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Dear Student,

Welcome to the Indiana State University Department of Baccalaureate Nursing Completion where the core values of integrity, scholarship, community, creativity, and excellence are embraced by faculty members and are 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. Jessica Nelson, DNP RN
Chairperson, Department of Baccalaureate Nursing Completion
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. 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 Completion (BNC Department)

The mission of the BNC Department is to develop competent, caring nursing professionals and productive citizens. This mission is accomplished through distance 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, National League for 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 LPN to BS and RN to BS tracks within the BNC Department.

**Program Directors**- Manage individual concentrations of study within the Department of BNC.

**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 BNC.

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

**Preceptor**- Facilitate and guide 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 BNC.

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**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. Academic policies describing integrity and plagiarism are described in the Code of Student Conduct and includes the sharing of work. Sharing of work may constitute a violation of the Code of Student Conduct.

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, licensure and certification of basic life support. Costs of all additional fees may be subject to geographical area or vendor used.

Admission/Progression/Retention/Dismissal
The BNC Department has specific guidelines and policies regarding progression, retention, dismissal, and reinstatement for both LPN to BSN and RN to BSN 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 academic 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 academic 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 academic advisor.

APA Format
You will be required to follow APA Format when submitting professional papers unless advised otherwise per the course syllabus.
Assessment Testing Institute (ATI)
The BNC Department utilizes ATI as an additional way to provide students with content mastery of specific nursing content. Students are encouraged to review the ATI Policy and Procedures in addition to ATI Frequently Asked Questions for course specific requirements.

B Virtual Proctoring
All BNC students are required to take course examinations designated by faculty such as ATI Content Mastery Exams and Final Course Examinations through B Virtual Online Proctoring. Students will be responsible for the cost of each exam and following all requirements in the B Virtual Proctoring Policy. No other personal proctor or service is approved for use in the BNC Department.

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
Regular class attendance and participation is expected and is closely monitored. Many courses provide the opportunity to participate with peers by way of the discussion board and web-based communication modalities. Class attendance in the form of weekly reading and assignments is required. If you cannot complete the weekly assignment, you must notify the instructor prior to the due date. E-mail messages are acceptable forms of notification.

Assignments should be submitted by the due date. A score of 0 points will be assigned if the assignment is not submitted on time. Participation is required and expected and may include extensive reading, discussion boards, examinations and the like. In extenuating circumstances (personal illness/injury, family illness/injury/crisis), you may negotiate a new due date or contract for an "Incomplete" in the course.

Participation is required and expected and may include extensive reading, discussion boards, examinations and the like.

You must have access to a computer with internet capability and required software and be able to use the internet to access course documents and to send and receive e-mail and e-mail attachments. You are required to utilize your ISU e-mail account when corresponding with faculty and staff. The course number must be placed in the subject line of your e-mail and your 991 number must be included in the body of your e-mail.

Log on to the course website at least twice per week and check your e-mail at least three times per week. You must respond to your faculty email questions or concerns within 48 hours. If you do not maintain a dialog with faculty through e-mail or phone communication you will not receive full credit for course participation.

You must drop the course prior to the university mandated drop date if there is any reason to believe that the course requirements will not be fulfilled within the current semester. The university has a very lenient timeframe for course withdrawal but, after that date, you will not
be allowed to withdraw from a course. Questions about course withdrawal are to be discussed with your academic advisor.

**Clinical Preceptorships**

Prior to scheduling your clinical rotations in each course, which will be in your own geographical location, you will receive detailed instructions from your advisor including details on requesting a Clinical Preceptor Packet. Additional information regarding preceptor selection and clinical course expectations can be found here. The BNC Department is not responsible for finding you a clinical site, and will not arrange your clinical site or preceptor with your chosen facility. However, faculty and staff will be available to answer any questions or concerns you have regarding the program and/or clinical.

Students are provided a clinical rotation orientation in NURS 208 and instructions are provided regarding establishing clinical contracts. Course faculties have final approval over selected sites and preceptors. Faculty will verify information provided by the student for appropriateness and requirements specific to each clinical course. As part of the clinical experience, you will be required to complete clinical paperwork that will be provided in the form of a clinical packet.

While Indiana State University endeavors to offer all of its programs to as wide an audience as possible, the LPN to BSN and RN to BSN tracks may not be available in all states. Each of the states has its own approval processes for out-of-state institutions offering distance education. You are expected to complete your clinical rotations in the approved state that you were admitted into the program with and physical reside within.

Circumstances such as moving to an unapproved state, completing your clinical rotations within a bordering state (approved or unapproved) or deployment of U.S. military or their family members outside the continental United States must be communicated to each student’s academic advisor and department chairperson. Depending on state approval or contractual affiliation agreements of clinical sites and their coverage of liability, this can impact progression and/or completion of the degree.

**Compliance**

All health requirements, CPR, TB, flu immunization, bloodborne pathogens, professional liability insurance, and licensure must be kept current throughout the entire semester when in the nursing program:

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, flu immunization and bloodborne pathogens are not up to date for the entire semester that the student will be enrolled.

c. Non-compliance can and will result in removal of your course and clinical access.
Contact Information
E-mail correspondence will be addressed to you using only your ISU e-mail account which you should check on a regular basis. Throughout your enrollment at ISU, it will be your responsibility to keep the BNC Department informed of changes in your personal contact information.

Course Evaluation
Each semester, after completion of coursework, you will be encouraged to complete a brief course evaluation which is designed to evaluate your perception of the effectiveness of your learning experience during that semester. Course evaluations are highly encouraged as this data is utilized to make improvement towards your educational experiences.

Disability Support Policy
ISU seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you require a special accommodation because of a documented disability, you are required to register with the Student Academic Services Center at the beginning of your academic career. Once registered, 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 will be made on the faculty’s part to reasonably attempt continuation of 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.

Evaluation Method
The following scale is used for BNC 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>
<tr>
<td>C</td>
<td>75% (minimum passing grade for BNC courses)</td>
</tr>
<tr>
<td>C-</td>
<td>70%</td>
</tr>
</tbody>
</table>
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 should 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 faculty 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 faculty;
- The assignment of a grade to a particular student on some basis other than performance in the course;
- The assignment of a grade to a particular student by a substantial departure from the instructor's previously announced standards for that section of that course; and
- 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 faculty for a one-on-one conversation. The faculty 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 faculty 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 faculty, 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 faculty 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 an appeal to grades submitted by faculty 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 receiving of the registered letter receipt, the faculty still refuses to discuss the grade appeal, the Dean shall convene the Grade Appeal Committee.

If a faculty member 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 faculty, 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.

Graduation

Graduation Requirements
LPN to BSN
RN to BSN

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 ISU Office of Registration and Records on or before the close of the semester/session before your degree is to be awarded.

Fees and Delinquencies
All obligations to the University, such as outstanding tuition, 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.

Graduation Application Deadlines
February 1 for students completing requirements in spring or summer and October 1 for students completing requirements in fall.
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. Since you are a distance student, meetings may be web-based or via teleconference. 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.

Infectious/Communicable Disease Policy
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.

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. In the event of extended illness the student should contact their course faculty and their academic advisor.

Methods of Instruction
The BNC Department is delivered entirely through distance education. The methods of instruction are completed in online format through virtual classrooms and may include assigned readings, various multi-media, class discussions, small group and individual projects, interactive activities, and video streaming. Clinical experiences involve engagement in specific population health communities and experiential learning.

Name Pins
You must ORDER A NAME PIN and wear it in the clinic setting or when meeting with preceptor(s), clinic manager or when in contact with patients.

National Criminal Background Check
At the time of your application, you were required to submit a current national level criminal background check, which was part of the criteria used to determine your eligibility. Criminal background information will be maintained in your student nursing file, is considered confidential, and no results will be released.

Personal/Professional Liability Insurance
All BNC students are required to purchase $1,000,000 per incident / $6,000,000 aggregate Nurse Professional Liability Insurance coverage for nursing students. Proof of annual renewal of professional liability insurance Certificate of Insurance should be submitted to the BNC Department and maintained in your student nursing file.
Personal Wireless Devices
Students are encouraged to review the Personal Wireless Communication Device Usage Policy. These guidelines are intended to promote academic and professional integrity, professional communication, and a safe, effective learning environment. The policy is consistent with the ISU Code of Student Conduct and the National Student Nurse Association (NSNA) Code of Student Conduct. Violation of this policy may create a situation that could lead to failure of a course, dismissal from the nursing program or University, or criminal charges.

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.

Professional Dress Code
You are expected to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. All BNC students must comply with the Nursing Uniform Policy.

Professional Licensure
You must hold an unencumbered nursing license for the state in which clinical courses will be completed. Any encumbrance must be immediately reported, in writing, to the Chairperson of the BNC Department. All state licenses must be updated upon expiration and a copy of the current license/license verification must be submitted to the BNC Department. You are required to notify the BNC Chairperson, via e-mail or personal telephone call, within 72 hours of the commission of any act that: (a) may put your professional license in jeopardy; (b) resulted in a critical incident involving patient safety; or, (c) could result in your failure to possess an unencumbered professional license in the future. This would include any notification of pending judgment or action taken against your professional license(s); any traffic offense involving illegal drugs or alcohol (or, if any person was killed or hospitalized as a result of an accident in which you were charged with a traffic violation); or, if criminal or civil charges are filed against you in a court of law. You do not need to disclose information about minor traffic violations. A written explanation of any incident, and copies of all explanatory documentation, must be submitted to the BNC Chairperson within a reasonable timeframe after initial contact is made.

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, 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 BNC 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.

**Withdrawal/Time-off/Leave of Absence**

We recognize that circumstances may arise which could require you to cease class attendance prior to the end of the semester. Listed are procedures and important information on withdrawal that must be followed to ensure your return to ISU (or transfer to another college) in good standing. If you leave without properly processing a withdrawal, the absences from class and from the campus will be justification for the grade of "F" to be assigned for the courses in which you are enrolled.

If you wish to drop all of the courses you are currently enrolled in, you must complete a withdrawal form. This will withdraw you from the semester but not from the University. If you withdraw, you may return to ISU without reapplying for admission if you are in good standing and enroll in courses within two calendar years. Communication with your academic advisor regarding your time off or leave of absence is critical as your plan of study and progression could be significantly changed.

For additional program resources, please visit [http://www.indstate.edu/health/department/bnc/student-resources/forms-and-documents](http://www.indstate.edu/health/department/bnc/student-resources/forms-and-documents)

The BNC 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 BNC Department, the College of Health and Human Services or ISU.

Approved Department of Baccalaureate Nursing Completion 10/03/2017. Vote 6/0/0