# TABLE OF CONTENTS

**Welcome from the Department Chairperson** ................................................................. 3

**Introduction** ....................................................................................................................... 4

**Introduction to the College of Health and Human Services** ........................................... 4
  - Mission Statements ........................................................................................................... 4
  - Vision Statements ........................................................................................................... 4
  - Core Values ................................................................................................................... 4
  - Philosophy of Nursing Faculty ........................................................................................ 5
  - Roles and Responsibilities of Department Members ..................................................... 6
  - Baccalaureate Nursing New Graduate Outcomes/Competencies ................................ 6

**General Information** ........................................................................................................... 7
  - Academic Integrity and Plagiarism .................................................................................. 7
  - Additional Fees ................................................................................................................ 7
  - Admission/Progression/Retention/Dismissal ................................................................ 7
  - Advisement and Registration ......................................................................................... 7
  - Bloodborne Pathogens and Compliance ....................................................................... 7
  - Chemically Impaired Nursing Student Policy ............................................................... 8
  - Class Attendance and Participation .............................................................................. 8
  - Contact Information ....................................................................................................... 8
  - Course Evaluation .......................................................................................................... 8
  - Disability Support Policy ............................................................................................... 8
  - Driving/Transportation .................................................................................................... 9
  - Emergency Services/Natural or Catastrophic Events ...................................................... 9
  - Fair Practice Work Policy ............................................................................................. 9
  - Federal Education Rights and Privacy Act (FERPA) ....................................................... 9
  - Grade Appeal .................................................................................................................. 9
  - Grading/Evaluation Scale ............................................................................................... 10
  - Graduation ..................................................................................................................... 11
  - Grievance Procedures .................................................................................................... 11
  - HIPAA Policy ................................................................................................................ 11
  - Illness and Absence Policy ............................................................................................. 12
  - Name Pins ..................................................................................................................... 12
  - National Criminal History Check ................................................................................ 12
  - Professional Conduct and Student Expectations Policy ................................................. 12
  - Safe Practice Policy ....................................................................................................... 14
  - Student with Clinical Course Failure .............................................................................. 14
  - Uniform Policy ............................................................................................................... 14
Dear Student,

Welcome to the Indiana State University Department of Baccalaureate Nursing, where the core values of integrity, scholarship, community, creativity, and excellence are embraced by faculty members and used to guide their efforts in working with you to achieve your educational goals.

As a Department, we work to create an atmosphere in which nursing education, research and practice come together to foster positive healthcare outcomes.

The policies and procedures included in this handbook will relate to the many aspects of your educational experience at Indiana State University and are designed to serve as a useful guide and resource.

Best wishes for a positive and rewarding learning experience.

Dr. Marcee Everly, ND, CNM, RN
Chairperson, Department of Baccalaureate Nursing
Introduction

This student handbook is designed to provide useful information that will enable you to successfully progress in your nursing academic career at Indiana State University (hereinafter referred to as ISU). In addition to this handbook, you will find policies specific to undergraduate studies in the current Undergraduate Catalog.

Introduction to the College of Health and Human Services

Mission Statements

College
The College is dedicated to fostering student excellence and developing productive citizens who function as skilled professionals. Further, we champion teaching, research, creative activities, community involvement through health initiatives, and life-long learning.

Department of Baccalaureate Nursing (hereinafter referred to as BN Department)
The mission of the BN Department is to develop competent, caring nursing professionals and productive citizens. This mission is accomplished through various teaching modalities, experiential learning at the local level, research, and community and public service.

Vision Statements

College: The College will be recognized as a leader in providing qualified health and human service professionals who serve diverse populations through education, scholarship, innovation, service, and community engagement.

Nursing: The vision of the nursing programs at Indiana State University is to provide the best educational experiences that result in competent and caring nurses for diverse clients.

Core Values

1. RESPECT: We affirm the individuality of each person through fairness and dignity.

2. INTEGRITY: We demonstrate the courage to speak and act honestly and to build trust.

3. COMPASSION: We are caring in the provision of services to individuals, families, groups, and communities.

4. HEALTH: We promote the health of mind, body, spirit, and environment.

5. PERFORMANCE: We achieve exceptional performance through continued growth and development of student, faculty and staff.
Philosophy of Nursing Faculty

Nursing faculty endorse the mission and values of ISU, the College of Health and Human Services, and the missions within each of the nursing departments. This philosophy articulates the faculty’s beliefs about nursing practice, nursing education, continuous quality improvement and also serves as a guide for all functions within the scope of nursing education at ISU. The philosophical beliefs of the faculty result in the development of competent, caring nursing professionals and productive citizens.

Nursing is viewed as a professional practice discipline. The body of nursing knowledge is derived from research and scholarly inquiry within the sciences and humanities. Nurses implement evidence-based practice from a holistic, caring framework in a multicultural, complex environment in an effort to provide safe, high quality care. The concepts of health promotion and wellness, risk reduction, disease management, and palliative care are emphasized across the lifespan within the nurse-patient relationship. Nurses provide care to patients, families, groups, and communities with an emphasis on health care that includes rural and underserved populations. To this end, nurses embrace technology and informatics to increase care efficiencies. Nurses participate as members of the inter-professional team and demonstrate professional behaviors. Leadership is expressed in a variety of venues including clinical, educational, administrative and political.

Faculty promote excellence in nursing practice via nursing education, ranging from baccalaureate to clinical doctoral education, and through professional continuing nursing education. All levels of nursing education are provided by supportive faculty who are experts in teaching and scholarship and who provide service to the University, the community, and the profession of nursing. Program outcomes are achieved through student-centered, active learning in an environment that values mutual respect, diversity, experiential learning, community engagement, and a wide range of teaching methods. Nursing education is accomplished through on-campus classes, clinical experiences, and distance modalities. Nursing faculty maintain academic integrity and high standards that promote student accountability and personal growth.

Nursing faculty, in their pursuit of program excellence, are dedicated to systematic assessment through data collection and analysis for the purposes of continuous quality improvement. The dimensions by which programs are evaluated include students, faculty, administrators, community stakeholders, teaching/evaluation methods, resources, curricula, and program outcomes. The evaluation of these dimensions allows for opportunities to improve student learning and celebrate successes.

1 The profession is guided by the American Nurses Association Code of Ethics and Standards of Practice and also reflects mandates and nursing care standards from significant nursing and health education organizations such as the National League for Nursing, American Nurses Association, Accrediting Commission for Education in Nursing, American Association of Colleges of Nursing, Indiana State Board of Nursing, and the Pew Health Professions Commission.
Roles and Responsibilities of Department Members

**Department Chair**- Direct oversight of both Traditional (4-year) and Accelerated Second Degree tracks within the BN Department.

**Program Directors**- Manage individual concentrations/tracks of study within the Department of BN.

**Faculty**- Manage and direct courses and facilitate student learning outcomes and course objectives for individual courses. Advise students regarding plan of study within the Department of BN.

**Adjunct Faculty**- Assist faculty with course management, teaching, and/or provide clinical oversight

**Preceptor**- Facilitates and guides clinical experiences and provides direct supervision of students in the clinical setting.

**Student Support Specialist**- Provides student guidance, manages student files, facilitates admission process and procures documentation for verification and accreditation.

**Administrative Assistant**- Provides administrative support to the Department of BN.

**Baccalaureate Nursing New Graduate Outcomes/Competencies**
GENERAL INFORMATION

Academic Integrity and Plagiarism
It is a requirement for you to read and abide by the policies of academic integrity and code of student conduct. Academic Integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The Policy on Academic Integrity describes appropriate academic conduct in research, writing, assessment, and ethics.

Additional Fees
Upon admission and throughout the program, students may encounter additional fees related to course requirements such as distance technology, clinical course, and Assessment Technology Institute fees. The student may encumber additional fees associated with program compliance requirements such as, but not limited to, immunizations, background screening, and certification of basic life support. Costs of additional fees by outside vendors may change without advance notice.

Admission/Progression/Retention/Dismissal
The Department has specific guidelines and policies regarding progression, retention, dismissal, and reinstatement for both the traditional and second degree tracks. Students should be familiar with all aspects of this policy.

Advisement and Registration
Faculty members recognize that their influence through advisement, mentorship, and cooperation with students is extremely important for a successful student educational experience. Student advisement is achieved through the development of a professional relationships and the relay of detailed and accurate information. As a student, it is important for you to work closely with your advisor to discuss, and agree upon, your plan of study and any changes that may be needed. The Advisor Evaluation will provide an opportunity for you to provide comments about your advisor.

Registration may be accessed through your “MyISU” portal and should coincide with the schedule set forth in your plan of study. Please refer to the Registration Instructions, Dates, and Deadlines for important dates and deadlines.

Any alterations to your approved plan of study will likely result in the delay of your clinical courses and result in a later program completion date. Do not deviate from your plan of study without first discussing changes with your advisor.

Bloodborne Pathogens Policy
The purpose of the Bloodborne Pathogens Policy is to provide guidelines for the prevention of the transmission of Hepatitis B, Hepatitis C, Human Immunodeficiency Virus, and other bloodborne pathogens in the clinical setting. You will be required to complete an educational training module prior to enrolling in clinical courses and you must score no less than 80% in order to meet the training requirement.
All health requirements, CPR, TB, and bloodborne pathogens must be kept current throughout the entire semester when in the nursing program. Any compliance items that will expire during the semester must be updated before the beginning of that semester:

a. If the student is not enrolled in a nursing course with a required clinical, the student is still required to be up-to-date in all compliance areas for the duration of the entire program of study.

b. A student will have a hold on registration for any nursing courses if the health requirements, CPR, TB, and bloodborne pathogens are not up to date for the entire semester that the student will be enrolled. A student will not be permitted to attend any clinicals if the health requirements are not up to date, which could result in clinical failure.

Chemically Impaired Nursing Student Policy
If you are found to be chemically impaired, a report will be filed with the appropriate state nursing authorities. You are required to be familiar with, and abide by, the Chemically Impaired Nursing Student Policy.

Class Attendance and Participation
Class attendance is required and is closely monitored. If you cannot attend, you must notify the instructor prior to the absence. E-mail messages are acceptable forms of notification. Refer to individual course syllabi for course policies regarding excused and unexcused absences.

Contact Information
E-mail correspondence will be addressed to you using only your ISU email account, which you should check on a regular basis. Throughout your enrollment at ISU, it will be your responsibility to keep the BN Department informed of changes in your personal contact information.

Course Evaluation
Each semester, after completion of coursework, you will be required to complete a brief course evaluation (My Course Evaluation - MCE) which is designed to evaluate your perception of the effectiveness of your learning experience during that semester.

Disability Support Policy
ISU seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you require special accommodation because of a documented physical disability, you are required to contact Disabled Student Services. If you require a special accommodation because of a documented educational disability, you are required to register with the Center for Student Success at the beginning of your academic career. It is the student’s responsibility to inform course faculty of academic support needs. Once registered and approved with the Center for Student Success, your course instructors will ensure that you receive available accommodations and support.
Driving/Transportation
Students are responsible for their own transportation to and from health care agencies utilized for clinical or laboratory experiences. Students should never transport patients for any reason.

Emergency Services/Natural or Catastrophic Events
In the event that a catastrophic event occurs on a local, regional, or national level and disables communication to/from ISU, you should provide for your own and your family's safety and contact your instructors by phone, private e-mail, or through alternately provided numbers. Every effort on the faculty’s part will be made to reasonably attempt to continue with the course and to meet the course objectives. If, for any reason, there is no internet or telephone communication available for an extended period of time, postal service will be used and, in this instance, you will be awarded incomplete grades until revised completion plans can be determined. The Department of Public Safety website provides valuable information about the emergency response plan and other documents concerning student and faculty safety.

Fair Practice Work Policy
A Fair Practice Work Policy protects students from assuming the role of their credentialed supervisor, preceptor, professor, or clinical instructor. Students shall be supervised in their field and clinical experiences and should not be serving as a workforce. Students shall be supervised at all times and final decision making/patient care is the responsibility of the preceptor. All documentation regarding patient care must be reviewed and signed by the clinical preceptor.

Federal Education Rights and Privacy Act (FERPA)
The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Students are encouraged to review information regarding their authorization of FERPA rights while attending ISU.

Grade Appeal
You may appeal a grade granted by any instructor of any course, based on one of more of the following:

- An error in the calculation of the grade;
- The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the same section of the same course, in the same semester, with the same instructor;
- The assignment of a grade to a particular student on some basis other than performance in the course;
- The assignment of a grade by a substantial departure from the instructor's previously announced standards for that section of that course; and/or
- The assignment of a grade by a substantial departure from the written departmentally approved standards for a course.

Informal Appeal: You must follow the informal appeals process for questioning grades prior to engaging the formal appeal. In so doing, you should, where possible, seek out the
instructor for a one-on-one conversation. The instructor is encouraged to listen to the entirety of your case and then to consider whether the current grade is appropriate. Should no resolution occur, you are required to contact the Department Chairperson. The Chairperson is required to meet with you one-on-one, to seek a conversation with the instructor one-on-one, and then highly encouraged to meet with the two of you together. You must initiate your informal appeal within 30 working days of the posting of the grade. Should no resolution occur, you may choose to engage the formal appeal process.

**Formal Appeal:** A formal appeal is made in writing to the Dean of the college of the instructor, hereafter referred to as “the Dean.” When filing an appeal, you must specify the basis of the appeal and do so within 30 working days of the conclusion of the informal appeal. You must indicate one of the following:

- The instructor is unable or unwilling to communicate with you on the appeal and the informal appeal could not proceed;
- No resolution resulted from the informal appeal process; and,
- The contents of the appeal should include as much of the relevant physical or electronic record as is possible for you to collect. If the second basis (differential standards) is asserted, you should provide a list of the names of other students and specific assignments so that a review of the relevant materials and appropriate comparisons can be made.

**Verification of the Appropriateness of the Appeal:** For appeals to grades submitted by instructors who have been terminated, resigned, or retired, it is the Dean’s responsibility to manage the notification process.

In doing so, the Dean shall make three separate attempts at contact within 30 days, with the last one in writing by registered letter to the instructor’s last known address. If, after ten working days of the Dean’s receipt of the registered letter receipt, the instructor still refuses to discuss the grade appeal, the Dean shall convene the Grade Appeal Committee.

If an instructor has denied the grade appeal after having met with the Department Chairperson, the Dean must review the materials and discuss the matter with you. The Dean may choose to discuss the matter with the instructor, the Chairperson, or both. If the Dean cannot create a resolution satisfactory to the instructor and you, the Dean shall convene the Grade Appeal Committee.

**Grading/Evaluation Scale**

The following scale is used for BN Department grade determination. Courses from other departments may use different scales for grades, which will be reflected in the course syllabus.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98% or greater</td>
</tr>
<tr>
<td>A</td>
<td>93%</td>
</tr>
<tr>
<td>A-</td>
<td>90%</td>
</tr>
<tr>
<td>B+</td>
<td>87%</td>
</tr>
<tr>
<td>B</td>
<td>83%</td>
</tr>
<tr>
<td>B-</td>
<td>80%</td>
</tr>
<tr>
<td>C+</td>
<td>78%</td>
</tr>
</tbody>
</table>
C 75% (minimum passing grade for BN courses)
C- 70%
D+ 68%
D 65%
D- 60%
F less than 60%

In courses with clinical components, the theory/didactic component score for the course must be at least 75% before any clinical or written component will be counted. If a student does not earn at least 75% of theory/didactic course points, then the final course grade will be based only on the theory/didactic score.

Graduation

Graduation Requirements
Traditional (4 year)
Accelerated Second Degree

Completion of Course Work
All “incomplete” credits, which are necessary for completion of degree requirements, must be completed with satisfactory grades and on file in the Office of Registration and Records on or before the close of the semester/session.

Transfer of Credit
Transfer credits must be on file in the Office of Registration and Records on or before the close of the semester/session your degree is to be awarded.

Fees and Delinquencies
All obligations to the University, such as library delinquencies, residence hall fees, breakage fees, etc., must be met by the close of the semester/session in which your degree is to be awarded. Diplomas and transcripts will not be released until all obligations to the university have been met.

Grievance Procedures
If you have a grievance or believe that your rights are being impinged upon, the courses of action outlined in the Student Grievance Procedures must be followed. It is your responsibility to keep documentation of any meetings related to the grievance procedures.

HIPAA Policy
ISU nursing programs comply with all federal laws related to the confidentiality of student/patient/client medical information, including the Privacy Regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). You are required to comply with such laws and the medical record confidentiality policies and procedures of any health care encounters you are assigned. Violation of HIPAA will result in your dismissal from the program.
Illness and Absence
Students participating in clinical experiences should monitor their health for signs of infection or communicable disease and, in the event of illness, refrain from attending clinical and notify their preceptor of their expected absence. Students should refrain from clinical or field experiences due to any infectious/communicable disease. This policy is for the protection of athletes/patients/students/etc. with who the student may be in contact. The University currently supports a Pandemic Illness Policy. Please refer to specific syllabi for specific course policies regarding excused and unexcused absences.

Name Pins
You must order a name pin and wear it in the clinic setting or when meeting with preceptor(s) and/or clinic manager or when in contact with patients.

National Criminal History Check
At the time of your application, you were required to submit a current national level criminal history check, which was part of the criteria used to determine your eligibility. Criminal background information will be maintained in your student file, is considered confidential, and no results will be released. The student is responsible for notifying the Department Chairperson of any new charges or additions to one’s criminal history promptly. Failure to report new charges may result in dismissal from the program.

Personal/Professional Liability Insurance
The Department of Baccalaureate Nursing does not require student nurses to purchase personal or professional liability insurance. The University covers much of the liability connected to community engagement and service learning opportunities. However, as nursing care liability may exceed that of more typical educational activities, nursing students are encouraged to purchase liability insurance.

Professional Conduct and Student Expectations Policy

Professional Conduct of Nursing Students
Indiana State University nursing students are expected to demonstrate a high standard of professional conduct in all aspects of their academic work and college life. Professional nursing behavior is guided and shaped by adherence to the American Nurses Association Scope and Standards of Practice and the Code for Ethics and other agencies’ code of ethics, such as the NSNA Code for Conduct for pre-licensure students and the National League for Nursing Code of Conduct and the Accreditation Commission for Education in Nursing Accreditation Standards. The professional behavior of nursing students is thus directed by these standards and guidelines, as well as by clinical agency policies, Federal regulations and laws such as HIPAA and University policy. Professional misconduct may result in a student’s dismissal from the nursing program.

Disrespectful or Inappropriate Behavior
As members of the nursing profession, it is imperative that nursing students recognize their responsibility to society and their patients and exhibit behavior representing high standards,
polite etiquette, compassion and respect for human dignity in both the classroom and clinical settings. Disrespectful or inappropriate behaviors include, but are not limited to: non-preparedness for a class or clinical; failure to notify faculty and preceptors in advance if they are not able to attend clinical for any reason; misuse of lab equipment; refusing a class or clinical assignment; not following the prescribed school or clinical agency policy for dress, smoking, and hygiene standards; use of profanity with patients/ancillary staff; degrading comments or actions; disrespectful verbal or nonverbal communications; unprofessional, disrespectful or inappropriate online posting, including social media or email communications; fraudulent behavior, deception, and/or neglect of patients. Students who engage in disrespectful or inappropriate behavior or communications may be asked to leave or may be removed from class (online Blackboard or face-to-face) or clinical setting, and may be given an unsatisfactory performance or a failing grade for that particular class or clinical day. Students who repeat such behaviors may receive a failing grade for the course or be dismissed from the program.

Dismissal for Non-Academic Reasons-Professional Misconduct
A student who engages in unsafe, unethical or inappropriate conduct in a clinical or non-clinical setting may be dismissed from the nursing program. Students who engage in inappropriate or disruptive behavior with patients, staff members, other students, or faculty will be asked to leave or removed from class or clinical area immediately. This policy includes, but is not limited to, verbally or physically threatening patients, staff, students or faculty, violation of federal or state regulations, being under the influence of alcohol or other mind altering drugs, and/or performing actions outside of the nursing student’s scope of practice.

When a faculty member determines that a student may need to be removed from the nursing major because of unsafe, unethical, or grossly inappropriate conduct, the faculty member will inform the Department Chairperson and Executive Director of the problems identified and the rationale for a recommendation to dismiss the student from the Program. The faculty, Department Chairperson and Executive Director will meet with the student. Students dismissed from the program have the right to appeal the dismissal as described in the ISU Student Handbook. In the event that the student is retained within the program following professional misconduct, the student will have a written misconduct statement placed in his/her student record.

The student will be given guidelines to follow concerning remediation and will be dismissed if the guidelines for remediation are not followed or if additional instances of professional misconduct are committed.

This policy serves as written warning to students of the professional misconduct policy. The ISU Nursing Programs reserve the right to impose discipline against a student without additional warnings if circumstances justify such action at the discretion of the ISU Nursing Programs. Nothing herein shall be interpreted to require the ISU Nursing Programs to provide additional warnings to a student prior to any disciplinary action being taken, and the ISU Nursing Programs reserve the right to dismiss a student at any time for violation of School, Agency, or University Policies, professional conduct codes, or federal regulations.
Safe Practice Policy
Unsafe practice includes any behavior that may endanger a client, family member, staff, peer, or faculty in the physiological, psychological, spiritual, or cultural realm. Specific behaviors of endangerment may include acts of commission or omission in the clinical agency and/or behavior that causes the faculty to question your potential for safe practice. If your actions or omissions endanger a client, family, peer, or staff or faculty member, you will receive verbal and written documentation of the event and may be removed from the clinical setting. Based on the severity and nature of the unsafe practice, you may be assigned an unsatisfactory clinical performance for that clinical experience or the course. Program dismissal may result in extreme circumstances of unsafe practice and will be determined by both course faculty and the BN Chairperson.

Student with Clinical Course Failure
Students who repeat a clinical course due to didactic or clinical failure must repeat the entire course, including the clinical hours associated with that course.

Uniform Policy
The ISU Nursing uniform is to be worn when the student is assigned for clinical practice as required by the clinical agency. It is the student’s responsibility to be appropriately groomed and attired for clinical experiences. Students are responsible for maintaining their own uniforms. Nursing Uniform Policy

For additional program resources, please visit http://www.indstate.edu/health/department/bn/student-resources/forms-and-documents.

The BN Department reserves the right to change, without notice, any statement in this Handbook concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses. Such changes shall be effective whenever determined by the appropriate faculty and administrative bodies and shall govern both old and new students. Nothing in this Handbook constitutes a contract between a student and the BN Department, the School of Nursing, the College of Health and Human Services or ISU.