



**INDIANA UNIVERSITY**

**SCHOOL OF NURSING**

**INDIANA UNIVERSITY CORE CAMPUS**  
(Bloomington, Columbus, Indianapolis)

**SCHOOL OF NURSING**  
**UNDERGRADUATE HANDBOOK**  
**2010-2012**

**Respect - Responsibility - Trust - Dialogue**

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## 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 Building (NU) Room 122 if you have any questions that we may have overlooked. We wish you success!*

Warmly,

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

### **Purpose of the student handbook**

The purpose of this handbook is to assist nursing students in understanding more fully the policies, practices, and procedures of the Indiana University School of Nursing Core Campus. For the purposes of this Handbook, the Core Campus refers to the Schools of Nursing on the Bloomington, Columbus, and Indianapolis campuses. The three campuses are accredited together, and the accreditation is held at the Indianapolis campus.

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

Efforts have been made to ensure the accuracy of the material in this handbook. However, some 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.

### **Core Campus Contact Information**

Indianapolis  
<http://nursing.iupui.edu/>  
(317) 274.2806

Bloomington  
<http://www.indiana.edu/~iubnurse/home.html>  
(812) 855.2592

Columbus  
<http://www.iupuc.edu/Nursing/>  
(812) 348.7208

## Core Campus Foundation

### **School of Nursing Vision**

Indiana University School of Nursing (IUSON) is leading with excellence in research and education, powered by innovation and partnerships.

### **School of Nursing Mission**

The IUSON exists to lead the "knowledge work" of nurses of today and tomorrow to positively influence the health of communities served by: inspiring learning through excellence in teaching; creating and advancing knowledge through science and research; shaping care through evidence-based practices; innovations and partnerships; and appreciating, developing, and recognizing faculty, staff, and students.

### **School of Nursing Core Values**

*Respect, Responsibility, Trust, and Dialogue.* These core values are fundamental to the success of the nursing profession and the Indiana University School of Nursing community. These values are the foundation for our work, how we interact with one another, and help guide the strategies we employ to fulfill our vision, mission, and strategic goals. We are supportive of one another's efforts, loyal to one another, and care for one another both professionally and personally. We embrace, own, and are energized by these core values.

### **School of Nursing Core 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)."

## Professional & Technical Standards

### Standards

Students of the School of Nursing will be held to the current version of the American Nurses Association's "Standards of Professional Performance" and "Code of Ethics," and the School of Nursing's Essential Abilities (see page 4). Failure to uphold these standards may result in dismissal from any nursing program.

### Essential Abilities

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

1. Essential judgment skills to include ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving and coming to appropriate conclusions and/or courses of action.
2. Essential physical / neurological functions to include ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding patient conditions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological functions include, but are not limited to, observing, listening, understanding relationships, writing, and employing psychomotor abilities.
3. 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 nonverbal abilities consistent with effective communication.
4. Essential emotional coping skills to include ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.
5. Essential intellectual and conceptual skills to include ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.
6. 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.

Students failing to meet these essential abilities, as determined by faculty, at any point in their academic program may have their progress interrupted until they have demonstrated their ability to meet these essential abilities within negotiated time frames. (IUSON Essential Abilities Policy U-VI-A-15)

### Students with Disabilities

If you need any special accommodations due to a disability, please contact your campus-specific office:

- IUB Disabled Student Services (812) 855.7578, <http://www2.dsa.indiana.edu/dss/>
- IUPUC Adaptive Educational Services (812) 342.7271, <http://www.iupuc.edu/universitycollege/adaptiveeducationalservices/>
- IUPUI Adaptive Educational Services (317) 274.3241, <http://www.iupui.edu/~diversity/aes/>

## Required Documentation & Health Expectations

### National Criminal Background Check

Effective January 1, 2009, all applicants and students currently enrolled in the IU School of Nursing will be required to submit on an **annual basis** an updated national criminal background check which will be conducted through Certified Background. It is the responsibility of each applicant and student to pay the fee for the screening directly to Certified Background. Each year, students will be required to submit their request for an updated national criminal background check report (policy VI-A-36).

Deadlines for renewal:

- *Spring admits* will be required to submit annually an updated criminal background recheck by November 15<sup>th</sup> of the following year.
- *Fall admits* will be required to submit annually an updated criminal background recheck by July 1<sup>st</sup> of the following year.
- *Summer admits* will be required to submit annually an updated criminal background recheck by April 15<sup>th</sup> of the following year.

An updated national criminal background check will also be required for any student being readmitted or transferring to the program.

### 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. Your campus School of Nursing Student Services office may offer CPR course. Please check with them for more details.

CPR training must include:

- Infant
- Child
- Adult
- Individual rescue
- Two-person rescue
- Automated external defibrillation

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

### 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 withdraw from all nursing classes. Below is a list of the required immunizations:

<i>Tetanus</i>	Must have been immunized within the last ten years.
<i>Rubella</i>	Either a Rubella Titer or Rubella Vaccine must be documented. (The current standard at IU – rubella immunization is required if the titer indicates susceptibility to the disease.)
<i>Rubeola</i>	Must have proof of 2 measles vaccines, documented proof of disease by a physician, or a ( <i>Measles</i> ) positive antibody titer to measles is also acceptable as proof of immunization.
<i>Mumps</i>	Must have proof of vaccine <b>OR</b> positive titer.
<i>Tuberculosis</i>	All students must have a PPD Tuberculin Skin Test within three months of beginning the nursing program, and this 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.
<i>Hepatitis B</i>	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.
<i>Chicken Pox</i>	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.

### **Occupational Health**

A contaminated injury is an unprotected contact with blood or body fluid from a patient by: penetration of skin with a needle or other object; splash to mucus membranes (eyes, nose or mouth); or contact with an open lesion (e.g., dermatitis).

Contaminated injuries involving students are to be handled by the student's main campus of registration:

- IUB Indiana University Health Center (812) 855-4011
- IUPUC (IUPUI) Health Services (317) 274-5887
- IUPUI Health Services (317) 274-5887

### **Standard Precautions**

"Standard Precautions" is the term used for particular procedures that must be followed by healthcare workers, including students, during patient care activities in order to prevent transmission of human immunodeficiency virus (HIV) or Hepatitis B Virus (HBV). Universal (Standard) Precautions is the primary strategy for preventing the transmission of infectious agents, including blood borne pathogens from one person to another in the process of providing health care related services.

Students must receive training in these precautions before beginning their nursing courses and every year thereafter. This mandatory training (usually in new student orientation) will include the appropriate use of hand washing and protective barriers (such as masks and gloves), as well as proper disposal of needles and other sharp instruments. Students are required to update their training annually and do so through their main campus of registration.

### **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.

### **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.

## Campus Specific Information - IUPUI

### **Uniforms**

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) and khaki long pants. During 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.

### **Locker Rentals**

Lockers are available for a minimal fee each semester. Rent them at the desk in the Center for Academic Affairs, room NU 122.

### **KAPLAN Integrated Testing**

All IUSON students are strongly advised to participate in the Kaplan Integrated Testing Program each semester. The program is designed to assess students during their nursing school education leading to RN licensure.

Kaplan representatives will visit you in the classroom each semester to discuss the program and provide payment information.

## Communication & Computing

### **Use of Email as Official Correspondence with Students**

The School of Nursing recognizes students' Indiana University / IUPUI / IUPUC e-mail address as the only official means of formal communication via e-mail with students. All students are required to have Indiana University / IUPUI / IUPUC e-mail accounts. Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. Students who choose to have their email forwarded to a private (unofficial) email address outside the official university network address do so at their own risk.

### **Writing Expectations**

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 follows APA requirements regarding sentence structure, punctuation, spelling, grammar and referencing unless otherwise specified by the faculty.
- The writing demonstrates original work, and where ideas or materials of others are used, appropriate credit is given to original sources.
- The writing demonstrates a reflection of Evidence Based Practice when appropriate.
- The writing demonstrates the use of professional literature resources and WEB sites

### **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.

## Student Support Opportunities

### Distinction & Awards

Students have the opportunity to be recognized for academic excellence both during their program and at graduation. Full-time nursing students will be placed on the Dean's List for each semester in which they earn a grade point average (GPA) of 3.5 or higher. Part-time students are eligible for the Dean's List after the completion of 12 credit hours, and for each semester they have accumulated an additional 12 credit hours of course work with a GPA of 3.5 or higher.

BSN candidates who are in the top 10 percent of their graduating class and who have demonstrated a high level of academic achievement may be selected to graduate with academic distinction. To be eligible, BSN students must have completed a minimum of 60 graded credit hours at IU. Grade point averages used in determining the category of academic distinction awarded are:

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

A GPA used to determine distinction is calculated from all grades in courses up to and including the seventh semester for the BSN taken at IU. The GPA does not include transfer grades, special credit, and open electives, but does include grades received in courses that are repeated because of program stipulations. Not all students who meet the criteria for distinction may be selected for this honor.

Awards and honors are also given to recognize outstanding student performance. Students interested in specific awards should see an academic advisor for a list of available awards, along with eligibility criteria.

### Scholarships

Various scholarships and awards are granted annually to those in the nursing major through the Center for Academic Affairs at the School of Nursing (NU 122). For details on these scholarships and awards, please contact the Center for Academic Affairs, (317) 274-2806.

### Alumni Association

The IU School of Nursing Alumni Association is a constituent member of the Indiana University Alumni Association, a dues-supported membership organization. The mission of the IU School of Nursing Alumni Association is to strengthen the school's connection with its over 17,800 alumni by creating engagement opportunities via facilitation of professional, educational and social opportunities for not only alumni, but also students and friends of the school. The IU School of Nursing Alumni Association is governed by a Board of Directors, currently composed of 20 alumni members representing all degree levels offered by the school. In addition to professional, educational, and social opportunities, the Alumni Association presents awards annually to students and graduates for outstanding accomplishments in the school, the profession, and the community. It also publishes, in conjunction with the School of Nursing, the *Pulse of Indiana Nursing*, a quarterly magazine featuring current school and alumni news and related alumni activities. The IU Alumni Association office on the IUPUI campus is located on the 2nd floor of the University Place Conference Center, (317) 274-2289, and in Bloomington at 1000 East 17<sup>th</sup> Street, (812) 855-4822.

## **School of Nursing Student Activities**

Within the School of Nursing there are several active student nurse organizations. Several of these organizations serve as liaisons between students and faculty. Individual students can also work with faculty on organizational matters as representatives to the school's 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. Further details on the following organizations can be found at:

<http://www.iupui.edu/~bulletin/iupui/2010-2012/schools/nursing/organizations/index.shtml>

- The Honor Society of Nursing, Sigma Theta Tau International
- Student Nurses Association
- Chi Eta Phi Sorority, Inc.
- Minority Nursing Student Organization (MNSO)
- President's Council
- Pi Lambda Theta
- Graduate Nursing Student Organization
- IU School of Nursing Committees

## **National Student Nursing Association**

All pre-nursing and nursing undergraduate students are eligible for membership in the National Student Nurses Association, the Indiana Association of Nursing Students, and IU's local chapter. The chief purpose of the organization is to help students prepare to assume professional responsibilities through programs that involve nursing students in health care issues, legal aspects of nursing, interdisciplinary questions, and community activities at the local, state, and national levels.

## Academic Information

### Academic Difficulty

Students having academic difficulties in a particular course are strongly urged to contact their professor as soon as possible for advice and assistance. Faculty members maintain regular office hours and are available to students for individual assistance.

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

### Academic Misconduct

Academic misconduct is a serious event that may result in an academic penalty or sanction. Misconduct includes cheating, fabrication, facilitation of cheating, unauthorized collaboration, interference, plagiarism, and violation of course rules. This includes, but is not limited to, assignments and examinations. Sanctions can result in a lower or failing grade on an assignment or exam. Sanctions can also result in probation or a course grade of "W" or "F". Additional sanctions may apply including dismissal from the nursing program. Refer to the Code of Student Rights, Responsibilities, and Conduct at <http://www.life.iupui.edu/help/code.asp>.

### Student Grade Appeals for Capricious or Prejudicial Grade Assignment

The School of Nursing provides a grade appeal system that affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned to other students. Additionally, a student may challenge the reduction of a grade for alleged scholastic dishonesty. (Policy VI-B-2)

1. The student is required to talk to the faculty member within 5 business days of notification of the failing grade.
2. If the grade issue is not resolved after the first meeting, the faculty will assist the student to schedule a meeting with the next appropriate administrative representative (For example: the Department Chair, Assistant Dean, or Division Head) on each respective campus.
3. The student, faculty, and appropriate administrative representative or designee will meet within five business days. If the grade is still not resolved, begin the formal grade appeal process by completing the Student Form
4. File a formal appeal with the Chair of the CCNF Undergraduate Student Affairs Committee. You must give notice that you plan to appeal not later than 10 days after the beginning of the semester following the semester in which the original grade was awarded. You then have 10 days from the time you file notice to prepare your appeal.

## **Learning Contracts**

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 learning contract with the student. After the faculty member and student sign the contract, the faculty member will make three 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, and the third copy is maintained in the Center for Academic Affairs.

## **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 in advance 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.

You are required to notify faculty of all absences (regardless of reason), prior to the scheduled class time.

Additionally, practicum orientations are typically scheduled during the first week of class. These orientations are required by the clinical facilities, and are required for the course. Students who miss their practicum orientation may find themselves unable to continue in the clinical courses due to their inability to meet the requirements of the clinical agency.

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.

## **Transportation**

Clinical practice learning experiences are varied in setting and are located within the surrounding communities of Indianapolis, Columbus, and Bloomington. Students are expected to travel to and from all clinical experiences, are responsible for providing their own transportation, and are expected to carry the appropriate insurance. The School of Nursing is not liable for any traffic violations or auto mishaps occurring during student commutes.

## Progression Policies & Procedures

### Academic Progression

After admission to the BSN 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 BSN programs according to admission, progression, and graduation guidelines

If additional criteria are needed to determine placement, the Admission, Progression, and Graduation (APG) 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.)

### Interruption of Progress (Out of Sequence)

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. Changes in priority rankings remain in place throughout a student's program.

A BSN student's failure to register in each sequential semester, excluding summer sessions, constitutes an interruption in a student's program. Students who have interrupted their program of study for any reason are required to submit a written request to reenter the program to the chairperson of the Core Campus BSN Admission, Progression, and Graduation (APG) Committee. This request must be received by July 1 for fall semester, April 1 for summer, and October 1 for spring. All requests for reentry will be evaluated on the basis of the availability of resources. Reentry of students who have interrupted their study for any reason is not guaranteed. Students who reenter must adhere to the policies and curriculum of the School of Nursing that are in effect at the time of reentry.

Students may progress to the next semester of available courses upon the successful completion of all prior semester nursing courses designated on the campus enrolled.

## **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 not be allowed to progress to the next semester without satisfactorily completing the failed course.

## **Curricular Sequencing**

Any student wishing to take courses out of curricular sequence must have approval to do so by the Admission, Progression, and Graduation Committee (APG). The student is to submit the request in writing to the chairperson of the Admission, Progression, and Graduation Committee for consideration. The student will be notified of the Committee's decision in writing.

## **Withdrawal Policies**

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.

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

## **Dismissal**

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 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 IUSON 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.* (Policy 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 Admission, Progression, and Graduation (APG) Committee from the campus at which he or she was dismissed. Reinstatement by one campus is not binding on other campuses. 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 and proposed plan for future success, as well as on availability of resources.

Students may progress to the next semester of courses upon the successful completion of all prior semester nursing courses designated on the campus enrolled. Students wishing exception to this practice must petition the Admission, Progression, and Graduation (APG) Committee.

Reinstatement is not guaranteed, and no student may be reinstated more than once. A reinstated student will be dismissed upon failure (a grade of C or lower) of one additional required course. Students who are reinstated must adhere to the policies and curriculum of the School of Nursing that are in effect at the time of reinstatement.

## **Intra-Core Campus Transfer**

Nursing students in good academic standing may seek intra-core campus transfer at the end of a program year (sophomore or junior) 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 intra-core campus transfer should do so only at the completion of all nursing courses required in the sophomore or junior year. Intra-core campus transfer requests submitted to the APG that ask for mid-year program transfer are discouraged. Students wishing to transfer within an academic year may be required to complete supplemental course work due to course sequencing differences.

Intra-core campus 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.

Those students wishing to transfer intra-core campus (between IUB, IUPUC, and IUPUI campuses) need to check with the advisor on their particular campus for the specific paperwork required to start the transfer process. Transfer will be granted if the student is requesting transfer at the completion of a program year (sophomore or junior) and space is available and approved by the Dean / Director of both campuses.

## Admission, Progression & Graduation Appeals Process

### Submission of Requests to Undergraduate (APG) Subcommittee

Problems related to student admission, academic progression, and graduation that emerge during enrollment in their undergraduate nursing program are handled through an appeals process. Students wishing to appeal should consult the department's undergraduate coordinator for information regarding this appeal process. Students requesting an exception to policy must petition for a waiver from the Admission, Progression, and Graduation (APG) Committee. Students may also consult with their academic advisor.

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:

Dr. Angela McNelis, Co-chair, APG Subcommittee  
Indiana University School of Nursing, NU 403H, 1111 Middle Drive, Indianapolis, IN, 46202  
(Telephone: 274-8058, e-mail: [ammcneli@iupui.edu](mailto:ammcneli@iupui.edu) )

Typed requests should include the following:

- Your name and IU ID number; mailing address for APG response; and telephone number for communication purposes
- 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. 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 in person at the meetings may contact the co-chair of APG Subcommittee for permission to attend the meetings.

## Alternative Credit

### **Course Equivalency/ Course Substitution/ Alternative Credit**

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

Students wishing to seek equivalency/substitution credit for a required course in the BSN curriculum need to meet with the respective nursing academic counselor. 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).

### **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> .

## Graduation

### **Intent to Graduate Form**

All students must complete an Intent to Graduate Form, which is to be completed at the beginning of the student's final semester. Please see your campus' School of Nursing Student Services office for more information.

### **Cap & Gown**

Information regarding commencement activities, purchasing caps and gowns, announcement and other memorabilia will be sent to the students early in the semester that the student graduates. Information will be sent by the IU Alumni Association and your campus' School of Nursing Student Services office.

### **Diploma**

The diploma attests to the completion of the BSN degree. Diplomas are not distributed at the commencement ceremony, and will be available for pick-up in your campus' School of Nursing administrative office eight to ten weeks following graduation. If you wish to have your diploma mailed to you, contact your campus' School of Nursing administrative office to make arrangements. There is a fee associated with mailing your diploma, which varies depending on U.S. postal rates.

### **School of Nursing Pins**

Information regarding commencement activities, including announcements, pins, and other memorabilia will be sent to the students early in the semester that the student graduates. Information will be sent by the IU Alumni Association and your campus' School of Nursing Student Services office.

## Licensure

### **NCLEX Review**

BSN students in the last semester of their program are urged to participate in the 4-day intensive NCLEX Review held at the School of Nursing. Students may register to take the Kaplan review for the NCLEX through IUSON for a fee.

### **Photographs for Licensure Application**

The School of Nursing will arrange for a photographer to visit during your final semester to take photographs for your class composite and for the set of three photos required by the State Board of Nursing for licensure application. You are required to present a picture for identification purposes and for admittance to take the NCLEX. A photo is also required to be submitted with the licensure application. Students may purchase a class composite as well.

### **Licensure**

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 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 processing fee. For updated fees please check <http://www.in.gov/pla/> .

**IMPORTANT:** If the student has been placed on a Bursar or Registrar checklist for any financial obligation, e.g., parking fines, default on loan payments, library fines, special credit fees, etc.; the student's record will not be cleared. Without clearance, the student will be unable to be licensed by the National Council of State Boards of Nursing. The student must pay the financial obligation to be eligible for licensure. In addition, diplomas and official transcripts will not be released by the University until financial obligations are met.