Student Activities
There are many campus wide student organizations at IUPUI, and nursing students are strongly encouraged to become involved in them. The Campus and Community Life Office has information on over 200 student groups, including, for example, the Student Foundation at IUPUI, Undergraduate Student Government (USG), Black Student Union, International Club, Native American Student Alliance, fraternities and sororities.

Chi-Eta Phi Sorority, Inc.
This international nursing sorority, although it has primarily an African-American membership, welcomes nursing students of all cultural backgrounds who demonstrate excellence in the practical application of nursing, maintain an acceptable grade point average, demonstrate leadership, and participate in campus and community activities. Chi Eta Phi affords students an opportunity to engage in service activities and to promote interest in the field of nursing.

Minority and International Student Support
Seasonal gatherings are currently held four times each academic year.

Presidents' Council
The Presidents' Council is composed of the officers of School of Nursing student organizations, class officers, USG senators, faculty advisors, and representatives from school committees that deal with student matters. The purpose of this group is to be a liaison between various student groups, the faculty, and administration of the school; plan special activities, lead service opportunities. Class officers are expected to keep classmates informed of issues and to act as advocates for their peers.

Guidelines for Nursing Major
Advising and Counseling
Once admitted to the BSN program, undergraduate students work with School of Nursing counselors in the Center for Academic Affairs who help in program planning, follow student progress, and provide academic advising. Students also may seek information from faculty in the area in which they are taking course work or contemplating study. The School's Director of Diversity and Enrichment is available to assist minority students with special needs and coordinates the undergraduate tutoring and success programs. In addition, students may consult the Career Center, Counseling and Psychological Services, or other IUPUI departments for specialized counseling.

Occupation Safety and Health Administration (OSHA)
Here are the technical specs on using OSHA Online: To access the OSHA Online training, http://www.ehs.iupui.edu/ehs/train_bloodpatho2005.asp
Click on "Online BBP Training"
- ❖ Register as a first-time user (next year you will be able to simply Log in)
- ❖ Complete the registration form, entering "IUSON" in the Department text box
- ❖ Click the "Submit" button
- ❖ At the log in screen, enter your username and password (the same ones you use to log into your IU e-mail account)
- ❖ Proceed through the OSHA training and testing as directed by the program
- ❖ At the end of the training and testing, the program will notify you that you are within the IU School of Nursing. So that your completion is accurately documented, click on the link https://nursing.iupui.edu/OSHA/osha.aspx
    - – Log in with your IU username and password
    - – Complete the data as requested
    - – Click the "Submit" button. If you are located on the Columbus or Bloomington campus, print and read the campus-specific information for your site

Health Insurance Portability and Accountability Act (HIPAA)
Third and fourth semester students are required to complete HIPAA training at the beginning of the semester. Third semester students must complete modules 1, 2, 3, and 11. Fourth semester students must complete modules 4, 5, 6, 7, and 11.
To access the HIPAA training, visit the Nursing web site:
https://nursing.iupui.edu/hipaa/

What You Need
In order to access the OSHA and HIPAA Online training, you must
- ❖ Use a PC-compatible computer
- ❖ Use the latest version of Internet Explorer or Netscape Navigator browser (IE 4 or Netscape 4 or above)

Trouble shooting
If you are unable to access the OSHA and HIPAA Online training, check the following:
- ❖ Web browsers running on Macintosh computers do not appear to work
- ❖ Be sure you have JavaScript enabled
- ❖ Be sure you have cookies enabled

If you are still unable to access OSHA and/or HIPAA Online, you will need to complete the training in person at the school.

Record of Completion
If you successfully complete the training and the test at the end of the training, you will receive an electronic certificate certifying that you have completed the training. A record of this completion will automatically be reported to the Center for Academic Affairs. You should print out the electronic certificate as proof of your completion in case technical problems prevent CAA from being notified automatically.

Occupational Health
Contaminated Injury Care and Follow-Up
Phone number: (317) 274-5887.
All contaminated injuries involving students should be handled in the following manner:
- ❖ Report to your supervisor.
- ❖ Page 12-OUCH (12-6824) immediately. You may also go through the Medical Center operator (274-5000, ask for pager #6824). This pager is carried 24 hours a day by a member of the IU Occupational Health Services (formerly Student Employee Health Services) nursing or medical staff. The OHS staff member will ask for the following information:
  - ▪ Index patient's name (if known). (The index patient is the individual who is the source of the blood or body fluid.)

- ▪ Index patient's medical record number (if known).
- ▪ Hospital/location where injury was sustained.
- ▪ Nature of the injury
- ▪ Pertinent medical history of the index patient (if known).
- ▪ Pertinent medical history of the injured student.

An OHS staff member will counsel the student as to the risk represented by this injury and appropriate treatment (if any) and follow up. Because some treatments of contaminated injuries are time sensitive, it is imperative that the student contact OHS immediately after the injury is sustained.

The **Student Advising System (SAS)** is a means by which students can conveniently check their academic progress toward a degree through the IU computer system. Through the Student Advising System students may obtain information, for example, about which courses they have completed toward a degree, which courses remain to be completed, current course enrollments and their cumulative grade point average.

Honors Option Program
This is an 18-hour program for incoming BSN students who have a minimum of a 3.3 cumulative GPA. It emphasizes research opportunities for students and gives conditional admission to MSN or PhD programs to students who successfully complete the program, provided they meet all other requirements.

Communications
Bulletin Boards
Bulletin boards are located on every floor in the School of Nursing, and students new to the school might find it helpful to take a walking tour to familiarize themselves with their locations.
- ❖ Timely campus or School of Nursing announcements (such as classroom changes) are posted in entryways by each of the five outer doors on first floor. Postings on these bulletin boards are by faculty, staff, and administration only.

Sagamore
The Sagamore is the free IUPUI weekly student newspaper, published each Wednesday during the school year. The papers are available at various sites around campus, including the southwest entrance of the School of Nursing.

Final Grades
The assigned grade is available in OneStart the day after grades are submitted and the roster is approved. Typically, students can expect final grade

submittal to occur one week after final exams end. See more information at the Registrar's web site: http://registrar.iupui.edu/grades.html

Student Assistance
IUPUI Support Resources
For IUPUI support resources please consult your IUPUI Bulletin on line at http://bulletin.iupui.edu/

Student Technology Centers; Adaptive Technology Centers and Adaptive Educational Services

Please see the following web sites for more information about ATC and AES:
http://stc.iupui.edu/
http://www.indiana.edu/~iuadapts/
http://life.iupui.edu/aes/

Academic Difficulty
The Center for Academic Affairs has designed a **Student Success Program** to assist students who may be having academic difficulty, at the earliest possible stage. Faculty members submit names of students who have performed poorly on exams or whose personal circumstances may impact their potential to succeed to the Center for Academic Affairs. These students will then be contacted and asked to make an appointment with a "success coach". Those students not performing well are strongly encouraged to take advantage of tutoring when available.

Students may self-refer to this program.

Graduation and Licensing
All students must complete an Intent to Graduate Application within the first six weeks of their last semester. The application is found on the Internet and students will receive notification through OnCourse when it is available. Removal of incomplete grades, deferred grades, grade changes, and/or independent study (correspondence) grades must be received **no later than three weeks before the end of classes during the final semester**.
The student must notify the School of Nursing's Center for Academic Affairs if the expected degree date changes.

Please note degree requirements are listed under the Program section of this handbook.

Cap and Gown
After the Intent to Graduate form is completed by the student and electronically submitted to the Center for Academic Affairs (CAA), the Indiana University Alumni Association Office will send the student an order form for cap and gown. Caps and gowns are then ordered through the Alumni Association. Caps and gowns are required for students participating in commencement/recognition ceremonies.

Diplomas
Diplomas can be picked up in the CAA, NU122. The CAA will send your diploma to you, upon request, via certified mail for a nominal fee (phone 317-274-2806 for current charge), if you are unable to pick it up from their office. Checks should be made payable to the Indiana University School of Nursing. If paid in person will only be accepted Monday through Thursday, 8 a.m. to 3 p.m. (cash policy on page 32.).

Pins and Announcements
Students will receive an order form from the School's representative to order a school pin and/or graduation announcements after the student submits the Intent to Graduate Application to the CAA. These are optional.

Student Awards Program, Recognition and Commencement Ceremonies
The Student Awards Program occurs in the spring semester and recognizes students receiving awards through the IU School of Nursing and IU School of Nursing Alumni Association.

Students graduating in December have the opportunity to attend a "Recognition Ceremony", which, although not an official graduation ceremony, is sponsored by the School of Nursing. Each student is recognized individually. The University commencement ceremony (May only) includes students from all IUPUI schools. Students are encouraged to attend both ceremonies. Graduating students will receive information from the Center for Academic Affairs with details regarding dates, times, and places for these ceremonies. Please note that IUPUI has only one official commencement ceremony, which takes place at the completion of the spring semester (May). IU policy stipulates that students completing degree requirements between May and August can participate in May ceremonies. Those who finish degree requirements in December can participate in December recognition ceremonies.

Transcripts
Each student may receive an official transcript for the price of $8.00. Requests for transcripts can be made through the IUPUI Office of the Registrar, Campus Center, Suite 250. 274-1519.

Pictures
The Indiana State Board of Nursing requires that all applications for the National Council of Licensure Examination for Registered Nurses (NCLEX-RN) include pictures. Photographers will be available at the School of Nursing on designated dates for individual Senior photo sessions. Class officers are responsible for notifying students of dates and times. All students graduating in December or May have their pictures taken at the beginning of the fall semester. The sitting fee (approximately $20) also purchases one copy of the class composite photo.

Preparing to Take the NCLEX
BSN students in the last semester of their program are required to take a NCLEX practice examination. A variety of NCLEX review software and review books are available in the Learning Laboratory and the Computer Learning Center. Students may sign up to take the Kaplan review for the NCLEX through IUSON for a fee.

Glossary

APG – Admission, Progression, Graduation (Subcommittee)
CAA – Center for Academic Affairs (Indianapolis campus)
CPR – Cardiopulmonary resuscitation
HIPAA – Health Insurance Portability and Accountability Act
NCLEX-RN – National Council Licensing Exam for Registered Nurses
OSHA – Occupational Safety and Health Administration