

Indiana State University School of Nursing Graduate Nursing Student Handbook



APN Approval by consensus 8/8/15

SAC review 4/20/15

Exec. Committee Approval 11/30/2015, Vote 5-0-1

APN Faculty Approval: 2/18/2014; 3/31/15; 8/18/15; 12/1/2015 8-0-0; 4/19/2016 7-0-0; 9/20/2016 7-0-0;
12/13/2016 8-0-0; 9/18/2018

Graduate Faculty Approval 1/22/21,

Acknowledged by CHHS Student Affairs Committee Chairperson 2/23/21

Graduate Faculty Approval 2/22/22 6-0-0

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Dear Student:

Welcome to Indiana State University's School of Nursing where we are committed to teaching, service, and scholarship. We view the educational process as a transformational process resulting in the individual becoming a competent, caring, nursing professional with a commitment to lifelong learning. Faculty work collaboratively with students to achieve their educational goals.

We work to create an atmosphere in which, research/scholarship, and practice come together to foster positive health outcomes.

The policies and procedures included in this handbook 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,
Graduate Nursing Faculty, Staff and Executive Director of Nursing

INTRODUCTION

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

INTRODUCTION TO THE COLLEGE OF HEALTH AND HUMAN SERVICES

The School of Nursing is housed within the College of Health and Human Services. The college organizational chart is available on the [College of Health and Human Services website](#).

Mission Statements

School of Nursing - The mission of the Graduate Nursing Programs is to develop competent, caring nursing professionals and productive citizens practicing in advanced nursing roles in clinical care, education, and leadership. The mission is accomplished through innovative distance teaching modalities, experiential learning, evidence-based clinical preparation, and community engagement.

Vision Statement

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.

Philosophy of the Faculty

Nursing faculty endorse the mission and values of Indiana State University (ISU), the College of Health and Human Services, and the mission of the ISU School of Nursing (SON). This philosophy articulates faculty 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 SON faculty result in the development and advancement of competent, caring nurse professionals and productive citizens.

Nursing¹ is viewed as a professional practice discipline based in translational nursing science, a body of nursing knowledge derived from research and scholarly inquiry across relevant scientific and healthcare disciplines. Nurses implement evidence-based practice from a holistic, caring framework in a multicultural, complex environment to provide safe, high quality care. The concepts of health promotion and wellness, cultural competence, risk reduction, self-care 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 healthcare delivery that includes rural and underserved populations. To this end, nurses embrace technology and informatics to increase care and efficiency. Nurses also participate as collaborative members of the interprofessional team and demonstrate professional ethical behaviors.

Leadership in nursing² is an expectation to be demonstrated in a variety of venues, including clinical, educational, administrative, and sociopolitical arenas. Faculty promote excellence in nursing practice via 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

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, American Association of Colleges of Nursing, Indiana State Board of Nursing, and the Pew Health Professions Commission.

² Institute of Medicine (2010). *The Future of Nursing: Leading Change, Advancing Health*. National Academies of Science: Bethesda, MD.

experts in teaching, promote scholarship, and who provide service to the University, the surrounding communities, and the profession of nursing. Program outcomes are achieved through active, student-centered learning in an environment that values mutual respect, diversity, inclusivity, experiential learning, community engagement, and a wide range of teaching methods. Nursing education is accomplished through on-campus classes, clinical experiences, and technology-based modalities. Nursing faculty maintain academic integrity and high standards that promote student accountability, professional, 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, and curricula. The evaluation of these dimensions allows for opportunities to improve student learning, enhance educational outcomes, and celebrate successes across departments in the ISU SON.

Roles and Responsibilities of Key Personnel

Executive Director of Nursing - The Executive Director of Nursing has principal responsibility for establishing, monitoring, and strengthening the nursing programs within the college. He/she will oversee the development, operation, evaluation, improvement, approval, licensing, and accreditation of the undergraduate and graduate programs.

Associate Director of Academics - The Associate Director of Academics facilitates the mission of the school by supporting degree program quality, facilitating the recruitment, development, and retention of faculty, and facilitating faculty scholarship and community engagement.

Associate Director of Students - The Associate Director of Students facilitates the mission of the school by supporting a wide range of student success activities including but not limited to recruitment, retention, clinical placement, graduation, and academic advising.

Program Coordinators - Manage individual concentrations of study within Graduate Nursing

Faculty - Manage and direct program curriculum, course content, evaluation methods, and delivery. Determines and evaluates clinical experiences and facilitates student learning outcomes and course objectives for individual courses reflective of program outcomes. Students work collaboratively with their assigned faculty advisor to establish an individualized plan of study.

Adjunct Faculty - Teach courses or assist faculty with course management/instruction and/or provide clinical oversight under direction of the lead course faculty

Mentor – Facilitates appropriate clinical experiences for the doctoral level student. This individual serves as mentor, host, sponsor, and role model for student; provides student with appropriate experiences to meet specified outcomes based on the student's scholarly project

Preceptor - Facilitate and provide feedback in collaboration with course faculty related to clinical experiences and provides direct supervision of students in the graduate student clinical setting

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

Administrative Assistant - Provides administrative support to faculty, staff and students.

MSN/Post MSN End-of-Program Student Learning Outcomes

Integrated Foundation

Integrates knowledge from the sciences and humanities for the advancement of nursing practice within diverse settings.

Leadership

Facilitates, guides, and participates in actions or activities that contribute to positive outcomes for individuals, organizations, and communities.

Quality and Safety

Evaluates and implements processes and practices which proactively support a culture of quality and safety.

Scholarly Inquiry and Application

Identifies, translates, and applies highest quality evidence into practice.

Communication

Demonstrates effective written, verbal, and technological skills to disseminate knowledge for the advancement of health and wellness.

Policy and Advocacy

Analyzes, contributes, and advocates for the development of health and social policies that promote the preservation of basic human rights and cultural respect.

Collaboration

Collaborates with health and other professionals, stakeholders, patients, and families to enhance practice and improve patient/population health outcomes.

Ethics

Evaluates and applies ethically sound solutions to complex issues related to individuals, populations, and systems of care.

Professional Practice

Demonstrates the advanced practice professional role with integrity, accountability, compassion, and excellence.

Doctor of Nursing Practice (DNP) Graduate Program Role Outcomes and Competencies

Essential I - Integrate scientific knowledge to influence health policy and decision making through leadership, collaboration, and interprofessional action at the organizational, local, regional, national, and global levels.

Essential II - Develop and evaluate care delivery approaches that meet current and future needs of patient populations based on scientific findings in nursing and other clinical sciences, as well as organizational, political, and economic sciences.

Essential III - Use analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for clinical practice.

Essential IV - Design, select, use, and evaluate programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems.

Essential V - Advocate for social justice, equity, and ethical policies within all healthcare arenas.

Essential VI - Employ effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products.

Essential VII - Synthesize concepts related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion/disease prevention efforts, in care of individuals, aggregates, or populations.

Essential VIII - Demonstrate independent advanced practice clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence based care to improve patient outcomes.

GENERAL INFORMATION

Academic Integrity and Plagiarism

It is a requirement for you to read and abide by the [Code of Student Conduct](#). The Graduate Nursing Programs adhere to the University policies and procedures defined within the [ISU Graduate Catalog](#). 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 Expenses

Additional expenses may be incurred due to cost of repeat National Criminal History Check, purchase of name pin, clinical fee, and lab coat; FNP students are required to purchase and maintain professional liability insurance throughout their clinical sequence (APN 624, APN 644, APN 664, and APN 670). Clinical sites may require additional documentation, which may include but not limited to disability insurance, drug screening, parking tags, and immunizations/titers.

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 relationship and the relay of detailed and accurate information. As a student, it is important for you to work closely with your advisor to develop an agreed upon plan of study and to revise as needed. Each semester a Qualtrics survey link will be provided to students for an opportunity to evaluate your advisor and provide constructive feedback on the advising process. It is important for you to participate.

Registration may be accessed through your "MyISUCloud" 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.

APA Writing Style

You will be required to follow [APA Writing Style](#) when submitting assignments/professional papers unless advised otherwise per the course syllabus.

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 each year in Blackboard and you must score no less than 80% in order to meet the training requirement. Upon completion, save a PDF copy of your completion certificate to be uploaded to Medatrax.

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](#).

Choosing or Changing Your Concentration

At ISU, graduate nursing study can be focused in Family Nurse Practitioner and Nursing Education. All courses and practica are offered online and are asynchronous. Synchronous assignments may be required. A post-master's certificate is offered in the FNP master's concentrations.

Graduates who complete the master's degree or post master's certificate in the Family Nurse Practitioner concentration are eligible to apply for national certification through the [American Nurses Credentialing Center](#) or the [American Association of Nurse Practitioners](#).

Those who complete the master's degree in the Nursing Education concentration are eligible to apply for a nurse educator certification through the [National League for Nursing](#).

Also available is the Doctor of Nursing Practice Program (DNP), which represents the highest level of nursing degree attainment and prepares future leaders for nursing practice. The DNP program builds upon, and expands the competencies of the master's prepared nurse. The DNP Program emphasizes innovative and evidence-based nursing practice and research findings to increase the effectiveness of both direct and indirect nursing. Scholarly projects focused on rural or underserved populations are of special interest and encouraged.

Realizing that as you progress through your advanced nursing program, you may find that the concentration you chose is not suiting your needs. You may request a change in concentration by completing and submitting the [Program Change Form](#) for review and consideration; however, if you choose to transfer into one of our more sought after concentrations, your request will be considered along with other applicants in a highly competitive admission process.

Class Attendance and Participation

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.

You must demonstrate proficiency in using American Psychological Association (APA) writing style in all submitted works, unless instructed otherwise.

Assignments should be submitted by the due date. A score of 0 points may be awarded if the assignment is not submitted on time; each individual course syllabus will outline late submission policies. 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 (some restrictions may apply).

Participation requires reading extensively on topics for each session, participating in discussion board items and completing exams, as scheduled. You must have access to a computer with internet capability and course 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. The course number must be placed in the subject line of your e-mail and your University ID 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 unless the course syllabus has different expectations. You must respond to your faculty email questions or concerns within 48 hours. If you do not maintain a dialog with faculty through email or discussion board, you will not receive full credit for course participation. If you do not respond to direct questions from faculty within 48 hours, you may be contacted by the Program Coordinator and/or the Associate Director for Students.

You must drop the course prior to the university mandated drop date after discussion with course faculty if there is any reason to believe that the course requirements will not be fulfilled within the current semester. Students should review the tuition [refund schedule](#). 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.

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.

Clinical Preceptorships

Prior to scheduling your clinical preceptorship(s), which will be in your own geographical location, you will receive detailed instructions from your Program Coordinator, Course Instructor, and Advisor regarding specifics on navigating Clinical Preceptorships. As part of the clinical experience, you will be required to complete a preceptor evaluation after the first 16-24 hours with a preceptor (excluding specialty experiences) and at the conclusion of each clinical course experience.

Contact Information

E-mail correspondence will be addressed to you via 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 Graduate Nursing Program Coordinator and your advisor informed of changes in your personal contact information. Students that move from one state to another should notify their advisor and the Program Coordinator prior to moving. Not all nursing programs are approved in all states. Change of residency may result in lack of progression at Indiana State University. Please refer to the map of states for [MSN](#) and [DNP](#) programs.

Course Evaluation

At the end of each semester, you will be requested to complete a brief course evaluation for each course in which you are enrolled. Course evaluations are designed to evaluate the effectiveness of your learning experience during that semester. Evaluations are important and provide an excellent opportunity to help shape teaching and learning experiences for future students. Please participate in this formative exercise.

CPR Certification

You are required to have CPR certification upon entry into any concentration, and your certification must remain current throughout your program of study. The updated card should be uploaded into Medatrx.

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 Center for Student Success at the beginning of your academic career. To inquire about the process to qualify for the disability services contact the [Center for Student Success](#). Once registered, the Program Coordinator and your course faculty will ensure that you receive available accommodations and support.

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 [University Police](#) 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 Graduate Nursing Program(s) grade determination. Courses from other departments may use different scales for grades, which will be reflected in the course syllabus.

98% - A+
93% - A
90% - A-
87% - B+
83% - B (minimum passing grade for APN courses)
80% - B-
78% - C+
75% - C
<75% -F

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 should be supervised in their field and clinical experiences and should not be serving as a workforce. Family Nurse Practitioner 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.

Grade Appeal

Per the [University Policy Library](#), 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,
- 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/instructor for a one-on-one conversation. The faculty/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 Executive Director of Nursing or his/her designee. The SON Executive Director (or designee) 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 receiving 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 Executive Director of Nursing, the Dean must review the materials and discuss the matter with you. The Dean may choose to discuss the matter with the instructor, the Executive Director of Nursing / Program Coordinator, or both. If the Dean cannot create a resolution satisfactory to the instructor and you, the Dean shall convene the Grade Appeal Committee.

Please keep in mind that if a course is repeated, both the original and new grade will be included in the student's grade point average and both grades will remain on the student's transcript. See the link below for more information from the graduate catalog.

Graduation

Completion of Requirements - An application of graduation must be on file in the School of Graduate Studies in order to be eligible for a graduation in a specific term. All degree requirements are to be completed prior to the close of the semester/session in which your degree is to be awarded. If the degree is not awarded, you must reapply to the College of Graduate and Professional Studies to be placed in a future graduation term.

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 College of Graduate and Professional Studies 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.

Application Deadlines - March 1 for students completing requirements in spring, June 1 for summer, and October 1 for students completing requirements in fall. Students will apply for graduation in their final term by accessing the MyISU Portal. Instructions can be found on the [College of Graduate and Professional Studies webpage](#).

Grievance Procedures

A student who believes that his or her rights have been violated by a faculty/staff member or by another student should refer to the following resource for [Student Complaint and Grievance Information](#).

Health Policy

A student admitted to the Graduate Nursing Program(s) must comply with the [Student Nurse Health Policy](#). Document compliance is monitored and maintained through the Medatrax system. Clinical sites may have different health policies and students must comply with their requirements to be in the clinical setting.

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 complete CITI training during the APN Student Orientation. Following completion of this training, save a PDF copy of your completion certificate to be uploaded into the Medatrax system. 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 to 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 advisor. In the event of a human influenza pandemic, please refer to the [Indiana State University Pandemic Operations Plan](#).

Medatrax

Indiana State University’s Graduate Nursing Program(s) utilizes Medatrax, a clinical documentation and document tracking system. Medatrax provides one convenient location for the storage of all compliance documents. Medatrax will also become more essential to you as you progress through the clinical portion of your program allowing for the documentation of clinical activities, time logs, and document storage. Medatrax will store this information in perpetuity and allow all students to request a professional portfolio documenting all programmatic activities upon the completion of your program of study.

Medatrax is also used to collect and process information for state reporting for preceptors and clinical sites. Students not completing and maintaining the necessary compliance requirements in Medatrax will not be able to progress in their program of study. Medatrax information and tutorials will be provided to you upon admission and at various points throughout your program of study.

Methods of Instruction

On-line Virtual Classroom - The methods of instruction 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 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 secure Medatrax account.

Non-continuation of Clinical Courses

After completion of APN 624, APN 644, or APN 664 if a student will not start the next clinical course for greater than one semester, the student may be required to take an independent study course for one credit hour equating to 45 clinical hours to maintain their skills.

Non-Discrimination Statement

Indiana State University's Policy 923 Non-Discrimination and Anti-Harassment may be found at: Policy 923 Non-Discrimination and Anti-Harassment. Indiana State University is committed to inclusive excellence. To further this goal, Indiana State University prohibits discrimination in its programs and activities on the basis of: age, disability, genetic information, national origin, pregnancy, race/color, religion, sex, gender identity or expression, sexual orientation, veteran status, or any other class protected by federal and state statutes. Sexual harassment is a form of discrimination prohibited by Policy 923 and Title IX of the Education Amendments of 1972. Sexual harassment includes unwelcome conduct of a sexual nature, sexual assault, dating violence, domestic violence, and stalking.

If you witness or experience any form of the above discrimination, please report the incident to the [Title IX Coordinator's office](#) or complete the [Policy 923 Non-discrimination and Harassment Report Form](#)

You do have the option of sharing your information with the following confidential resources on campus that are not required to report to the Director of Equal Opportunity/Title IX Coordinator:

ISU Student Counseling Center: 812-237-3939 (2nd Floor of Gillum Hall)

ISU Victim Advocate: 812-243-7272 (7th Floor of FMSU)

Direct all inquiries regarding the Non-Discrimination Policy to the [Equal Opportunity Director and Title IX Office](#), phone 812-237-8954, [email](#) address

Personal/Professional Liability Insurance

The personal/professional liability insurance policy outlines the department's rules and expectations regarding the students' attainment of personal or professional liability insurance, if needed. Please note that the

University likely covers all liability connected to clinical, community engagement and service learning opportunities through coursework ([Liability Insurance](#))

Personal Wireless Communication Device

Cell phone and personal wireless communication device (PWCD) usage includes, but is not limited to, texting messages, listening to voice mail messages, accessing the internet, downloading, accessing any type of personal information, and/or taking pictures during classroom or clinical learning experience time. While in the classroom setting or during a clinical learning experience, you are expected to use discretion when using cell phones and other PWCDs for personal matters. Please familiarize yourself with the entire [PWCD Policy](#).

Policy on Driving

A student must plan for individual travel, is responsible for her/his own transportation, and assumes the responsibility for arrangements and travel costs for individual clinical experiences. A student of the Graduate Nursing Programs is not allowed to transport patients in her/his private vehicle for any purpose.

Professional Conduct and Student Expectations Policy

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 [American Nurses Association Code of Ethics](#) and other agencies code of ethics, such as the [NSNA Code of Conduct](#) for prelicensure students, the [National League for Nursing Core Values](#) 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; 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 or face-to-face) or clinical setting, and may be given an unsatisfactory performance or a failing grade for that clinical day or particular class. Students who engage in disrespectful or inappropriate 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, preceptors, 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, preceptors, 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 program because of unsafe, unethical, or grossly inappropriate conduct, the faculty member will inform the Program Coordinator, the Associate Director of Students, and Executive Director of Nursing of the problems identified and the rationale for a recommendation to dismiss the student from the program. The faculty, Program Coordinator, and Associate Director of Students will meet with the student. Students dismissed from the program have the right to appeal the dismissal as described in the Admission, Progression, Retention, Dismissal, and Graduation policy in the 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 and you must adhere to the dress code of the clinical facility.

Professional Licensure/National Certification

You must have an unencumbered nursing license for the state in which clinical courses will be completed. Any encumbrance must be immediately reported, in writing, to the Program Coordinator and the Associate Director for Students. APRNs seeking the Post-Master's DNP degree must have a current national APRN certification. All state licenses and/or certifications must be entered and maintained in Medatrx.

You are required to notify the Program Coordinator and the Associate Director for Students, via email 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 Graduate Program Coordinator within a reasonable timeframe after initial contact is made with the Graduate Program Coordinator.

Progression/Retention/Dismissal

You must earn a "B", or better, in all Graduate Nursing courses (any course that starts with APN) in order to progress in any advanced practice nursing concentration. The Graduate Nursing Programs' faculty has determined that the minimum course percent score for a "B" is 83%.

In order to progress, you must also receive no less than a "satisfactory" appraisal from the clinical course preceptors.

Progression also requires maintenance of a 3.0/4.0 GPA and no more than one nursing course failure. The second failure of a nursing course will result in dismissal from the Graduate Nursing Programs. In order to pass a course that contains both theoretical and clinical requirements, the student must pass **BOTH** the theoretical and clinical components. A passing grade is considered 83% (B) or greater. When the student receives less than 83% (B) in either the clinical or didactic component, the final course grade recorded will reflect the lowest grade earned in the respective component. *Note: Faculty does not round grades.*

If your grade point average drops below a 3.0, you will be placed on probation, suspended from graduate study, or dismissed from the College of Graduate and Professional Studies (hereinafter referred to as CGPS). The Dean of the CGPS, in accordance with the regulations of the academic department, and the CGPS will make the decision in such matters. Please refer to the [College of Graduate and Professional Studies](#) website for more detailed information.

Reinstatement Procedure

A student who has been dismissed from the nursing program for academic failure, or any other reason, may request a review for reinstatement. The written request for reinstatement should be addressed to the Associate Director of Students. If the dismissal is for academic performance, a Plan of Improvement must be included with the request. Reinstatement will be determined by the Student Affairs Committee.

Reinstatement is not guaranteed, and no student may be reinstated more than once. A reinstated student will be dismissed upon failure of any additional required course in the program of study.

Students who are reinstated must adhere to the policies, guidelines, curriculum of the nursing program, and the recommendations of the Student Affairs Committee made at the time of reinstatement. The date of a reinstatement will be determined by the Associate Director of Academics in consultation with the Program Coordinator based on space availability

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.

Sexual Misconduct Policy

Indiana State University fosters a campus free of sexual misconduct including sexual harassment, sexual violence, intimate partner violence, and stalking and/or any form of sex or gender discrimination. If you disclose a potential violation of sexual misconduct policy, faculty and staff involved in the disclosure are required to notify the Title IX Coordinator.

To make a report to the Title IX Coordinator, visit the [Equal Opportunity and Title IX Office](#). Students who have experienced sexual misconduct are encouraged to contact confidential resources:

- [ISU Student Counseling Center](#)
- [ISU Victim Advocacy](#)
- [United Campus Ministries](#)

For more information on your rights and available resources contact [Equal Opportunity and Title IX Office](#)

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.

Student Organizations and Scholarships

- [Lambda Sigma Chapter, Sigma Theta Tau, International](#)
- [ISU Student Nurses Association](#)
- [College of Health and Human Services Scholarships](#)

Support for Graduate Students

[The College of Graduate and Professional Studies](#) provides one-stop answers and assistance for currently enrolled ISU graduate students and can be a valuable resource to you.

Transfer of Credit

Transfer of credit will be considered for graduate work taken only at regionally accredited institutions or at institutions recognized by the Department of Education. Graduate credits earned from an international college or university will be evaluated by the Center for Global Engagement before being considered for transfer into an ISU degree program.

The research requirement must be taken at ISU. Graduate credits appropriate to the degree taken at ISU may be accepted for transfer at the recommendation of the department-level curriculum committee.

Transfer credits approved at enrollment remain current within the specified time-to-degree completion period (seven years for Master's, eight years for education specialists, and nine years for doctoral degrees).

Hours of credit may be transferred, but grades earned in courses taken at other institutions do not transfer.

Only graduate courses in which a grade of B (or 3.0 on a 4.0 scale), or better, may be considered for transfer.

Graduate courses taken at another university on a credit/no credit, pass/fail, or satisfactory/unsatisfactory option may be considered for transfer. Final approval of transfer credits is at the discretion of the College of Graduate and Professional Studies.

Master's Degree Transfer Information - Master's programs in the CGPS will accept for transfer a maximum of nine credit hours for programs that require less than 40 hours, 12 credit hours for programs that require 40-49 hours, and 15 credit hours for programs that require more than 49 hours.

For detailed information regarding transfer of credit, see the [Transfer Credit Information](#).

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 follow the University withdrawal guidelines. You can locate more information about the withdrawal guidelines on the [Registration/Scheduling](#) webpage 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. If you withdraw during your first semester, you will need to contact the CGPS to update your term of entry.

Due to the sequential nature of the APN curriculum, if you need to withdraw or stop out for any reason, you must communicate with your advisor in order to determine when you may return to studies within APN department programs. In the event of stopping courses and altering the plan of study with intent to return, please note that you will be required to contact your advisor and complete and submit the [Stop-out Form](#). Some courses (for example, advanced pharmacology) are time sensitive and must be completed no more than 3-5 years before applying for licensure in certain states.

Failure to communicate with your advisor and submit the Stop-out Form will result in delayed progression. Our programs are extremely competitive and courses are in high demand. If a revised plan of study and this form are not submitted within 10 days of the stop-out, the Graduate Nursing Programs will not guarantee re-entry into your desired courses.

Graduate Nursing Programs Disclosure Statement

The Graduate Nursing Programs 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 Graduate Nursing Programs, the College of Health and Human Services, or ISU.