



Indiana State University
School of Nursing
Undergraduate Traditional Track
Undergraduate Second Degree Accelerated Track

Student Handbook 2021-2023

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TABLE OF CONTENTS

Welcome from the Executive Director	3
Introduction	4
Introduction to the College of Health and Human Services	4
Mission Statements	4
Vision Statements.....	4
Philosophy of Nursing Faculty	5
Roles and Responsibilities of Department Members	6
General Information	7
Academic Integrity and Plagiarism	7
Additional Fees.....	7
Admission to the Major.....	8
Admission/Progression/Retention/Dismissal.....	7
Advisement and Registration.....	8
Agency Agreements.....	8
Baccalaureate Nursing New Graduate Outcomes/Competencies	7
Bloodborne Pathogens and Compliance	8
Chemically Impaired Nursing Student Policy	9
Class Attendance and Participation	9
Contact Information	9
Course Evaluation	9
Disability Support Policy	9
Driving/Transportation	9
Eligibility for Clinicals.....	10
Emergency Services/Natural or Catastrophic Events	10
Fair Practice Work Policy.....	10
Federal Education Rights and Privacy Act (FERPA)	10
Grade Appeal	10-11
Grading/Evaluation Scale.....	11
Graduation.....	11
Grievance Procedures.....	12
HIPAA Policy	12
Hours.....	12
Illness and Absence Policy	12
Liability Insurance.....	13
Name Pins.....	13
Professional Conduct and Student Expectations Policy	13
Safe Practice Policy.....	13
Student with Clinical Course Failure.....	14
Uniform Policy	14

Dear Student,

Welcome to the Indiana State University Baccalaureate Nursing Campus Tracks, where the core values of integrity, scholarship, community, creativity, and excellence are embraced by faculty members and used to guide their efforts in guiding you to achieve 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.

Dr. Lea Hall
Executive Director of Nursing

Introduction

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

Introduction to the College of Health and Human Services

Mission Statements

College

The College fosters student excellence and develops productive citizens who function as skilled health and human services professionals to improve the health and wellbeing of the communities we serve. We exemplify teaching, scholarship, service, and community engagement through health initiatives, innovative thinking, and lifelong learning.

Mission of Undergraduate Nursing Tracks.

The mission of the **undergraduate campus tracks** is to develop competent, caring nursing professionals and productive citizens. This mission is accomplished through innovative teaching, research, community, and public service with students in a campus-based setting.

Vision Statements

College

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.

Philosophy of the ISU School of Nursing

Nursing faculty endorse the mission and values of ISU, the College of Health and Human Services, and the missions within each of the Baccalaureate Nursing Campus Tracks in the ISU School of Nursing (SON). 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 SON result in the development of competent, caring nursing professionals and productive citizens.

Nursing¹ 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 an expectation to be demonstrated in a variety of venues, including clinical, educational, administrative and sociopolitical arenas.

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 surrounding communities, and the profession of nursing. Nursing faculty maintain and promote academic integrity and high standards. The Baccalaureate Nursing Campus Tracks 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. Emphasis is placed on continuous professional and personal growth through life-long learning.

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

Roles and Responsibilities of the Members of the Baccalaureate Nursing Campus Tracks

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

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

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

Undergraduate Campus Coordinator – Manage individual undergraduate campus concentrations.

Undergraduate Campus Clinical Coordinator – Manage and supervise SON clinical placements.

Faculty – Manage and direct courses and facilitate student learning outcomes and course objectives for individual courses. Advise students regarding plan of study within the undergraduate track.

Adjunct Faculty – Assist faculty with course management, teaching, and/or provide clinical oversight.

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

Administrative Assistants – Provides administrative support to the SON.

Capstone Clinical Coordinator – Coordinates preceptor placements for the culminating clinical (“Capstone”) experience.

Academic Advisor – Works with students to help ensure progression plans and requirements to graduate are met. Freshmen students are assigned to an Academic Advisor within the University College. After the freshmen semesters, students are assigned to Faculty Advisors within the major.

Other Roles and Responsibilities

Preceptor – Practicing RN who meets Indiana State Board of Nursing minimum requirements to precept RN 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 accelerated track clinical experiences as well as in the campus tracks culminating clinical and community nursing courses.

Clinical Agency – The hospital, long-term care, clinic, or other facility permitting our students and faculty to have their educational patient contact experiences on-site. Students and faculty 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.

GENERAL INFORMATION

BSN Graduate Outcomes and Competencies

The Baccalaureate Nursing Campus Tracks 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 and Level Competencies](#).

Academic Integrity and Plagiarism

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

Additional Fees

Upon admission and throughout the tracks, students will encounter additional fees related to course and clinical requirements such as distance technology, clinical course fees, and integrated testing fees, such as Kaplan. The student will also encounter additional fees associated with track and clinical compliance requirements such as, but not limited to, immunizations, background screening, and certification of basic life support. Payment of these additional fees is the responsibility of the student. The health and screening requirements of Clinical Agencies can vary and are at the expense of the student. **Costs of additional fees can change without advance notice. Clinical Agencies can without notice implement additional requirements which students must pay for.** Examples and price ranges as of January 2021 are listed below.

<u>Item</u>	<u>Cost as of January 2021</u>
Criminal Background check	\$62.75
10-panel drug screen	\$35-45
Kaplan RN-Deluxe Program	\$660 (\$132/semester X 5 semesters for traditional track) (\$165/semester x 4 semesters for accelerated track)
Nursing Uniform	\$150
Vaccinations/TB testing/CPR	\$250-300
Clinical Course Fees	\$300 per clinical course
Name pin	\$6
Clinical compliance Platform	\$50

Admission/Progression/Retention/Dismissal

The Baccalaureate Nursing Campus Tracks have specific guidelines and policies regarding progression, retention, dismissal, and reinstatement for both the [traditional](#) and [second degree tracks](#). Students should be familiar with all aspects of this policy.

Admission to the Nursing Major

Admission to the university as a nursing student is not an admission into the nursing major. Students complete prerequisite courses as pre-nursing students before applying to the major.

Admission is very competitive. Admission requirements and criteria are available at [traditional track](#) or [second degree track](#). Students whose cumulative college GPA is below 2.75, or science prerequisite GPA below 2.5, are not eligible to apply to the major. Additionally, the average GPA of successful applicants is much higher than the minimum. The application form for formal admission to the major and instructions for additional documents and materials that are required are available on the [traditional application](#) or [second degree application](#).

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 discuss, and agree upon, your plan of study and any changes that may be needed. The [Advisor Evaluation](#) will provide an opportunity for you to provide comments about your advisor.

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

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

Agency Agreements

Students are not to attempt to establish their own clinical sites, preceptors, or agreements. Clinical sites and agreements are arranged by nursing faculty and staff.

Bloodborne Pathogens Policy

The purpose of the [Bloodborne Pathogens Policy](#) is to provide guidelines for the prevention of the transmission of Hepatitis B, Hepatitis C, Human Immunodeficiency Virus, and other bloodborne pathogens in the clinical setting. You will be required to complete an educational training module prior to enrolling in clinical courses. Students are required to utilize a third-party database for compliance tracking.

All health requirements, CPR, TB, and bloodborne pathogens must be kept current throughout the entire semester when in the nursing program. Any compliance items that will expire during the semester must be updated before the beginning of that semester:

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

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

Chemically Impaired Nursing Student Policy

Chemical dependency is preventable and treatable. Students are as vulnerable as any other human being to this problem. The need for public safety and treatment is also recognized. Nursing faculty require students to provide competent care with supervision. To fulfill this obligation, nursing students must be free from chemical impairment during all parts of the Baccalaureate Nursing Campus Tracks including classroom, campus laboratory, and clinical settings.

Drug screening is required in these tracks. 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 [Drug Screening and Impaired Nursing Student Policy](#).

Class Attendance and Participation

Class attendance is required and is closely monitored. If you cannot attend, you must notify the instructor prior to the absence. Refer to individual course syllabi for course policies regarding excused and unexcused absences.

Contact Information

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

Course Evaluation

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

Disability Support Policy

ISU seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you require special accommodation because of a documented physical disability, you are required to contact the [Accessibility Resources Office](#). If you require a special accommodation because of a documented educational disability, you are required to register with the [Center for Student Success](#) at the beginning of your academic career. It is the student's responsibility to inform course faculty of academic support needs. Once registered and approved with the Center for Student Success, your course instructors will ensure that you receive available accommodations and support.

Driving/Transportation

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

Eligibility for Clinicals

All students in clinicals are with either a nurse instructor or a nurse preceptor depending on the course. Compliance with all health, screening, and other clinical site requirements are mandatory. Students are required to utilize a third-party database for compliance tracking. Clinical site compliance requirements vary from one facility to another. Noncompliance may result in course failure and possible dismissal from the Baccalaureate Nursing Campus Track the student is attempting. 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 in order to pass both the lecture and clinical components of a course and progress into the next course. The course and clinical objectives 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 evaluations rubrics at the beginning of each course. Copies of these documents are provided by faculty at the beginning of each semester.

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.

Fair Practice Work Policy

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

Federal Education Rights and Privacy Act (FERPA)

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

Grade Appeal

The University has a [Grade Appeal](#) policy. You may appeal a grade granted by any instructor of any course, based on one of more of the following:

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

Grading/Evaluation Scale

The following scale is used for Baccalaureate Nursing Campus Tracks grade determination.

A+	98% or greater
A	93%
A-	90%
B+	87%
B	83%
B-	80%
C+	78%
C	75% (minimum passing grade for BN courses)
C-	70%
D+	68%
D	65%
D-	60%
F	Less than 60%

In courses with clinical components, the theory/didactic component score for the course must be at least 75% before any clinical or written component will be counted. If a student does not earn at least 75% of theory/didactic course points, then the final course grade will be based only on the theory/didactic score. Both the clinical and theory/didactic components of each course must be passed in order to pass the course. 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 evaluations rubrics at the beginning of each course. Faculty provide copies of these documents at the beginning of each course.

GRADUATION

Graduation

- [Traditional \(4 year\)](#)
[Accelerated Second Degree](#)

Completion of Course Work

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

Transfer of Credit

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

Fees and Delinquencies

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

Grievance Procedures

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

HIPAA Policy

ISU Baccalaureate Nursing Campus Tracks 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.

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 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 and, in the event of illness, refrain from attending clinical and notify their instructor and/or preceptor of their expected absence. Students should refrain from clinical or field experiences due to any infectious/ communicable disease. This policy is for the protection of athletes/patients/students/etc. with who the student may be in contact. The University currently supports a [Pandemic Illness Policy](#).

Please refer to specific syllabi for specific course policies regarding excused and unexcused absences.

Name Pins

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

National Criminal History Check

At the time of application to the nursing major, students are required to purchase and 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 nursing student file, and is considered confidential. The student is responsible for notifying the Associate Director of Students of any new charges or additions to one's criminal history promptly. Failure to report new charges may result in dismissal from the Baccalaureate Nursing Campus Track that they are attempting. The Baccalaureate Nursing Campus Tracks are required to share background items with Clinical Agencies. Clinical Agencies may require additional criminal history checks at the student's expense. Clinical Agencies have the right to refuse to permit students to have patient contact due to items on the background check.

Personal/Professional Liability Insurance

The Baccalaureate Nursing Campus Tracks do not require, but encourages, student nurses to purchase personal or professional liability insurance. The [University covers some of the liability](#) connected to community engagement and service learning opportunities. However, as nursing care liability may exceed that of more typical educational activities, nursing students are encouraged to purchase liability insurance. The Baccalaureate Nursing Campus Tracks do not recommend or endorse any specific insurance company. Students are free to seek information and rates from any liability insurance companies for student nurse insurance.

PROFESSIONAL CONDUCT AND STUDENT EXPECTATIONS POLICY

Professional Conduct of Nursing Students

Indiana State University nursing students are expected to demonstrate a high standard of professional conduct in all aspects of their academic work and college life. Professional nursing behavior expectations are provided under the [SON Professional Conduct and Student Expectations Policy](#).

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. Baccalaureate

Nursing Campus Track dismissal may result in extreme circumstances of unsafe practice and will be determined by both course faculty and the Associate Director of Students.

Student with Clinical Course Failure

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

Uniform Policy

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

[Nursing Uniform Policy](#)

For additional program resources, please visit [School of Nursing Student Resources](#)

The Baccalaureate Nursing Campus Tracks reserve 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 Baccalaureate Nursing Campus Track they are attempting, the School of Nursing, the College of Health and Human Services, or ISU.