



**Indiana State University
School of Nursing**

Accelerated Second Degree Hybrid / Online Track

**Student Handbook
2023-2025**

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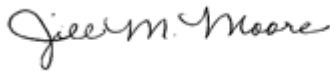
Dear Learner,

Welcome to the Indiana State University School of Nursing. Please accept my sincere congratulations on your decision to become a baccalaureate prepared registered nurse. This decision will allow you to join the ranks of the most respected and rewarding profession, one built by the unwavering dedication, personal sacrifice, and all-encompassing empathy of the many nurses who came before you.

The Indiana State University School of Nursing's core values of integrity, scholarship, community, creativity, and excellence are embraced by faculty members and guide their efforts in supporting you in achieving your educational goals. As a School of Nursing, 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.

A handwritten signature in cursive script that reads "Jill M. Moore". The signature is contained within a rectangular box that has a thin border on the top and right sides, and a thin line extending to the left.

Dr. Jill Moore
Executive Director of Nursing

Introduction

This student handbook provides information to enable successful progression for an academic nursing career at Indiana State University. This handbook also provides policies specific to undergraduate studies in the [Undergraduate Catalog](#).

Vision Statements

College of Health and Human Services

To serve as a leader in developing health and human services professionals who will positively impact communities.

School of Nursing

The vision of the School of Nursing at Indiana State University is to serve as a leader in developing competent and caring nurse professionals who will positively impact communities.

Mission Statements

College of Health and Human Services

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.

School of Nursing / Undergraduate Online Tracks

The Mission of the Undergraduate Online Nursing Tracks 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.

Philosophy of Nursing Faculty

Nursing faculty endorse the mission and values of ISU, the College of Health and Human Services, and the School of Nursing. This Philosophy of the Nursing Faculty articulates their beliefs about nursing practice, nursing education, continuous quality improvement and 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.

Roles and Responsibilities of School of Nursing Members

Executive Director of Nursing – Head of the SON and responsible for matters related to the SON.

Associate Director of Students – Direct oversight of student related matters in the SON.

Associate Director of Academics – Direct oversight of academic related matters in the SON.

Traditional and Accelerated Coordinator - Manage traditional and hybrid / online tracks.

Clinical Coordinator – Manage and supervise SON clinical placements.

Faculty – Manage courses and facilitate student learning outcomes.

Adjunct Faculty - Assist faculty with course management and clinical oversight.

Professional Academic Advisor – Advises students regarding their plan of study.

Administrative Assistant - Provide administrative support to the SON.

Roles and Responsibilities Outside of SON

Preceptor – Practicing RN who meets Indiana State Board of Nursing minimum requirements to precept BSN students. Facilitates and guides clinical experiences and provides direct one-on-one supervision of students in the clinical setting with oversight of faculty. Preceptors are used for the 2nd degree track clinical experiences.

Clinical Agency – The hospital, long-term care, clinic, or other facility permitting our students to have their educational patient contact experiences on-site. Students are guests at these facilities and must follow all agency regulations and procedures. The clinical agencies reserve the right to allow or disallow students to have clinical patient contact at their facilities.

Baccalaureate Nursing New Graduate Outcomes and Competencies

The Accelerated 2nd Degree Baccalaureate Nursing Track fully integrates theoretical learning with clinical experiences. The nursing courses include correlation of theory with direct care provided to clients supervised by faculty with expertise in particular practice areas. The curriculum has been designed to flow from the track philosophy and mission through an organizing framework into a logical progression of course outcomes and learning activities to achieve the overall

[Baccalaureate Nursing New Graduate Outcomes/Competencies](#)

General Information

Academic Integrity and Plagiarism

Students are required to read and abide by the [Indiana State University's 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 conduct in research, writing, assessment, and ethics.

Additional Fees

Students will encounter additional expenses related to course requirements such as distance technology fees, clinical/course fees, and integrated testing resource fees. The student may incur additional fees to satisfy program requirements such as, but not limited to immunizations, licensure, uniform, clinical compliance platform, and certification of basic life support. The cost of additional fees can change without advance notice. Clinical agencies can, without notice, implement additional requirements for which students must pay.

Admission/Progression/Retention/Dismissal/Graduation Policy

The Accelerated 2nd Degree BSN Hybrid / Online track has specific guidelines and policies regarding progression, retention, dismissal, and reinstatement for the [2nd degree track](#). Students should be familiar with all aspects of this policy.

Advisement and Registration

Students should work collaboratively with their professional academic advisor to discuss and determine their plan of study. The [Advisor Evaluation](#) will provide an opportunity evaluation of the professional academic advisor. The form is available around the timeframe of preparing for advanced registration.

Students may access registration through the [University portal](#) and their schedule should coincide with their plan of study. See [Registration and Scheduling](#) for additional information.

Changes to the approved plan of study may delay clinical courses and program completion. Students should not deviate from their plan of study without first discussing changes with their professional academic 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. The student will be required to complete an educational training module prior to enrolling in clinical courses and yearly thereafter

Class Attendance and Participation

Regular class attendance and participation are expected and are closely monitored. Many courses provide the opportunity to participate with peers through the discussion board and web-based communication modalities. Class attendance in the form of weekly reading and assignments is required. If the student cannot complete the weekly assignment, they may negotiate new assignment submission dates.

Assignments should be submitted by the due date. A score of zero points may be assigned if the assignment is not submitted on time. In extenuating circumstances (personal illness/injury, family illness/injury/crisis), the student may negotiate a new assignment submission date.

Students must have access to a computer with internet access and the required software to participate in their online courses. Students are required to use their ISU e-mail account when corresponding with faculty and staff. The course number must be placed in the subject line of the e-mail and the student's University identification number must be included in the body of the e-mail.

Students must log on to the course website a minimum of two times per week on nonconsecutive days and check e-mail at least three times per week. Students must respond to faculty email questions or concerns within 48 hours. If the student does not maintain a dialog with faculty through e-mail or phone communication, they will not receive full credit for course participation.

The student must drop a 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 timeframe for course withdrawal. Questions about course withdrawal and the potential impact on sequencing of courses along with program completion are to be discussed with the student's professional academic advisor.

Clinical Preceptorships

Students are provided a clinical orientation overview during initial their campus visit. The clinical coordination team will work collaboratively with the student to establish clinical placement. Course faculty 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. Students will be required to complete clinical documentation with forms from their course aligned clinical packet. See course expectations in the Clinical Course Requirement Policy.

Compliance

All health requirements, CPR, TB, bloodborne pathogen education, immunizations, and professional liability insurance (if required) 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. See the [Admission, Progression, Retention, Dismissal, and Graduation Policy](#) for further information.

Contact Information

E-mail correspondence will be addressed to the student on their ISU e-mail account. Students are responsible for checking their email on a regular basis. The student is responsible for informing their professional academic advisor of changes in their personal contact information as well as updating their information in the [ISU Portal](#).

Course Evaluation

Each semester the student will be encouraged to complete a brief course evaluation regarding their learning experience. Completing course evaluations is encouraged as this data is utilized to make improvements in the educational experience.

Disability Support Policy

ISU seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If the student requires a special accommodation because of a documented disability, the student is required to register with the [Center for Student Success](#) at the beginning of their academic career. Once registered, course instructors will ensure that available accommodations and support are received.

Driving/Transportation

Students are responsible for their own transportation to and from campus and health care agencies utilized for clinical or laboratory experiences. Students should never transport patients for any reason. Faculty are not permitted to transport students in personal cars.

Drug Screening and Impaired Nursing Student Policy

Chemical dependency is preventable and treatable. Students are also vulnerable to this problem. Nursing students must be free from chemical impairment during all parts of the nursing program. Drug screening may be required in this program.

If a student is found to be chemically impaired, a report will be filed with the appropriate state nursing authorities. Students are required to be familiar with, and abide by, the [SON BSN Drug Screening and Impaired Nursing Student Policy](#).

Eligibility for Clinicals

Compliance with all health, screening, and other clinical site requirements is mandatory. Clinical site compliance requirements vary from one facility to another. Noncompliance may result in course failure and possible dismissal from the program.

Students must pass all prerequisite theory and/or clinical courses with a minimum grade of C before they will be permitted to progress into the next clinical experience. Each course with a clinical component has clinical outcomes which students must achieve to pass both the lecture and clinical components of a course and progress into the next course. The course and clinical outcomes are found in course syllabi. 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.

Clinical abilities and skills of students are evaluated based upon clinical objectives identified in the syllabus for each clinical course. Faculty review clinical expectations and evaluation rubrics with students at the beginning of each course. Copies of these documents are provided at the beginning of each semester.

Emergency Services/Natural or Catastrophic Events

If a catastrophic event occurs on a local, regional, or national level and disables communication to/from ISU, the student should provide for their own and their family's safety and contact their 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, the student will be awarded incomplete grades until revised completion plans can be determined. The [University Police](#) 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 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

Information regarding appealing a grade is available in the [University Policy Library](#).

Grading/Evaluation Method

Refer to each individual course syllabus for Grading and Evaluation Methods.

Graduation

Graduation Requirements

- [Compliance with the 2nd Degree Admission, Progression, Retention, Dismissal, and Graduation policy](#)
- Completion of Course Work
- All “incomplete” credits must be completed with a satisfactory grade and be on file in the Office of Registration and Records on or before the close of the semester/session to meet degree completion requirements
- The student is responsible for verifying graduation application dates and obligations at the beginning of their final semester. These dates are available on the [Graduation Information](#) website.

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 a degree is awarded.

Fees and Delinquencies

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

Grievance Procedures

If the student has a grievance or believes their rights are being infringed upon, the courses of action outlined in the [Student Complaint and Grievance Information](#) must be followed. As an online student, meetings may be web-based or via teleconference. It is the student’s 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 medical information, including the Privacy Regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Students are required to comply with such laws and the medical record confidentiality policies and procedures of any health care encounters. Violation of HIPAA will result in dismissal from the program.

Hours

One credit of lecture/theory is equal to 15 classroom hours over the semester. One credit of clinical is equal to 45 hours of clinical hours over the semester. Students may refer to the [Undergraduate Catalog](#) and course syllabi to see the breakdown of classroom/theory and clinical credits for each course. Some clinical hours will be required to be completed on weekends and, in select cases, also nights.

Illness and Absence

Students participating in clinical experiences should monitor their health for signs of infection or communicable disease. In the event of illness, the student should refrain from attending clinical and notify their preceptor and course faculty of their expected absence prior to the start of clinical. In the event of extended illness, the student should contact their course faculty and their professional academic advisor.

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 whom the student may be in contact. The University currently supports a [Pandemic Operations Plan](#).

Methods of Instruction

The methods of instruction are completed in an online format through virtual classrooms and may include but are not limited to assigned readings, various multimedia, class discussions, small group and individual projects, interactive activities, video streaming, and simulations. There is a campus requirement for orientation and intensive clinical skills training. Clinical rotations involve in-person engagement within specific population communities and additional experiential learning experiences.

Name Pins

The student must [order a BSN name badge](#) and wear it in laboratory sessions, clinic settings, and when meeting with preceptor(s), clinic manager, or when in contact with patients.

National Criminal Background Check

At the time of application, the student is required to submit a [National Criminal Background Check](#) which was part of the criteria used to determine eligibility. Criminal background information will be maintained in the 3rd party compliance tracking system. The SON may be required to share background items for clinical placement. The student is responsible for notifying the Associate Director of Students of any new charges or additions to their criminal history promptly. Failure to report new charges may result in dismissal from the program. Clinical agencies may require additional criminal background checks at the student's expense. Clinical agencies have the right to refuse students due to items on the background check.

Personal/Professional Liability Insurance

If the student holds an existing healthcare license they 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 third-party database for compliance tracking.

Students who are unlicensed are not required, but encouraged, to purchase personal or professional liability insurance as described above. The Baccalaureate Nursing Program does not recommend nor endorse any specific insurance company. Students are free to seek information and rates from any liability insurance companies for student nurse insurance.

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 result in a course failure, dismissal from the nursing program or University, or criminal charges.

Proctoring

All undergraduate online students are required to take course examinations designated by faculty. Course examinations may be administered through an approved online proctoring service at faculty discretion. Students will not be responsible for the cost of a standardized/integrated exam and a final exam per course. If any scheduling changes are made a fee may be incurred by the student.

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 following:

- [SON Professional Conduct and Student Expectations Policy](#)
- [American Nurses Association Nursing Scope and Standards of Practice](#)
- [American Nurses Association Code of Ethics for Nurses](#)
- [NSNA Code for Ethics](#) for pre-licensure students
- [National League for Nursing Core Values](#)
- [Baccalaureate Nursing New Graduate Outcomes/Competencies](#)

Professional Dress Code

Students are expected to reflect professionalism, maintain high standards of appearance and grooming in the clinical setting, and comply with the [SON BSN Uniform Policy](#).

Safe Practice Policy

Unsafe practice includes any behavior that may endanger a patient, family member, staff, peer, preceptor, 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 as described in the [Safe Practice Policy](#). If actions or omissions endanger a client, family, peer, preceptor staff, or faculty member, the student 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, the student 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 Associate Director of Students in consultation with the Traditional and Accelerated Coordinator and Executive Director of Nursing.

Withdrawal/Time Off/Leave of Absence

Unforeseen circumstances may arise which cause a student to stop attending class prior to the end of the semester. If a student decides to drop all courses in which they are currently enrolled, they must complete a [withdrawal form](#). This process will withdraw the student from the semester but not from the University. In the event of a withdrawal, the student may return to ISU within two calendar years without reapplying for admission providing they are in good standing. Communication with the professional academic advisor regarding time off or leave of absence is critical to ensure progression and degree completion.

Procedures and information regarding any type of withdrawal must be followed to ensure a return to ISU (or transfer to another college) in good standing. If the student leaves 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 they were enrolled.

For additional program resources, please visit the [Student Resources website](#). Student Resources are also available at [Student Resources](#).

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

Approved by Student Affairs Committee, 4/18/2023, 4-0-0
Acknowledged by Steering Committee, 4/19/2023, 5-0-0