



Indiana State University  
School of Nursing  
Undergraduate LPN to BSN Track  
Undergraduate RN to BSN Track

Student Handbook  
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Dear Student,

Welcome to the Indiana State University School of Nursing where integrity, scholarship, community, creativity, and excellence are embraced by faculty to help you achieve your educational goals.

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

The policies and procedures included in this handbook are designed as a resource to guide your educational experience at Indiana State University.

Best wishes for a positive and rewarding learning experience.

Dr. Lea Hall  
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 HHS**

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 HHS**

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 Distance Tracks**

The Mission of the Undergraduate Distance 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 the faculty's 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.

**Undergraduate Distance Coordinator**- Manage individual undergraduate distance tracks.

**Clinical Coordinator** - Manage and supervise SON clinical placements.

**Faculty** - Manage courses and facilitate student learning outcomes. Advise students on their plans of study within the LPN to BSN or RN to BSN tracks.

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

**Student Support Specialist** - Provide student guidance, manage student files, facilitate the admission process, and assist with accreditation documentation.

**Administrative Assistant** - Provide administrative support.

**Preceptor (not actual members of SON)** - Facilitate experiences and provide direct supervision of students in the clinical setting.

## **Baccalaureate Nursing New Graduate Outcomes/Competencies**

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

# GENERAL INFORMATION

## Academic Integrity and Plagiarism

Students are required 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 conduct in research, writing, assessment, and ethics. Academic policies regarding integrity and plagiarism are described in the Code of Student Conduct. Sharing of academic work may constitute a violation of the Code of Student Conduct.

## 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, and certification of basic life support.

## Admission/Progression/Retention/Dismissal

The undergraduate distance track has specific guidelines and policies regarding progression, retention, dismissal, and reinstatement for both [LPN to BSN](#) and [RN to BSN tracks](#). Students should be familiar with all aspects of this policy.

## Admission to the Nursing Major

[Admission to the university](#) as a nursing student is not [admission into the nursing major](#). Students complete prerequisite courses as pre-nursing students before applying to the major.

## Advisement and Registration

Faculty members recognize that advisement, mentorship, and support of students is important for student success. Students should work collaboratively with their academic advisor to discuss and determine their plan of study. The [Advisor Evaluation](#) will provide an opportunity for you to evaluate your advisor.

Students may access registration through their “MyISU” portal and their schedule should coincide with their plan of study. See [Registration Instructions, Dates, and Deadlines](#) for additional information.

Changes to the approved plan of study may delay clinical courses and program completion date. Students should not deviate from their plan of study without first discussing changes with their 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.

## **Chemically 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 Online Chemically Impaired Policy](#).

## **Class Attendance and Participation**

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

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/crisis, family illness/injury/crisis), the student may negotiate a new due date or contract for an "Incomplete" in the course.

Students must have access to a computer with internet capability and 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 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 timeframe for course withdrawal are listed on the [Academic Calendar](#). Questions about course withdrawal are to be discussed with their academic advisor.

## **Clinical Preceptorships**

Students are provided a clinical orientation in their introductory nursing course. The clinical coordination team will work collaboratively with the student to establish clinical placement. Students are required to provide potential clinical sites in their geographical area to the clinical placement team. 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 in the form of a clinical packet. See course expectations in the [Clinical Course Requirement Policy](#). Ultimately, the undergraduate distance students are not responsible for finding and securing a clinical site.

Each of the Indiana State University approved states has its own approval process for out-of-state institutions offering distance education. Therefore, LPN to BSN and RN to BSN tracks are not available in all states. The student must reside in the original approved state listed on their program application and complete clinicals in an approved state in which they are licensed. Depending on state approval or contractual affiliation agreements of clinical sites and their coverage of liability, progression and degree completion can be impacted.

A move to an unapproved state or military deployment outside the continental United States must be communicated to the student's academic advisor and the Clinical Coordinator. Such moves can impact the student's progression and degree completion.

## **Compliance**

All health requirements, CPR, TB, bloodborne pathogens, and immunizations 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, bloodborne pathogens, and immunizations are not up-to-date for the entire semester that the student will be enrolled.
- c. Non-compliance will result in removal from the course and clinical access.
- d. Any change of status in your LPN licensure must be reported. Failure to do so can result in non-progression.
- e. Students are required to utilize a third-party database for compliance tracking.

## **Contact Information**

E-mail correspondence will be addressed to the student through their ISU e-mail account. Students are responsible to check their email on a regular basis. The student is responsible to keep their academic advisor informed of changes in their personal contact information.



## **Course Evaluation**

Each semester the student will be encouraged to complete a brief course evaluation regarding their learning experience. Completing course evaluations are 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 health care agencies utilized for clinical or laboratory experiences. Students should never transport patients for any reason.

## **Eligibility for Clinicals**

Compliance with all health, screening, and other clinical site requirements is 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 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 in order 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.

All students in clinicals are with a nurse instructor or a nurse preceptor depending on the 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 at the beginning of each course. Copies of these documents are provided 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, 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**

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

- An error in the calculation of the grade;
- The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the same section of the same course, in the same semester, with the same faculty;
- The assignment of a grade to a particular student on some basis other than performance in the course;
- The assignment of a grade 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 approved standards for a course.

**Informal Appeal:** The student must follow the informal appeal process for questioning grades prior to engaging the formal appeal. In so doing, they should, where possible, seek out the faculty for a one-on-one conversation. The faculty is encouraged to listen to the entirety of your case and then to consider whether the current grade is appropriate. Should no resolution occur, the student is required to contact the Associate Director of Students.

The Associate Director of Students is required to meet with the student one-on-one, to seek a conversation with the faculty one-on-one, and then highly encouraged to meet with the two together. The student must initiate their informal appeal within 30 working days of the posting of the grade. Should no resolution occur, the student may choose to engage the formal appeal process.

**Formal Appeal:** A formal appeal is made in writing to the Dean of the College of the faculty, hereafter referred to as "the Dean." When filing an appeal, the student must specify the basis

of the appeal and do so within 30 working days of the conclusion of the informal appeal. The student must indicate one of the following:

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

**Verification of the Appropriateness of the Appeal:** For an appeal to grades submitted by faculty who have been terminated, resigned, or retired, it is the Dean's responsibility to manage the notification process. In doing so, the Dean shall make three separate attempts at contact within 30 days with the last one in writing by registered letter to the instructor's last known address. If, after ten working days of the Dean's receiving of the registered letter receipt, the faculty still refuses to discuss the grade appeal, the Dean shall convene the Grade Appeal Committee.

If a faculty member has denied the grade appeal after having met with the Associate Director of Students, the Dean must review the materials and discuss the matter with the student. The Dean may choose to discuss the matter with the faculty, the Associate Director of Students, or both. If the Dean cannot create a resolution satisfactory to the instructor and the student, the Dean shall convene the Grade Appeal Committee.

## Grading/Evaluation Method

The following grading scale is used for Undergraduate Distance courses. Courses from other departments may use different grades scales.

A+	98% or greater
A	93%
A-	90%
B+	87%
B	83%
B-	80%
C+	78%
<b>C</b>	<b>75% (minimum passing grade for undergraduate distance nursing courses)</b>
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 component score will be factored into the final grade. If a student fails to earn 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.

## **Graduation**

### **Graduation Requirements**

- [LPN to BSN](#)
- [RN to BSN](#)

### **Completion of Course Work**

All “incomplete” credits must be completed with satisfactory grade to meet degree completion requirements and be on file in the ISU Office of Registration and Records on or before the close of the semester/session.

### **Transfer of Credit**

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

### **Fees and Delinquencies**

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

### **Graduation Application Deadlines**

There is a deadline for completing graduation requirements. The student is responsible for verifying these dates and obligations at the start of their graduating semester. Verify these dates on the [Graduation Information](#) website.

## **Grievance Procedures**

If the student has a grievance or believes their rights are being impinged upon, the courses of action outlined in the [Student Complaint and Grievance Information](#) must be followed. As a distance 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.

### **Illness and Absence**

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

### **Infectious/Communicable Disease Policy**

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

### **Methods of Instruction**

The Undergraduate Distance curriculum is delivered entirely through distance education. The methods of instruction are completed in an online format through virtual classrooms and may include but are not limited to assigned readings, various multi-media, class discussions, small group and individual projects, interactive activities, video streaming, and simulations. Clinicals involve engagement within specific population communities and additional experiential learning experiences.

### **Name Pins**

The student must [ORDER A NAME PIN](#) and wear it in the clinic setting or when meeting with preceptor(s), clinic manager or when in contact with patients.

### **National Criminal Background Check**

At the time of application, the student is required to submit a [current national level criminal background check](#), which was part of the criteria used to determine eligibility. Criminal background information will be maintained in a confidential student nursing file. 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 history 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**

All Undergraduate Distance students are required to purchase \$1,000,000 per incident / \$6,000,000 aggregate Nurse [Professional Liability Insurance](#) coverage for nursing students. Proof of annual renewal of professional liability insurance Certificate of Insurance should be submitted to the SON and maintained in your student nursing file.

## **Personal Wireless Devices**

Students are encouraged to review the [Personal Wireless Communication Device Usage](#) policy. These guidelines are intended to promote academic and professional integrity, professional communication, and a safe, effective learning environment. The policy is consistent with the ISU Code of Student Conduct and the National Student Nurse Association (NSNA) Code of Student Conduct. Violation of this policy may result in a course failure, dismissal from the nursing program or University, or criminal charges.

## **Proctoring**

All undergraduate distance 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 each of the first two scheduled exams. If any scheduling changes are made a vendor fee may be incurred by the student.

## **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](#).

### **Professional Dress Code**

Students are expected to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. All Undergraduate Distance students must comply with the [NURSING UNIFORM POLICY](#).

### **Professional Licensure**

Students must hold an unencumbered nursing license for the state in which clinical activities will be completed. Any encumbrance must be immediately reported, in writing, to the Associate Director of Students. All state licenses must be updated upon expiration. License verification must be submitted to the SON. Students are required to notify the Associate Director of Students, via e-mail or personal telephone call, within 72 hours of the commission of any act that: (a) may put your professional license in jeopardy; (b) resulted in a critical incident involving patient safety; or, (c) could result in your failure to possess an

unencumbered professional license in the future. This would include any notification of pending judgment or action taken against your professional license(s); any traffic offense involving illegal drugs or alcohol (or, if any person was killed or hospitalized as a result of an accident in which you were charged with a traffic violation); or, if criminal or civil charges are filed against you in a court of law. Do not disclose information about minor traffic violations. A written explanation of any incident, and copies of all explanatory documentation, must be submitted to the Associate Director of Students within a reasonable timeframe after initial contact is made.

### **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 patient, family member, staff, peer, preceptor, 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 Undergraduate Distance Coordinator.

### **Student with Clinical Course Failure**

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

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

Unforeseen circumstances may arise which cause a student to stop class attendance prior to the end of the semester. Listed are procedures and information regarding any type of withdrawal that 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.

If a student decides to drop all courses they are currently enrolled in, they must complete a [withdrawal form](#). This 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 provided they are in good standing. Communication with the academic advisor regarding time off or leave of absence is critical to ensure progression and degree completion.

For additional program resources, please visit the [Student Resources website](#)

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 CHHS, or ISU.