

INDIANA UNIVERSITY SCHOOL OF NURSING



The Future of Nursing is Here!

Undergraduate Nursing Student Handbook

Corridor Campuses
(Bloomington, Columbus, and IUPUI)

2003-2004

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WELCOME

Efforts have been made to ensure the accuracy of the material in this handbook. However, some types of information, such as office hours and phone numbers, are subject to change without notice. The handbook will be updated each year, so if errors are found, or if you have ideas for additions or changes that would be helpful to students, or you have general comments about the handbook, please contact: Associate Dean for Undergraduate Programs, (317) 274-8010 – NU – 138 – IUPUI or email doander@iupui.edu. This handbook is in effect for students admitted for 2003/2004 academic year.

Purpose of Student Handbook

The purpose of this handbook is to assist nursing students in understanding more fully the policies, practices, and procedures of the School of Nursing.

This handbook is not all-inclusive and does not replace the *Indiana University School of Nursing Bulletin* (<http://bulletin.iupui.edu/nursing/default.htm>), *Indiana University's Code of Student Rights, Responsibilities, and Conduct*, nor any nursing course syllabus. In instances where there is a conflict between this handbook and any University or School document (i.e., *Code of Student Rights, Responsibilities, and Conduct*, syllabus, etc.), the University or School document shall take precedence.

2003-2004

I would like to extend a personal welcome to each of you as you begin your selected undergraduate academic program. At this juncture in your education you have moved from the status of “pre” nursing to that of nursing student. Each of you will experience the effect of this transition very differently. For some, it will require a new way of thinking about learning as you move from accumulating information from a variety of general education courses to understanding how all this information fits with new knowledge. As knowledge workers you will learn how to positively impact the health of the patients for whom you will be caring. For others, it will require more schedule adjustments as you try to balance family needs, work schedules, and the demands of your program. To some, it will require making more short-term sacrifices in your personal life as you move toward a long-standing goal. There may even be some of you who will question your academic goals. As you confront and deal with the challenges of being the best you can be, know that the faculty, administrators, and your peers are here to support you, to learn with and from you, and to assist you.

I wish you the very best of success as you continue your academic journey toward a higher education degree in nursing.

Sincerely,

Donna L. Boland

Donna L. Boland, PhD, RN
Associate Dean, Undergraduate Programs

Note from Dean Boland

2003-2004

Congratulations on your admission to the School of Nursing! For you and your classmates, admission to the nursing major is an achievement for which you should be proud.

On behalf of the faculty and staff I want to welcome you to Indiana University School of Nursing and especially to the Bloomington Campus. We look forward to your time with us as a student on this campus.

This handbook has been developed to help outline and clarify many of the practices, policies, and details that will now guide you through the nursing major. Read and reference this guide often as your progress through the major. Although it is designed to address many common issues, it will not cover all issues for every student. If you have further questions, you are always welcome to contact me or Lisa Wrasse, Assistant Director of Student Services, Bloomington campus.

I hope that you have a rewarding student experience and wish you the best as you progress through the nursing major.

Sincerely,

Joyce Splann Krothe

Dr. Joyce Splann Krothe, DNS, RN
Associate Professor and
Director, Bloomington Campus

Note from Director Krothe

2003

Dear Student,

Congratulations on your admission to the Indiana University School of Nursing!! For you and your classmates, admission to the LPN>ASN Mobility Option nursing major is an achievement for which you should be proud.

Now, as you begin your first nursing courses you may be experiencing some apprehension about the awaiting educational experience. Such apprehension is quite natural, as there are several new practices, policies, and details that need to be understood during your time as a student in the School of Nursing.

This handbook has been developed to help outline and clarify many of the practices, policies, and details that will now guide you through the nursing major. It is not designed to be comprehensive and, therefore, will not cover all issues for every student. Read and reference this guide often as you progress through the major. If you have further questions, you are encouraged to contact the LPN>ASN Coordinator or the Nursing Advisor in the Nursing office, Room 250, Columbus Campus, (812) 348-7250.

I hope that you have a rewarding semester and wish you the best as you progress toward your goal.

Sincerely,

Peggy J. Bell

Peggy J. Bell, MSN, FNP, RN
Coordinator Nursing Programs
IUPUI Columbus
(812)348-7309;
E-mail: pebell@iupui.edu

Welcome from Coordinator Bell

2003

On behalf of the Indiana University School of Nursing Alumni Association (IUSONAA) I welcome you to the IU School of Nursing (IUSON). The education you receive from the school will provide you with numerous opportunities to serve humankind throughout the rest of your life.

The IUSONAA, a constituent society of the greater IU Alumni Association, was established in 1918 by members of the first IUSON graduation class. Members of this class sought to maintain their strong connection to Indiana University, the School of Nursing, and to other alumni, by formally establishing the organization.

Through the years, IUSONAA has grown to represent the interests of more than 23,000 Indiana University School of Nursing graduates worldwide. Currently IUSONAA is governed by a 21 member Board of Directors that represents nursing graduates from every IUSON campus. The board facilitates a variety of service, professional, and social activities each year which include: local and regional alumni receptions, alumni service awards, student scholarships, class reunions, and continuing education programs. IUSONAA works diligently to promote the general interests of IUSON, Indiana University, and the nursing profession.

We want you to be aware of our organization as you enjoy your years of study at IUSON, and benefit directly from our many wonderful alumni-student programs. In addition, we want you to become an active member of IUSONAA upon the completion of your nursing program. Be sure to take the opportunity to check out the IU Alumni Association website at www.indiana.edu/~alumni/ and learn more about IUSONAA.

Congratulations on selecting the IU School of Nursing and I look forward to working with you in the years ahead.

Best wishes,

Thomas M. Nickleson

Thomas M. Nickleson, BSN '93
President, Indiana University School of Nursing Alumni Association

Welcome from IU Alumni President

CORRIDOR INFORMATION

School of Nursing - Mission

Indiana University School of Nursing on the campuses of IUPUI-Indianapolis/Columbus and IU-Bloomington functions in most respects as one administrative unit, known as the Corridor. The mission of the Corridor is to create a community of learning that addresses society's need for caring and scientifically prepared nurse professionals, as well as the educational and developmental needs of students, faculty, staff, and alumni from diverse backgrounds. Through the scholarship of creative pedagogy, discovery, application, and integration, the Corridor will improve the health and quality of life for the citizens of central Indiana, the state, the nation, and beyond by meeting society's need for nurses at different educational levels prepared to be effective in a range of practice settings.

As the core campus of the largest multipurpose school of nursing in the country, the Corridor seeks to have top-ranked programs in nursing education and research. Toward that end, the Corridor emphasizes:

- ❖ Superior and innovative teaching
- ❖ Health behavior research
- ❖ Interdisciplinary collaboration
- ❖ Partnerships with the community
- ❖ Lifelong learning

The Corridor seeks to be known for:

- ❖ Creative problem-solving through critical thinking and innovative use of information technology
- ❖ Best practice models for culturally appropriate health services, from local to international arenas
- ❖ Nursing knowledge development related to healthy lifestyles, self-care, functional enhancement, effective symptom management, and delivery systems
- ❖ Leadership in health policy

The mission and values of nursing are consistent with campus aspirations toward quality, collaboration, centrality, and identity. They further the overall mission:

- ❖ To raise educational achievement and intellectual aspiration in Indianapolis, the state, and beyond through leadership, access, and commitment to lifelong learning
- ❖ To develop and apply knowledge to ever-changing issues of health and economic and social well-being through teaching, research, and service
- ❖ To enhance the professional and personal lives of students by offering the state's most comprehensive range of effective academic programs

- ❖ To serve as a model for collaboration and interdisciplinary work
- ❖ To build understanding and respect in academic and human relationships through the appreciation and celebration of diversity.

School of Nursing – Diversity Statement

Recognizing the rapidly increasing diversity of America and of higher education, and in support of the mission of Indiana University School of Nursing, faculty and staff are committed to promoting an educational environment that values, respects, and reflects a global view of diversity.

Diversity includes consideration of socioeconomic class, gender, age, religious belief, sexual orientation, and... disabilities, as well as race and ethnicity. Diversity recognizes that individuals learn from exposure to and interaction with others who have backgrounds and characteristics different from their own. Recognizing and valuing diversity.... also means acknowledgment, appreciation, and support of different learning styles, ways of interaction, and stimulating forms of discourse derived from interaction and collaboration with persons from diverse backgrounds and experiences. (American Association of Colleges of Nursing's Statement on Diversity and Equal Opportunity, 1997, (p.1).

In order to fulfill this commitment, Indiana University School of Nursing:

- ❖ Promotes curriculum content that reflects diversity.
- ❖ Develops a comprehensive academic success model.
- ❖ Recruits, retains, and graduates students from diverse backgrounds in all programs with attention to transition across degrees.
- ❖ Recruits and retains faculty and staff from diverse backgrounds.
- ❖ Establishes and maintains linkages with the diverse communities of the city, the state, the nation, and the world.
- ❖ Identifies local, regional, national, and international resources that support diversity, promote academic excellence, and enrich the academic environment for all members of the School of Nursing community.
- ❖ Promotes research that reflects cultural diversity.
- ❖ Promotes culturally competent practice among students, graduates, and faculty.

We believe that this statement is congruent with the Indiana University's Strategic Directions Charter (1996) (<http://www.indiana.edu/president/strategic-directions/>) relating to the community of learning and responsibilities of excellence, in which one of the

recommendations is to “Ensure that Indiana University reflects the diversity of American society....” (p.14)

6/8/98 Approved by Dean’s Council

Code of Student Rights, Responsibilities, and Conduct

Students are subject to the standards of conduct as defined in Indiana University’s *Code of Student Rights, Responsibilities, and Conduct*. Due process will be followed for any student found to be in violation of this code. All Indiana University students are responsible for acquainting themselves with and adhering to policies outlined in this document. Students receive the *Code of Student Rights, Responsibilities, and Conduct* with their original Orientation packet. Students may also see the Academic Advisor to obtain a copy.

Essential Abilities Policy

The School of Nursing faculty has specified essential abilities critical to the success of students in any IU nursing program. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations. Each student who enters the program must sign an Essential Abilities form, which will be kept in the student’s permanent file.

- ❖ *Essential judgment skills to include:* ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving around patient conditions and coming to appropriate conclusions and/or courses of action.
- ❖ *Essential neurological functions to include:* ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding patient conditions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological functions include, but are not limited to, observation, listening, understanding relationships, writing, and psycho-motor abilities.
- ❖ *Essential communication skills to include:* ability to communicate effectively with fellow students, faculty, patients, and all members of the health care team. Skills include verbal, written, and non-verbal abilities consistent with effective communication.
- ❖ *Essential emotional coping skills:* ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.
- ❖ *Essential intellectual/conceptual skills to include:* ability to measure, calculate, analyze,

synthesize, and evaluate to engage competently in the safe practice of nursing.

- ❖ *Other essential behavioral attributes:* ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the School of Nursing and as a developing professional nurse.

Students questioning their ability to meet the essential abilities criteria are encouraged to address inquiries to the Academic Advisor. Students failing to meet these criteria at any point in their academic program may have their progress interrupted until they have demonstrated these essential abilities within negotiated time frames.

Students will be dismissed from their program of study if the faculty determine students are unable to meet these essential abilities even if reasonable accommodations are made. Students failing to demonstrate these essential abilities may appeal this adverse determination in accordance with Indiana University’s appeal procedures. Policy U-VI-A-15

Writing Expectations

(Also see Columbus section for campus specific information)

Writing competency is an expected outcome of the nursing program, and the University. In an effort to prepare students well in this area, faculty have developed the following writing criteria to be used in assessing all student writing:

- ❖ The writing has a focus.
- ❖ The writing should be organized with an introduction, purpose, sense of audience, thesis, and conclusion.
- ❖ The writing shows development, organization, and detail; the writing reveals the student’s ability to develop ideas with balanced and specific arguments.
- ❖ The writing is clear.
- ❖ There is coherence within and between paragraphs.
- ❖ The writing reflects critical thinking, linking the specific to the general.
- ❖ The writing contains appropriate sentence structure, variety, punctuation, and spelling; it is free from errors in grammar and punctuation.
- ❖ The writing follows APA style and format unless another style and format is specified for a particular purpose.
- ❖ The writing demonstrates original work, and where ideas or materials of others are used, appropriate credit is given to original sources.

Drugs/Alcohol

Indiana University has specific and strict policies and penalties regarding alcohol and other drugs. The policies are described in the "Code of Student Rights, Responsibilities, and Conduct". For a list of specific campus and community groups that can be helpful with questions, concerns, or counseling needs in relation to drug or substance abuse, please see the Assistant Dean for Students Affairs on the IUPUI campus, the Alcohol-Drug Information Center (855-5414) on the Bloomington campus, or the director of student services on the Columbus campus. Any student showing evidence of alcohol/drug use and/or behaviors that might be related to such may be dismissed from scheduled learning experiences, subject to disciplinary procedures.

Sex Offenders (Zachary's Law)

During the Fall 1996-97 semester, the School of Nursing implemented the Sex Offenders Screening Policy. This policy simply states that any student enrolled in an undergraduate nursing program who has been convicted of a sex offense against children shall be dismissed from the program. Further declarations of this policy include:

- ❖ The School of Nursing will review the Indiana Sex Offenders Registry for each nursing student prior to admission and periodically after admission.
- ❖ Any student whose name appears in the Registry will be ineligible for admission to any undergraduate or graduate nursing program.
- ❖ Any student requesting transfer to another nursing program whose name appears in the Registry will be denied transfer.
- ❖ Any student already admitted to an undergraduate nursing program, whose name appears on the Registry during the time of enrollment in the nursing major, shall be ineligible for continuation or completion of his/her current course work.

Students affected by this policy shall be notified of their ineligibility and the reason for such ineligibility. Students having questions or concerns regarding this policy are encouraged to discuss specific issues with the Academic Advisor.

Immunizations

Immunizations are required to protect both students and clients. Additionally, clinical agencies and the School of Nursing also require updated immunizations. Each student must have a current copy of his/her immunization record on file with the School of Nursing. **Students who do not have a record on file or do not have all required immunizations will be administratively withdrawn from all nursing classes.** Below is a list of the required immunizations:

Tetanus Required. Must have been immunized within the last ten years.

Rubella Required. Either a Rubella Titre or Rubella Vaccine must be documented. (The current standard at IU - rubella immunization is required if the titre indicates susceptibility to the disease.)

Rubeola (measles) Required. Anyone born after December 31, 1956, must document proof of one measles vaccine after 1980. A positive antibody titer to measles is acceptable as proof of immunization

Mumps Immunization/titer or history of disease for students born after December 31, 1956.

Tuberculosis Required. All students must have a PPD Tuberculin Skin Test within three months of beginning their clinical experiences. Must be updated annually. If you have a newly positive reaction to the skin test, a chest x-ray is required and a report of the results included with your immunization record. Your physician should indicate what treatment, if any, has been prescribed for you as a result of a positive skin test or chest x-ray.

Hepatitis B Required. The vaccine is administered in a series of three injections over a six-month period. The series only needs to be started (i.e., received the first shot) prior to beginning the major.

Chicken Pox Recommend vaccine if student has not had disease.

All immunizations are at the student's expense.

CPR Requirements

Current certification in cardiopulmonary resuscitation (CPR) is required. To meet this requirement students must be certified through an approved course or instructor. CPR training must include:

- ❖ Infant.
- ❖ Child.
- ❖ Adult.
- ❖ Individual rescue.
- ❖ Two-person rescue.

CPR certification must be current throughout the entire two years of nursing major courses. Evidence of certification must be filed with the School of Nursing prior to beginning the clinical experiences. Students must also file evidence of recertification prior

to entering the second year of the major. **Students who do not have a record on file or do not have current CPR certification will not be permitted in the clinical setting.**

HIV – or HBV Positive

Patient Care

No nursing student may refuse to treat a patient solely because the patient is at risk of contracting, or already has contracted, an infectious condition such as HIV, AIDS, or hepatitis B. Appropriate use of universal precautions (see Universal Precautions in this section) should prevent exposure to infection and should be incorporated into clinical practice as appropriate. Students are held responsible for appropriately implementing universal precautions in caring for patients.

Students

Qualified individuals will not be denied admission to nursing courses solely because they have positive HIV or hepatitis B status. According to the U.S. Centers for Disease Control, there is no scientific evidence that health care workers infected with HIV or hepatitis B place patients at risk, as long as: 1) they do not perform specific invasive procedures considered to be "exposure-prone" (as defined by each clinical agency); and 2) they adhere to universal precautions (see Universal Precautions in this section) while caring for patients.

The appropriate procedures to be followed in this situation are as follows:

- ❖ Any student involved in clinical practice who believes that he/she may be at risk of HIV or HBV infection is encouraged to seek voluntary testing for confirmation.
- ❖ The student who is seropositive for HIV or hepatitis B infection is encouraged to voluntarily report this status to the Assistant Dean for Student Affairs – IUPUI campus, director on Bloomington campus, or the coordinator on the Columbus campus. Effort will be made to ensure that:
 - All infection information is kept confidential;
 - The student is receiving appropriate treatment and counseling from a qualified healthcare professional;
 - The student uses universal precautions consistently in clinical practice;
 - Responsibilities of the infected student do not require the performance of exposure-prone invasive procedures.
- ❖ Any modifications in clinical activity must take into account the nature of the clinical activity, the technical expertise of the infected student, the risks imposed by HIV or HBV carriage, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

Liability Insurance

Indiana University provides liability insurance to each nursing student while in the clinical setting, provided that the student is enrolled in clinical course work. Students not enrolled in clinical courses *are not* covered by liability insurance and will not be allowed into the clinical setting.

Students who are employed in a health care facility should check with their employer regarding liability insurance requirements. IU does not cover students beyond classroom and/or clinical settings!

Health Insurance

Health insurance is mandatory and students are expected to demonstrate insurance coverage on entrance to the program and continued coverage throughout the program.

Limited Criminal Background Check

Students are responsible for furnishing an up-to-date criminal background history at any time during their program if requested.

Occupational Health

Contaminated Injury Care and Follow-Up (Also see Bloomington and IUPUI sections for campus specific information)

A contaminated injury is an unprotected contact with blood or body fluid from a patient by: penetration of skin with a needle or other object; splash to mucus membranes (eyes, nose or mouth); or contact with an open lesion (e.g., dermatitis).

All contaminated injuries involving students are handled differently by each campus. On the Bloomington campus please call (812) 855-4011 and for either the Columbus or IUPUI campus, please call (317) 274-5887. Please refer to specific campus.

Bloodborne Pathogen

On December 6, 1991, the Occupational Safety and Health Administration (OSHA) promulgated a final rule entitled *Occupational Exposure to Bloodborne Pathogens*. The purpose of this standard is to minimize occupational exposure to the hepatitis B virus (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens. Staff with occupational exposure to blood and other potentially infectious materials containing bloodborne pathogens face a significant health risk. This risk can be minimized or eliminated using a combination of engineering and work practice controls, personal protective equipment (PPE), training, monitoring of compliance, hepatitis B vaccination, biohazard labeling, and other provisions described.

The Indiana State Department of Health Universal Precautions Rule requires health care providers to comply with the OSHA Bloodborne Pathogen Standard. This Rule also requires the posting of signage "Patient Rights and Universal Precautions."

Universal (Standard) Precautions is the primary strategy for preventing the transmission of infectious agents, including bloodborne pathogens, from one person to another in the process of providing health care related services.

Students are required to update their training annually. This is provided in select courses.

Universal Precautions

(Also see IUPUI section for campus specific information)

"Universal precautions" is the term used for particular procedures that must be followed by healthcare workers, including students, during patient care activities in order to prevent transmission of human immunodeficiency virus (HIV) or Hepatitis B Virus (HBV). Students must receive training in these precautions before beginning their nursing courses and every year thereafter. This mandatory training will include the appropriate use of hand washing and protective barriers (such as masks and gloves), as well as proper disposal of needles and other sharp instruments.

Latex Allergies

Latex allergies involve any physical reaction from the exposure to latex products (including rubber products). The symptoms may range from localized skin reactions to nonlocalized reactions. Symptoms may include any of the following:

- ❖ Contact dermatitis (skin reactions) including dry, crusting, thickening, or peeling skin, scabbing sores, swelling and raised areas of skin that may be pink or blanched (white).
- ❖ Nonlocalized reactions such as the development of hives over parts of the body that did not come into contact with the latex, tearing, itchy eyes, swelling of the eyelids, lips or face, runny nose, cough, or wheezing.
- ❖ Increased symptoms of a nonlocalized reaction may include nausea, abdominal cramps, difficulty breathing, rapid heart rate, sudden decreased blood pressure, and shock.

Anyone has the potential to be latex sensitive. However the following seem to have an increased risk of being latex sensitive:

- ❖ Anyone who is frequently exposed to latex products such as healthcare workers or persons with a history of several surgical or urological procedures.
- ❖ Persons with chronic conditions requiring continuous or intermittent catheterization.
- ❖ Persons with Myelomeningocele or Meningocele.
- ❖ Persons with a history of allergies or asthma--allergies to avocados, bananas, chestnuts, kiwi, and other tropical fruits are at particularly high risk for a latex allergy.

- ❖ Persons with a history of reactions to latex products (balloons, condoms, gloves).
- ❖ Those who are female gender - 75% with allergy are female.

Many people believe that they are allergic to powder because they have had problems (coughing, wheezing, skin reactions) when they are around powdered latex gloves. It is actually the latex proteins that are carried by the powder through the air that causes reactions in most people.

Once a person has developed a latex sensitivity of any form, it is impossible to predict if the allergy will continue to cause only localized symptoms or if more serious reactions may occur at a later date.

Anyone who experiences symptoms that may indicate a latex allergy should complete an accident/exposure report form and report to IU Occupational Health Services for evaluation as soon as possible.

The student should notify clinical faculty for accommodations.

Class/Practicum Attendance

The nursing profession is challenging and complex, as is the nursing curriculum. Class and practicum attendance are critical to a student's ability to succeed in the nursing program. School of Nursing faculty expect students to attend class and to be prepared to participate in classroom discussions or practicum demonstrations.

School of Nursing policy specifies that students who are absent from 20% of their practicum experiences will either need to withdraw from the course or receive a failing grade.

Faculty members feel that education is the beginning of each student's nursing career. Therefore faculty expect to be notified of all absences (regardless of reason), prior to the scheduled class time. This mirrors the professional requirement of notifying an employer of absences from work.

Additionally, practicum orientations are typically scheduled during the first week of class. These orientations are required by clinical facilities, are difficult to arrange, and nearly impossible to reschedule. *Students who miss their practicum orientation may find themselves unable to continue in the clinical courses due to their inability to meet the requirements of the clinical agency. This could put the student in a position of missing more than 20% of the practicum experience which would require withdrawal from the course.*

Each student will comply with all policies and procedures of clinical site assigned. (This may include HIPPA, OSHA, and other training as specified by clinical agency.)

Uniforms

(Also see Columbus section for campus specific information)

Students are required to wear the official IU uniform during all clinical learning experiences, unless clinical sites indicate otherwise. The student nurses' uniform is cardinal red hospital scrubs. Students may wish to wear a white short or long sleeve shirt under the scrubs. A white scrub dress is also an option for female students who may prefer to wear a dress. All students need at least one complete uniform and a finger-tip length white lab coat. Some students prefer to have two uniforms since, in most semesters, students will have two clinical days per week.

Nursing students must wear a nametag on the left side of their uniform top. Additionally, an IU School of Nursing patch is to be worn on the right upper arm sleeve of each uniform top. The patch needs to be oriented so that the word UNIVERSITATIS is on top, toward the edge of the shoulder.

White socks (or white hose for women who chose the scrub dress option) and white shoes of a low heel oxford or slip-on style are worn with the uniform. Tennis shoes are permitted as long as they don't display stripes or logos. No open toe or open heel shoes (clogs are allowed in some clinical settings) are allowed. White lab coats, with student name pin, are worn over street clothes (no jeans) for visits to the clinical areas in preparation for clinical experience.

Students will also obtain the equipment specified by their campus. A wristwatch with a second hand or LED second readout is also needed.

The only acceptable jewelry includes wedding bands and small pierced earrings. Hair is to be worn off the collar in such a fashion that it will not fall forward into a working area or brush across a client, make-up should not be excessive, no perfume or aftershave, nails should be short, and shoes and uniform clean.

When in the clinical setting, nametags are to be worn at all times.

Students assigned to clinical learning experiences in community-based settings must adhere to the dress code of the respective agency.

Communications

(Also see Bloomington, Columbus and IUPUI sections for campus specific information)

Appropriate Computer Conduct and E-mail Etiquette

Legal Use

Computing resources and network capacity may not be used for illegal purposes. Examples of illegal purposes include:

- ❖ Intentional harassment of other users.
- ❖ Intentional destruction of or damage to equipment, software, or data belonging to IU or other users.
- ❖ Intentional disruption or unauthorized monitoring of electronic communications.
- ❖ Unauthorized copying of copyrighted material.

Ethical Use

Computing resources and network capacity should be used in accordance with the high ethical standards of the University community as described in the "Code of Student Rights, Responsibilities, and Conduct" and the "Academic Handbook". Examples of unethical use follow; some of them may also be illegal.

- ❖ Violations of computer system security.
- ❖ Unauthorized use of computer accounts, access codes, and network identification numbers assigned to others.
- ❖ Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth).
- ❖ Use of computing facilities for private business purposes unrelated to the mission of the University or University life.
- ❖ Academic dishonesty (plagiarism, cheating).
- ❖ Violation of software license agreements.
- ❖ Violation of network usage policies and regulations.
- ❖ Violation of another user's privacy.

General Policies

Computer and network use has become an essential part of many University activities. While much computing is now done on privately controlled computers (personal computers, workstations, and so forth) most information sources and telecommunications systems reside on shared, central computers, or use shared networks. Distributed resources such as microcomputer clusters provided additional computing tools. University Information Technology Services (UITS), together with computing centers at each campus, as well as many academic departments and administrative units, have responsibility for providing and maintaining shared computing tools. General policies regarding the resources IU provides are outlined below.

- ❖ Access – Indiana University will provide access to appropriate central and campus computing resources, and to their attached networks, to all members of the University

community whose work requires it. Fees are charged for some services.

- ❖ Availability- Indiana University will make its central and campus computing resources and networks available to users with fewest interruptions possible.

Emergency Preparedness

Indiana University has created a web page to provide resources for you about emergency preparedness. Information will be updated as needed. See campus specific web site for more information.

Security

Central and Campus Resources

Indiana University will help users of its central and campus shared computing resources protect the information they store on those resources from accidental loss, tampering, or unauthorized search, or other access. Appropriate information on the security procedures implemented on each central or campus shared computing resource will be made available by the system administrator.

In the event of inadvertent or non-malicious actions resulting in the loss of or damage to that information, or the invasion of the user's privacy, the IU computing centers will make a reasonable effort to mitigate the loss or damage. The University will provide an industry-standard level of system security on University-maintained systems. Users are responsible for maintaining properly the protections under their control, specific to files associated with their computer accounts. Users may request that arrangements be made to protect information stored on such resources. These requests will be honored at the discretion of the unit that manages the resource.

Other Resources

The system administrators of departmental and individual computing resources are responsible for the security of information stored on those resources, the making appropriate information on security procedures available to users of those systems, and for keeping those systems free from unauthorized access.

Confidentially

In general, information stored on computers is considered confidential, whether protected by the computer operating system or not, unless the owner intentionally makes that information available to other groups or individuals. Indiana University will assume that computer users wish the information they store on central and campus shared computing resources to remain confidential. IU computing centers will maintain the confidentiality of all information stored on their computing resources.

Scholarships

A number of nursing scholarships are available to IU School of Nursing undergraduate students, most of which are awarded on an annual basis.

All scholarship applications are reviewed and recipients selected by the Scholarship Committee of the School of Nursing, which is a subcommittee of the Student Affairs Committee. Although there is a very wide range, the median amount of the individual scholarship awards over the past few years has been approximately \$500. Scholarships are awarded on the basis of the availability of funds in each scholarship account. *The amount of each scholarship may vary from year to year and, furthermore, if adequate funds are not available, some scholarships may not be awarded every year.*

Scholarship application forms and further information may be obtained from the Office of Educational Services (NU 122). To apply for a scholarship, simply complete the form, making certain that you include evidence that you meet the criteria for that award, and return to the Office of Educational Services.

Academic Integrity and Evaluation

Academic Integrity

(Also see Bloomington, Columbus and IUPUI sections for campus specific information)

Indiana University and the School of Nursing are obligated to protect the integrity of the University and view academic misconduct as a serious issue. The *Code of Student Rights, Responsibilities, and Conduct* expressly prohibits academic misconduct and students who fail to follow the *Code* risk severe penalties, such as course failure, suspension, or expulsion from IU. Students who commit academic misconduct face great personal loss and jeopardize their future.

Academic Difficulty

Students having academic difficulties in a particular course are strongly urged to contact their professor as soon as possible for advice and assistance.

Academic Misconduct

Academic misconduct includes cheating, plagiarism, unauthorized collaboration, facilitation, and fabrication. Below is a *non-comprehensive* listing of examples of student academic misconduct:

- ❖ Copying another person's test.
- ❖ Downloading a paper from the WEB.
- ❖ Writing a paper for another student.
- ❖ Handing in the same paper for more than one class.
- ❖ Fabricating data to fit your results.
- ❖ Insufficiently documenting sources.
- ❖ Doing a project with a classmate after being told collaboration is not allowed.
- ❖ Signing in for someone else.
- ❖ Submitting someone else's work as your own.
- ❖ Violating course rules as stated by the faculty member teaching the course.

- ❖ Downloading exams and other materials expressly prohibited by faculty.

Some important definitions related to academic integrity:

<i>Cheat</i>	“to deprive of something valuable by the use of deceit or fraud; to influence or lead by deceit, trick, or artifice.”
<i>Dishonest</i>	“characterized by lack of truth, honesty, or trustworthiness; unfair, deceptive.”
<i>Fabricate</i>	“invent, create; to make up for the purpose of deception.”
<i>Plagiarize</i>	“to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source; to commit literary theft: present as new and original an idea or product derived from an existing source.”

Definitions from Merriam-Webster Online, 2000

All academic misconduct will be pursued, and may result in dismissal from the nursing program.

Grading Scale for Nursing Major Courses

97-100	A+	77 - 79	C+
93 - 96	A	73 - 76	C
90 - 92	A-	70 - 72	C-
87 - 89	B+	67 - 69	D+
83 - 86	B	63 - 66	D
80 - 82	B-	60 - 62	D-
		59 or below	F

Course Grades

Any questions about the transcript record on the IUPUI campus should be addressed to Helen McKuras in the Office of Educational Services, NU 126, or the IUPUI Registrar, Cavanaugh 141. Questions about the transcript record on the Bloomington Campus should be addressed to Shirley Wines in the School of Nursing Office or the IUBL Registrar, Franklin Hall 100.

Incomplete Grades

In accordance with University policy, a grade of "I" (or Incomplete) may be given in unusual situations such as illness. Students who have incomplete grades will become "out of sequence" (page 15). Incomplete grades are given at the discretion of the faculty after appropriate consultation.

Satisfactory/Fail Grades

Some courses, such as clinical/practicum courses, are best evaluated by using satisfactory/fail grades rather than letter grades. Students must pass clinical/practicum courses at a satisfactory level to progress.

Evaluations

Faculty evaluation of each student’s performance in the clinical setting, highlighting strengths and weaknesses, occurs throughout the semester with the majority of this feedback being verbal. If, at any time during the semester, a student is identified as failing to meet course and/or program standards, the faculty will complete a *written assessment contract* with the student. After the faculty member and student sign the assessment, the faculty member will make two copies of the form. One copy will be maintained by the faculty in the student’s folder. The second copy will be given to the student.

Student Consent for Retention and Use of Course Related Work

In order to comply with national and state accreditation guidelines, it is necessary for the School of Nursing to retain samples of student work. Additionally, faculty may hold student work as an example for a future class. Regardless of the purpose, retention and use of a student’s work by a faculty member requires the student’s written consent. This consent may be obtained by using the *Student Consent for Retention and Use of Course Related Work* form.

The permission form requires the signature of the student and faculty member. The faculty member will make three copies of the form. One copy is kept with the student’s work, the second is placed in the student’s personal folder, and the third is given to the student. Consent to retain student work is voluntary and refusal of consent will not affect the student’s grade(s).

Student Assistance

(Also see Bloomington, Columbus and IUPUI sections for campus specific information)

Process for Resolving Conflict

There may be times when students and/or faculty have concerns regarding a particular academic situation. It is extremely important for individuals to have a process where conflict can be resolved in a constructive manner. The following are identified as constructive steps to be used in resolving conflicts that may arise:

- ❖ Identify and document the essence of the problem, clearly stating objective as well as subjective data.
- ❖ Meet with the person(s) involved in the conflict to seek resolution of the issue(s) at hand. If the conflict is with a faculty member, it is recommended that the student meet with faculty during office hours or arrange an appointment at a mutually convenient time.
- ❖ If the conflict is not resolved after the initial meeting, consult the *Code of Student Rights, Responsibilities, and Conduct* or contact the Academic Advisor for assistance with the next level of the appeals process.

Remember, objective information, a constructive approach, and seeking the appropriate resource person are most likely to result in constructive conflict resolution.

Students with Learning Disabilities

(Also see Bloomington section for campus specific information)

If students feel they need any special accommodations due to a disability, please contact the following:

Bloomington campus, Disabled Student Services
(812) 855-7578.

IUPUI or Columbus campus – Adaptive Educational Services (317) 274-3241.

Support Services

Alumni Association

The School of Nursing Alumni Association, which now has over 18,000 members, is a constituent member of the Indiana University Alumni Association. It meets several times a year and is open to all persons with a degree from the School of Nursing. Its purposes are to advance the goals of the School of Nursing, promote and fund activities appropriate to the needs of the school and the profession, participate in the recruitment and retention of students, promote research and other scholarly endeavors, and meet selected individual needs through a broad comprehensive program. The Alumni Association presents awards annually to students and graduates for outstanding accomplishments in the school, the profession, and the community. It also publishes the Pulse, a periodical newsletter featuring news about current School of Nursing and alumni activities. The IU Alumni Association office on the IUPUI campus is located on the 2nd floor of the University Place Conference Center, (317) 274-5060, and in Bloomington at 1000 East 17th Street, (812) 855-4822.

Life-Long Learning

The School of Nursing's Office of Life-Long Learning (IUPUI - NU 347) offers non-credit continuing education programs to registered nurses and other health-related personnel from around the state and nation. If you practice nursing in the state of Indiana after graduation, you will no doubt be attending many of these programs. Students are invited to the all-day research conference that the department co-sponsors each fall with University Hospitals and others. The Office also sponsors the (free) Jean E. Schwehr Distinguished Lectureship each year, featuring an address and discussion period with a prominent national nursing leader, and students are invited to this presentation. Students usually find both of these events very interesting and educational.

Development Office

The School of Nursing Development Office (IUPUI - NU 101) collaborates with the Indiana University Foundation in fundraising efforts. Objectives of the office are to promote an active School of Nursing alumni association, promote involvement of School of Nursing faculty in community service and external relations, and participate in building a financial base for endowed chairs, visiting professorships, scholarships, and development activities. The office maintains records, accepts gifts for the school, and assumes responsibility for ensuring that these gifts are used for the purpose requested by the donor.

Research Center

The Center for Nursing Research (IUPUI - NU 338) is the central location for all research-related information at the School of Nursing. Information about educational opportunities, upcoming conferences, research assistant positions, faculty research activities, grant application procedures, and other materials may be obtained there. The Center is responsible for school research programming and hosts two Student Research Days each year. The Center library contains nursing dissertations and thesis.

On the Bloomington campus, students are encouraged to check out the Research and University Graduate School (RUGS) grants at the following site <http://www.indiana.edu/~grdschl/urcap.html>. Faculty may be contacted for more information.

Telecourses

The School of Nursing broadcasts selected courses in the BSN and MSN programs statewide using the Indiana Higher Education Telecommunications Network and over telephone lines to all 8 IU campuses as a live two-way interactive videoconference. Orientation materials are available for any student enrolling in courses offered on IHETS or as a videoconference.

School of Nursing Student Activities

Within the School of Nursing there are also several active student organizations, described in the following paragraphs. Several of these organizations serve as liaisons between students and faculty. Individual students also can work with faculty on organizational matters as representatives to the school's Curriculum Committee or Student Affairs Committee, or on one of the ad hoc committees set up for specific purposes. Student input is very much needed in many situations around the school and, again, students are encouraged to become involved.

Student Nurses' Association

All nursing undergraduate students are eligible for membership in the National Student Nurses' Association (NSNA), the Indiana Association of

Nursing Students, and IU's local chapter. The chief purpose of the organization is to aid in the preparation of students for the assumption of professional responsibilities. Among other activities, the organization sponsors educational, legislative, and scholarship programs. Contact the Assistant Dean for Student Affairs in NU 144 at (317) 274-8094 on the IUPUI campus, and the advisor (812) 855-2592 on the Bloomington campus for more information.

Progression Policies and Procedures

Interruption of Progress - Toward the Degree

(Also see Bloomington section for campus specific information)

Any period of absence that prevents a student from meeting course objectives may result in withdrawal or an incomplete grade in the course. Sustained absence, as defined by campus nursing faculty, may result in course failure. Failure to register in each sequential semester, excluding summer sessions, also constitutes an interruption in the student's program. Students who fail to register should write a letter to the Admission, Progression, and Graduation (APG) Committee of their intent.

Students who have interrupted their program of study, for any reason, must submit a written request to re-enter the program to the chairperson of the APG Committee of the School of Nursing at the campus where readmission is desired. (Corridor campuses share a common APG committee.) Such requests will be evaluated on the basis of the availability of resources. Re-entry of students who have interrupted their study, for any reason, is not guaranteed, and may require a refresher course and/or documentation of current competencies.

Curriculum changes during the interruption may result in review and revision of degree requirements based on evaluation of individual situations. Students who are readmitted must adhere to the current policies and curriculum of the School of Nursing in effect at the time of re-entry. Readmitted students will be expected to apply all knowledge and skills from previous courses.

Clinical Absence Policy

At the discretion of the respective faculty, students absent from clinical learning experiences may be required to make up any or all of the missed clinical time.

Students who miss more than 20 percent of the clinical time in a given course for any reason will be given the option to either withdraw from the course prior to printed deadlines or take a grade of F in the course. (Under unusual circumstances students may request special consideration.)

Course Withdrawals

Students wishing to withdraw from any or all courses must complete the official withdrawal form by the

deadline dates printed in the current class schedule. A grade of "W" will appear on student transcripts when students complete the official withdrawal forms and obtain the appropriate signatures. Once the deadline for course withdrawals has passed, the student will need the permission of the Program Director to withdraw and a grade of either "F" or "W" will be awarded as determined by the instructor. "W" is an option after the withdrawal deadline only if the student is passing. A grade of "FN" will be recorded on the official transcript if a student stops attending but does not officially withdraw from the class.

More than three academic withdrawals in a semester are considered lack of progress toward the degree. If a student withdraws from a clinical course alone, the withdrawal is counted as one withdrawal. If a student withdraws from a didactic course it requires an automatic withdrawal from a concurrent clinical course, this withdrawal will also be considered as one withdrawal.

Program Withdrawals

Students planning to withdraw from the nursing program should review the School of Nursing Bulletin section of the IUPUI Bulletin for withdrawal policy. Additionally, students who wish to withdraw from all courses are required to make an appointment and meet with their academic advisor.

Repeating Nursing Courses

A student who receives a grade lower than C (2.0) in nursing didactic courses or lower than S in clinical courses will be required to repeat the courses. Failure to receive the minimum-passing grade upon repeating a nursing course or failure in two nursing theory or clinical nursing courses will result in dismissal. Validation examinations may not be used as substitutes for repeating any nursing course. Students who need to repeat a nursing course must contact the Academic Advisor for placement in the course to be repeated. The request to repeat a course is granted on a space available basis and all future enrollment in the nursing major will be based on space availability. Additionally, students who do not earn at least a C grade in an upper division-nursing course or an S grade in a clinical section will be limited in their course enrollment for the next semester.

Appeal Process

Academic Appeals

Problems related to a student's academic and professional status that emerge during enrollment in the undergraduate nursing program are handled through an appeals process.

The appeals process is designed to assist in academic and/or professional-standing problems. An appeal is appropriate in a situation in which a student believes that he or she has been treated in a way that has negatively affected the student's grade or

professional image. The formal appeals procedure can be summarized as follows:

- ❖ The student attempts to resolve the problem with the faculty member involved within 21 calendar days of the incident.
- ❖ If the problem is not resolved in a manner satisfactory to the student, he or she may request mediation by the faculty member's immediate administrative supervisor. The student should begin this process within 21 calendar days after the initial meeting.
- ❖ If the situation is still not resolved satisfactorily, the student should contact, within 21 calendar days, the Associate Dean for Undergraduate Programs who will discuss with the student how to proceed at that point.

The appeals process is for matters related to student academic and/or professional performance. Academic problems are defined as those that threaten the quality of a student's academic standing. Professional problems are defined as those that threaten the student's professional reputation or status. Problems involving personality conflicts should be handled on the student-faculty level, unless directly related to academic or professional matters.

Students who need assistance in filing an appeal or clarifying the appeals process should consult with the Academic Advisor.

Grade Changes

Occasionally, errors are made during the calculation of a student's exam and/or course grade. The School of Nursing encourages all nursing students to monitor their academic performance and to bring any such calculation errors to light immediately. Nursing faculty will only change a student's exam and/or course grade if there is evidence that a miscalculation was made in the computing of the grade. Faculty are responsible for informing students of their performance on each test, assignment, and/or learning assessment as the semester progresses. Students are responsible for knowing their standing within each class, based on the grading scale outlined in the course syllabus.

Given that faculty members may retire, resign, take a leave of absence, etc., it is imperative that any student who feels a semester grade is incorrect seek to correct such an error in accordance with the deadline outlined above in the Academic Appeals Policy.

Curricular Equivalencies

Prenursing Courses

Students who wish to have previous course work considered as equivalent to required pre-nursing courses must meet with the School of Nursing Academic Advisor. The student must first be admitted to Indiana University and have a Credit Transfer Report completed by the Office of Admissions. The

student is to submit a written request for the equivalency determination along with a transcript, course syllabus, and any additional information regarding the course to the Academic Advisor on the IUPUI campus. (On the Bloomington campus, the student will be referred to the appropriate department for evaluation.) The Academic Advisor will forward the request to the relevant department to then make a determination regarding equivalency. Once a determination is made, the student will be notified of the decision in writing.

Nursing Major Course

Credit for courses required by Indiana University School of Nursing will be awarded when courses from other programs are judged to be comparable to the IU courses. Course faculty teaching in the relevant course(s) will participate in the course comparability review and evaluation. See your academic advisor for further details. (Policy U-III-A-1).

Curricular Sequencing

Any student wishing to take courses out of curricular sequence must have approval to do so by the Admission, Progression, and Graduation Committee. The student is to submit the request in writing to the chairperson of the Admission, Progression, and Graduation Committee for consideration. The student will be notified of the Committee's decision in writing. If students are not satisfied with the Committee's decision, students should appeal to the appropriate person on their respective campus for further evaluation.

Portfolio Review Process

The portfolio review process is available to all undergraduate students who believe that they have already met the learning objectives/competencies required of a specific nursing course within their program of study. The portfolio is a mechanism used to validate the acquisition of prior knowledge and skills congruent with course expectations and student learning outcomes. The portfolio provides objective evidence that students have acquired the content and the skills through prior learning and/or practice experiences. The decision to accept the documentation provided is based on determination of the equivalency of this prior knowledge and skill that the student would be expected to demonstrate at the completion of a specific course. **The portfolio review option does not take the place of course equivalency reviews or transfer credit.**

Portfolio Guidelines may be found at www.nursing.iupui.edu/ under Academic Programs.

Independent Study

Students interested in taking a nursing course on an independent study basis should obtain an agreement form in the Office of Educational Services on the IUPUI campus, and the academic advisor on the Bloomington campus. Students must make formal

arrangements for independent study courses with the faculty member with whom they wish to study. Both must sign the agreement form and return the completed form to Office of Educational Services on the IUPUI campus, and the academic advisor on the Bloomington campus before the student may register for the course.

Graduation and Licensing The National Council Licensing Exam for Registered Nurses (NCLEX-RN)

The licensing exam for registered nursing is a national exam that is administered by the National Council of State Boards of Nursing. The testing is available year-round via computerized adaptive testing (CAT) and will take from two to five hours to complete. The cost of the exam at the printing of this handbook was \$ 200.00. The fee charged for licensure may vary from state to state. The Indiana Health Professions Bureau, which approves licensing for RN's in Indiana, charges a \$50.00 processing fee. For updated fees please check www.in.gov/hpb/boards/isbn/feesched

Legal Limitations for Clinical Placement(s) and/or Licensure

Some criminal offenses could limit a student's clinical placement opportunities and/or jeopardize earning a Registered Nurse license. Additionally, some clinical agencies require limited criminal background checks to be completed prior to student placement in that agency.

The State Board of Nursing includes the following questions on licensing applications. If the student cannot answer "no" to all questions, the student should discuss these potential problems with the Academic Advisor.

- ❖ Has disciplinary action ever been taken regarding any health license, certificate, registration, or permit that you hold or have held?
- ❖ Have you ever been denied a license, certificate, registration, or permit to practice as a nurse or any regulated health occupation in any state (including Indiana) or country?
- ❖ Are there charges pending against you regarding a violation of any federal, state, or local law relating to the use, manufacturing, distribution, or dispensing of controlled substances, alcohol, or other drugs?
- ❖ Have you ever been convicted of, pled guilty, or nolo contendere to:
 - A violation of any federal, state, or local law relating to the use, manufacturing, distribution, or dispensing of controlled substances, alcohol, or other drugs?
 - To any offense, misdemeanor, or felony in any state (except for minor violations of traffic laws resulting in fines)?
- ❖ Have you ever been denied staff membership or privileges in any hospital or health care facility or had such membership or privilege

revoked, suspended, or subjected to any restrictions, probation, or other type of discipline or limitations?

- ❖ Have you ever had a malpractice judgment against you or settled any malpractice action?

Licensure Examination Applications

Non-RN students graduating from the IUPUI ASN or BSN program who intend to practice as RNs must take the National Council of Licensure Examination for Registered Nurses (NCLEX). The student should complete the "Application for Licensure Examination" (which will be distributed by faculty during the last semester before graduation) and mail it to the nursing-licensing agency in the state where licensure is desired. After verification of graduation (which the School of Nursing will send to the board), the board of nursing will notify the student to call the Sylvan Learning Center to schedule a time to take the NCLEX. The current law does not allow graduate nurses to work as nurses until the graduate has taken the examination and received a permanent license to practice.

Dates and times to complete the necessary applications for the NCLEX-RN will be announced during the second semester of the last year of the nursing major.

IMPORTANT: If the student has been placed on the checklist for any financial obligation, e.g., parking fines, default on loan payments, library fines, special credit fees, etc., the student's record will not be cleared. Without clearance, the student will be unable to be licensed by the National Council of State Boards of Nursing. Not only must the student pay the financial obligation but the student must also be removed from the checklist and cleared through the computer. This process takes time so the student should not wait until the last minute to pay any outstanding fees. In addition, diplomas and official transcripts will NOT be released until indebtedness is cleared through the computer.

Honors

Students have the opportunity to be recognized for academic excellence during their program of study and at graduation. Full-time nursing students will be placed on the Dean's List for each semester that they earn a GPA of 3.5 or higher. Part-time students are eligible for the Dean's List after the completion of 12 credit hours and for each semester they have accumulated an additional 12 credit hours of course work with a GPA of 3.5 or higher.

Baccalaureate degree candidates have the opportunity to graduate with academic distinction. Academic distinction may be awarded to the top ten percent (10%) of those undergraduate degree candidates in any particular semester. To be considered for academic distinction graduation candidates must have completed at least 50 percent

of their degree requirements on the campus awarding the degree. (Please note that IUPUI/BL/and IUPUC are a corridor campus and therefore considered one campus – 50% taken at IUBL equals 50% taken at IUPUI.)

Grade point averages used in determining the categories of academic distinction awarded are:

3.83 - 4.00	Highest Distinction
3.66 - 3.82	High Distinction
3.50 - 3.65	Distinction

The grade point average used for determining academic distinction is based on all grades in courses taken at Indiana University that meet degree requirements. This includes FX grades as well as grades in courses that are repeated. The GPA excludes transfer grades and grades received in courses that must be repeated because of program stipulations.

Courses taken that do not count toward the degree will not be calculated for honors. Please direct questions to the Office of Educational Services on the IUPUI campus. Awards and honors are also given at the time of graduation.

Entry Level Jobs and Internships for Nursing

CampusRN.com has been designed solely to service the needs of nursing students/entry-level health care students and potential employers industry wide. For job information please see <http://www.campusrn.com/students/>

PROGRAMS

Summer Courses

Course offerings at the School of Nursing during the two summer sessions are limited; they are usually elective courses reserved primarily for BSN students who have completed their 6th semester (Junior year). Selected required BSN courses may also be offered, primarily for RN-to-BSN mobility students. Basic BSN students must obtain permission to register for these courses. If you happen to inappropriately register for one of these offerings you will be administratively withdrawn. During spring semester descriptions of summer courses to be offered are distributed to all students along with summer and fall registration information.

Student Records

Certain student information maintained in the Office of the Registrar is considered public and will be released upon request. This information includes name, address, whether currently enrolled, whether full- or part-time, class standing, dates of previous enrollment, and degree received. Name, dates of attendance, enrollment status, and degrees cannot be restricted by the student and, furthermore, IU faculty and staff with a legitimate need to know cannot be restricted from access to the other information. With these exceptions, however, a student who wishes to restrict the release of particular information may file a "restrainer" with the Office of the Registrar.

A detailed description of the policies and procedures followed by the University in its attempts to provide appropriate access to student records, while protecting their confidentiality, can be found in Appendix 4 of the "IU Code of Student Ethics and IUPUI Code of Student Rights, Responsibilities, and Conduct" (www.hoosiers.iupui.edu/studcode/sctest2.htm or www.campuslife.indiana.edu/code).

Transfer of Student Records

The School of Nursing will maintain academic records for all students admitted to the nursing major. Individuals whose records were previously in other schools or departments will have their records transferred to the School of Nursing after they accept admission to the nursing major. All future program planning, course registration information, academic advising, etc., will be accomplished through School of Nursing personnel.

Student Rights

The legal rights of Indiana University students are described in detail in Part I and in the Appendix of the "IU Code of Student Ethics and IUPUI Code of Student Rights, Responsibilities, and Conduct".

booklet. These rights include freedom from discrimination or harassment based on age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Students who believe one of these rights has been violated and who have not been able to resolve the issue informally may file a formal complaint by following the procedures in Part II of the "IU Code of Student Ethics" and IUPUI Code of Student Rights, Responsibilities, and Conduct" booklets. Students also may contact the Affirmative Action Office on campus for assistance in such situations.

Honors Program

(see IUPUI section for campus specific information) Indiana University Bachelor of Science in Nursing (BSN) students on the Indianapolis (IUPUI), Columbus (IUPUC), and Bloomington (IUB) campuses are encouraged to pursue honors study. Students interested in pursuing honors study on the IUB campus should contact an academic advisor on that campus by calling (812) 855-1736.

BSN students who pursue honors study at IUSON enjoy a supportive environment and close relationships with faculty. Those who successfully complete the honors option receive conditional acceptance into the MSN or PhD program upon graduation.

Minors

The School of Nursing encourages minors and students should consult the academic advisor on their specific campus for program requirements.

LPN-ASN Program (Columbus Campus)

Program Statement

The Indiana University School of Nursing LPN-ASN Mobility Option on the Columbus Campus is designed to help the LPN build on previous education and experience to become a Registered Nurse. Upon completion of remaining general education courses and the LPN Transition to ASN Practice course, the student receives sixteen credit hours for nursing classes taken in LPN training. The remaining ASN classes on the Columbus campus can be completed in two semesters in a one-year option or in four semesters in the two-year option.

Degree Requirements

Graduates of the LPN to ASN Mobility Option are expected to demonstrate competencies consistent with being a critical thinker; an effective communicator who listens actively and responds appropriately to messages being transmitted; a culturally competent

person who recognizes and respects differences within and between groups of people; competent provider of nursing care; a conscientious practitioner who practices within the legal and ethical parameters of nursing; and an accountable/responsible manager of care.

Graduates are able to give direct care in collaboration with clients, families, and other members of the health care team to achieve therapeutic outcomes. The competencies are consistent with the American Nurses' Association's Standards of Nursing practice and the Code of Ethics.

BSN Program (Bloomington and IUPUI Campus)

Program Statement

Baccalaureate nursing education provides a broad foundation in the sciences and liberal arts necessary for preparing professional nurses who are capable of practicing in a competent and responsible fashion as informed citizens in a dynamic and diverse society. Graduates of the baccalaureate nursing program are expected to demonstrate competencies consistent with being a critical thinker; a culturally competent person; a knowledgeable coordinator of community resources; a politically aware professional; a beginning practitioner whose actions are consistent with professional legal and ethical standards; an effective communicator; a competent provider of health care; and a person who exemplifies a positive public image. These competencies are consistent with the 1998 American Association of Colleges of Nursing "Essentials of Baccalaureate Education for Professional Nursing Practice and the American Nurses' Association's 1989 "Standards of Nursing Practice and the ANA 2001 Code of Ethics.

Baccalaureate graduates assist individuals, families, and communities in attaining mutually established health goals and in facilitating the highest level of functioning for individuals, families, and communities toward the maximization of their health potential. Baccalaureate education must prepare graduates to be knowledgeable workers, processors of information, and navigate complex health care systems using available technologies as they design and develop more efficient and effective approaches to the delivery of health care services independently or in conjunction with others.

Program Outcomes

At the completion of the BSN program, the graduate¹ must demonstrate the following qualities:

OUTCOME 1: A critical thinker who demonstrates intellectual curiosity, rational inquiry, problem-solving

¹Each competency represents the senior-level expectation.

skills, and creativity in framing problems.

OUTCOME 2: A culturally competent person who provides holistic nursing care to a variety of individuals, families, and communities.

OUTCOME 3: A knowledgeable coordinator of community resources who facilitates Individuals, families, and communities access to resources necessary to meet health care needs.

OUTCOME 4: A politically aware individual who participates in the profession and the practice of Nursing with a global perspective.

OUTCOME 5: An individual who practices within an ethical and legal framework for the nursing profession.

OUTCOME 6: An effective communicator who is able to share accurate information.

OUTCOME 7: A competent provider of health care who assumes the multiple role dimensions required of structured and semi-structured health care settings.

OUTCOME 8: A professional role model who promotes a positive public image of nursing.

OUTCOME 9: A responsible manager who balances human, fiscal, and material resources to achieve quality health care outcomes.

Progression

After admission to the BSN nursing major, placement in upper-division nursing courses will be based on the following priority ranking.

1. Full-time regularly progressing students. (Regularly progressing students are those who have completed each nursing course with a minimum grade of C (2.0) and are ready for the next semester.
2. Part-time regularly progressing students.
3. Students who have interrupted their studies, but are in good academic standing.
4. Students who withdrew from one or more nursing courses.
5. Students who have failed and successfully repeated one or more courses.
6. Students who need to repeat one nursing course.
7. Students who need to repeat two nursing courses.
8. Students who have been dismissed and have been reinstated.
9. Intercampus transfers.
10. Transfers from other baccalaureate nursing programs

Intercampus Transfer

Nursing students in good academic standing may seek intercampus transfer by petitioning the

Admission, Progression, and Graduation (APG) Committee at least one semester in advance of the requested transfer. Due to the difference in course sequencing, students seeking an intercampus transfer should do so only at the completion of all nursing courses required in the sophomore or junior year. Intercampus transfer requests submitted to the APG that ask for mid-year transfer consideration is discouraged. Students wishing to transfer within an academic year may be required to complete supplemental course work due to course sequencing differences.

Intercampus transfer requests will be evaluated individually on the basis of the student's academic record, the availability of space in the required courses; faculty and facility resources to meet the student's needs and program outcomes and competencies.

Students seeking an intra-corridor transfer (between Bloomington and IUPUI or IUPUI and Bloomington) must fill out the form supplied by the academic advisor from their home campus.

Dismissal

A student will be dismissed from the School of Nursing when there is a lack of progress toward the degree. Evidence of lack of progress consists of one or more of the following:

- ❖ Failure to attain a 2.0 semester GPA in any two consecutive semesters.
- ❖ Failure to attain a cumulative GPA of 2.0 at the completion of any two semesters of course work.
- ❖ Need to repeat more than 15 credit hours of general education courses (including B231, H355, and S474) to achieve a grade of C (2.0). Students may repeat no more than 11 credit hours (only 2 failures will be allowed in science course work) of the 15 total hours, prior to admission to the nursing major.
- ❖ Failure to attain a minimum grade of C (2.0) upon repeating a didactic nursing course or to attain a grade of S upon repeating a practicum nursing course (i.e., two unsatisfactory grades in the same course)
- ❖ Failure to obtain a minimum grade of C (2.0) in any required general education course for the degree.
- ❖ Failure to attain a minimum grade of C (2.0) (didactic course) or a grade of S (satisfactory) (practicum course) in two nursing courses (i.e., unsatisfactory grades in two separate courses).
- ❖ Failure to meet the School of Nursing's Essential Abilities with or without specified accommodations.
- ❖ Inability to conduct oneself in a professional fashion consistent with the American Nurses's Association Code of Nurses, IUPUI's Code of Student Rights, Responsibilities, and Conduct

or IU's Code of Student Rights, Responsibilities, and Conduct. In particular, falsification of records and reports, plagiarism, or cheating on an examination, quiz, or any other assignment is cause for dismissal.

- ❖ Failure to demonstrate personal integrity or conduct befitting the profession of nursing.

A student may be dismissed without prior probationary status when any of the above conditions exist.

Reinstatement

A student who has been dismissed from the School of Nursing for academic failure or any other reason may request reinstatement by petitioning the School of Nursing's APG committee. Reinstatement by one campus is not binding on other campuses. This written request must be received by July 1 for fall reinstatement, April 1 for summer reinstatement, and October 1 for spring reinstatement. Reinstatement will be based on faculty recommendations at the time of dismissal, as well as on availability of resources. Reinstatement is not guaranteed, and no student may be reinstated more than once. A reinstated student will be dismissed upon failure (grade of C- or lower) of one additional required course. Students who are reinstated must adhere to the policies and curriculum of the School of Nursing in effect at the time of reinstatement.

Degree Requirements

Students are responsible for meeting all degree requirements. All candidates for the Bachelor of Science in Nursing must fulfill the following requirements:

- ❖ Satisfactory completion of a minimum of 125 (credit hour requirements may vary slightly among campuses) credit hours that apply to the degree. Credits earned in remedial learning skills do not apply to the degree. Credits from courses that have been repeated may be counted only one time to meet the credit hour requirement.
- ❖ Achievement of a minimum cumulative grade point average of C (2.0).
- ❖ Achievement of a minimum of C (2.0) in each required course or equivalent by the second completed attempt
- ❖ Removal of all incomplete, deferred grades, and special credit course grades in nursing courses by three weeks prior to the end of the student's last semester before graduation.
- ❖ Completion of all course work within six years after the enrollment in upper-division courses.
- ❖ Completion of a minimum of 51 percent of courses in the nursing major on the IU campus that grants the degree (Please note that IUPUI/BL/and IUPUC are a corridor campus and therefore considered one campus – 51% taken at IUBL equals 51% taken at IUPUI.) .

❖ Application for the degree at the beginning of the final semester.

❖ Completion of the NCLEX Readiness Examination and NCLEX Review.

BSN Required Courses

BACHELOR OF SCIENCE IN NURSING COURSES			
Course#	Course Title	CR	Department
B230	Developmental Issues and Health	4	Family Health
B231	Communication Skill for the Health Professionals	3	Environments for Health
B232	Introduction to the Discipline of Nursing: Theory, Practice, Research	3	Adult Health
B233	Health and Wellness	4	Family Health
B244	Comprehensive Health Assessment	2	Family Health
B245	Comprehensive Health Assessment: Practicum	2	Family Health
B248	Science and Technology of Nursing	2	Adult Health
B249	Science and Technology of Nursing: Practicum	2	Adult Health
H351	Alterations in Neuro-Psychological Health	3	Environments for Health
H352	Alterations in Neuro-Psychological Health: The Practicum	2	Environments for Health
H353	Alterations in Health I	3	Adult Health
H354	Alterations in Health I: The Practicum	2	Adult Health
H355	Data Analysis in Clinical Practice and Health Care Research	3	Environments for Health
H361	Alterations in Health II	3	Adult Health
H362	Alterations in Health II: The Practicum	2	Adult Health
H363	The Developing Family and Child	4	Family Health
H364	The Developing Family and Child: the Practicum	3	Family Health
H365	Nursing Research	3	Environments for Health
S470	Restorative Health Related to Multi-System Failures	3	Adult Health
S471	Restorative Health Related to Multi-System Failures: The Practicum	2	Adult Health
S472	A Multi-System Approach to the Health of the Community	3	Environments for Health
S473	A Multi-System Approach to the Health of the Community: Practicum	2	Environments for Health
S474	Applied Health Care Ethics	3	Family Health
S481	Nursing Management	2	Environments for Health
S482	Nursing Management: The Practicum	3	Environments for Health
S483	Clinical Nursing Practice Capstone	3	Environments for Health
S484	Research Utilization Seminar	1-2	Environments for Health
S485	Professional Growth and Empowerment	3	Environments for Health

Standard Test Strategies

The baccalaureate faculty have established the following guidelines for administering exams:

1. Seating charts will be used for all exams.
 - a. Seating chart varies for each exam
 - b. Students sign in on the seating chart as they enter the room
2. Students may take a pen/pencil and basic calculator (nonprogrammable) if math is included to their seat in the exam room. Examples of items not allowed at their exam desk are book bags, coats, hats, food, drinks, or palm pilots. Items such as these must be left at the front of the room.

3. A minimum of two proctors will be present for each exam. Exam proctors will:
 - a. Distribute the exam (separate versions, at least two) and answer sheet individually to each student
 - b. Announce corrections to the exam
 - c. Give any instructions and/or corrections to the exam prior to start of the exam
4. All students will begin the exam at the same time.
5. Students arriving late for the exam will:
 - a. Wait until all initial directions are given and questions answered
 - b. Be given no additional verbal directions

Course#	Course Title	CR	Department
B232	Introduction to the Discipline of Nursing: Theory, Practice, Research	3	Adult Health
B233	Health and Wellness	4	Family Health
B244	Comprehensive Health Assessment	2	Family Health
B245	Comprehensive Health Assessment: Practicum	2	Family Health
B248	Science and Technology of Nursing	2	Adult Health
B249	Science and Technology of Nursing: Practicum	2	Adult Health
H351	Alterations in Neuro-Psychological Health	3	Environments for Health
H352	Alterations in Neuro-Psychological Health: The Practicum	2	Environments for Health
H353	Alterations in Health I	3	Adult Health
H354	Alterations in Health I: The Practicum	2	Adult Health
H361	Alterations in Health II	3	Adult Health
H362	Alterations in Health II: The Practicum	2	Adult Health
H363	The Developing Family and Child	4	Family Health
H364	The Developing Family and Child: the Practicum	3	Family Health
H365	Nursing Research	3	Environments for Health
S470	Restorative Health Related to Multi-System Failures	3	Adult Health
S471	Restorative Health Related to Multi-System Failures: The Practicum	2	Adult Health
S472	A Multi-System Approach to the Health of the Community	3	Environments for Health
S473	A Multi-System Approach to the Health of the Community: Practicum	2	Environments for Health
S474	Applied Health Care Ethics	3	Family Health
S481	Nursing Management	2	Environments for Health
S482	Nursing Management: The Practicum	3	Environments for Health
S483	Clinical Nursing Practice Capstone	3	Environments for Health
S484	Research Utilization Seminar	1	Environments for Health
S485	Professional Growth and Empowerment	3	Environments for Health

RN-BSN Program (Columbus and IUPUI Campus)

Program Statement

The mobility program offers a creative curriculum delivered primarily through distance education for the education of professional nurses competent in meeting the current and future health needs of society. It prepares a nurse to begin the practice of professional nursing in a variety of areas and health care settings. The BSN program also builds a leadership foundation and prepares graduates for graduate study. The graduate possesses a broad knowledge of the humanities, biological and social sciences, and nursing. As a beginning practitioner the graduate will be skilled in using problem solving skills in caring for patients, evaluating the role of the professional nurse in the holistic approach to health care, and participating as an informed citizen in society.

Degree Requirements

The minimum requirement for the Bachelor of Science in Nursing is 123 credit hours. Students with less than 123 credit hours must take additional course work to meet requirements. **Students beginning the upper division nursing courses must complete all coursework within six years.**

Failure to register in each sequential semester, excluding summer sessions, constitutes an interruption in the program. Students who reenter must adhere to the policies and curriculum in effect at the time of reentry. Students who interrupt their program of study may jeopardize their chances of completing all upper division nursing courses within six years.

There is a thirty (30) hour residency requirement in nursing. The residency requirement will be met by completion of the 25 credit hours of upper division

nursing courses and 6 credit hours of lower division nursing courses. ***Independent study via correspondence courses will not count toward the thirty (30) hour residency requirement in nursing.***

Curricular Change

Every effort is made to keep this information sheet current. Students who interrupt their program, pursue part time study, or full time students who take more than two years to complete nursing prerequisite requirements are subject to policy and curriculum changes as they occur. Check with your academic counselor for policy and curriculum changes.

Portfolio Review Process

By submitting a portfolio to a designated faculty member, you may be able to meet course expectations through documented evidence of your nursing skills and experience. A portfolio may be submitted for any of the upper division nursing courses. For more details, please refer to www.nursing.iupui.edu Academic Programs.

Required Course Work

RN-BSN degree coursework consists of general education requirements (59-61 credit hours) and nursing courses (30-31 credit hours.) Requirements appear in the table below.

All courses must be completed with a grade of C (2.0) or above by the second attempt.

Course numbers and credit hours for the general education courses may vary from campus to campus therefore, it is best to check with the School of Nursing academic counselor on each campus. General education courses completed at other universities may be applicable toward your degree program if credits are accepted by the Office of Admissions or determined to be equivalent by the School of Nursing

RN-BSN – Required Courses Mobility Option

General Education Courses (59-61 credits required)		
Cluster 1 - Critical/Analytical/Science (23-25 credits required)		
Required Courses	Course #	Cr. Hrs.
Anatomy	Biol N261	5
Physiology	Biol N217	5
Microbiology	Micr J210	4
Data Analysis (Stats)	Nurs H355	3
Choose 6-8 additional credit hours from list maintained by academic advisor		
Cluster 2 - Communication (9 credits required)		
English Composition	Eng W131	3
Nursing Communications	Nurs B231	3
Choose 3 additional credit hours from list maintained by academic advisor.		
Cluster 3 - Cultural Diversity (6 credits required)		
Choose 6 credit hours from list maintained by academic advisor.		
Cluster 4 - Social Competence (9 credits required)		
Introduction to Psychology	B104/B105	3
Introduction to Sociology	R100	3
Choose 3 additional credit hours from list maintained by academic advisor		
Cluster 5 - Humanistic Appreciation (6 credits required)		
Ethics & Health Care	S474	3
Choose 3 additional credit hours from list maintained by academic advisor		
Cluster 6 - Open Electives (6 credits required)		
Choose 6 credit hours from list maintained by academic advisor.		
Nursing Course (30-31 credits required)		
Professional Nursing Seminar I	B304	3
Professional Nursing Seminar II	B404	3
Health Assessment (take with B245)	B244	2
Health Assessment Practicum (take with B244)	B245	2
Nursing Research (pre-req H355)	H365	3
Health of the Community*	S472	3
Health of the Community Practicum*	S473	2
Nursing Management*	S482	2
Nursing Management Practicum	S483	3
Research Utilization (take with S483)*	S484	1-2
Professional Growth & Empowerment*	S485	3

*Senior year course – Total Degree requirement 123-126 credit hours

BLOOMINGTON

Campus Specific Information

Location

The IU-Bloomington School of Nursing is located in Sycamore Hall at 1033 East Third Street, Bloomington, IN 47405-7005. Faculty, advising, and business offices are located on the 4th floor of the east wing of Sycamore. The nursing learning resource center is located in room 0003 in the basement level of the east wing of Sycamore. The main number for the School of Nursing at Bloomington is (812) 855-1736.

General Information

Office Hours – Monday – Friday, 8:00 a.m. – 5:00 p.m. Please note scheduled meetings might occur throughout the academic year, requiring offices to be closed for a period of time. Although walk-ins are welcome, we would suggest calling for an appointment if you wish to meet with the program director or academic advisor.

Directory

Secretary:

Shirley Hughes SY439 (812) 855-6875

Office Manager/Recorder:

Shirley Wines SY437 (812) 855-1736

Program Director:

Dr. Joyce Krothe SY400 (812) 855-1731

Assistant Director of Student Services (Academic

Advisor:

Lisa Wrasse SY401 (812) 855-2592

Who to See About What

Advising, course offerings, School of Nursing scholarships - see the academic advisor. Please call the secretary or office manager to schedule an appointment.

Registration procedures and forms – see the academic advisor or recorder.

Immunization/CPR records, intercampus transfers – see the recorder.

Uniform/Equipment orders – see the secretary.

Assistance contacting instructors – see the secretary or office manager.

Transcripts – obtain from the Office of the Registrar (Franklin Hall 100).

General Financial Aid – see the Student Office of Financial Assistance (Franklin Hall 208).

Tuition Information – see the Office of the Bursar (Franklin Hall 002).

Guidelines for Nursing Major

Communications

Nursing students must have a functional e-mail account and are expected to know how to navigate the World Wide Web. Notice of activities and events, or other pertinent information, will be posted on the e-mail student distribution lists and on the School of

Nursing Bloomington campus web site (www.indiana.edu/~iubnurse).

Although students certainly may share information with their peers, individual students are responsible for ensuring they are aware of all posted information.

Occupational Health

Contaminated Injury Care and Follow-Up Phone Number: (812) 855-4011

Students must follow agency policy and procedures. For first aid consult your instructor/supervisor in charge of your unit.

Practicum Experiences

Practicum experiences are designed to give students "hands on" learning opportunities in various settings. During these experiences, students apply theory learned in the classroom to specific client care situations.

In most cases, students go to a hospital, health care, or clinical facility a day prior to the scheduled experience to pick up their assignment or to select a client. Client selection is based on specific learning objectives. The student should obtain the client's permission to provide care, with the understanding that the client has the right of refusal. Preparation for clinical experiences includes reading the client's chart, as well as textbooks and references, to learn about the client's condition, medications, and treatments. Clinical preparation can take approximately one to two hours in the clinical setting plus several hours at home for preparation and paperwork. Personal schedules may need to be adjusted accordingly. Students should not plan to work for pay the evening or night before a clinical day.

Students will be expected to discuss the problems that their client might experience and the nursing interventions to help deal with these problems. Students will also be expected to know: the actions and side effects of any drugs the client is receiving and how to administer them; the purpose of treatments; the results of pertinent lab tests; and how to implement technical procedures. During clinical study all students will be supervised and assisted by their practicum instructor and selected hospital staff. Specific student responsibilities will include those that have been studied in class and/or mastered in the Nursing Learning Resource Center. By the second clinical course experience, students will be assuming responsibility for most of their client's nursing care. *All information acquired in the clinical situation is privileged, confidential, and is not to be discussed except during clinical hours with persons on a "need to know" basis and in associated clinical conferences.*

The clinical day is usually followed by a post-conference during which students process selected situations. Students share their experiences and discuss various approaches to patient-related problems. Students will also be expected to participate in a number of non-scheduled experiences and must adjust their schedules accordingly. These expectations are noted in course syllabi.

Following clinical absences, students may be required to provide written documentation that it is safe for them to return to clinical practice. For example, following surgery a student would need to provide a written statement from their surgeon that they may return to clinical practice without restriction.

Specific Schedule Issues

School of Nursing faculty work throughout the academic year to ensure that students are exposed to the best learning opportunities and environments available. On some occasions, valuable learning experiences are not available during a regularly scheduled class time. Therefore, when the Schedule of Classes is built, each practicum section will have the following note below its scheduled time:

- ❖ Practicum experiences may vary according to availability of clinical resources.

This note is to remind students that, although a practicum section is scheduled from 7:00am - 2:00pm on Thursday, there may be times during the semester when the practicum will need to meet outside of the scheduled parameters. Nursing faculty are responsible for informing students of these situations at the beginning of each semester.

Balancing Clinical Block Enrollment

The School of Nursing limits enrollment in all practicum sections to ten students. When students register for classes, they are assured that they will receive all the required nursing courses they need. However, they are not assured of receiving a specific practicum block.

Additionally, the practicum blocks may become unbalanced after registration is complete due to students failures, incompletes, or withdrawals. (Example: four blocks of ten students, and one block with five.) If for any reason, students do not progress into the next set of classes it may become necessary for the School of Nursing to balance the practicum sections. (In the above example, this would mean establishing five blocks with nine students each.) This is done in accordance with the following guidelines:

- ❖ First, the School of Nursing will ask for volunteers from the overloaded section or sections.
- ❖ If there are no student volunteers for the section change, the School of Nursing will contact the Office of the Registrar to

determine the last student to register for the overloaded section or sections.

- ❖ The School of Nursing will then administratively switch the last student registered to the section with low enrollment.

Balancing practicum blocks is necessary to ensure that all nursing majors receive high quality practicum instruction and rewarding clinical experiences.

Cancellation of Classes

If Indiana University announces that classes are canceled, then all classes including theory, laboratory, and clinical, are canceled for nursing majors.

In the event that the University cancels classes but students and faculty have already left for or arrived on the clinical unit, the faculty and students will mutually determine whether to complete the educational experience.

In the event that a decision must be made before a formal university announcement is delivered, the following will apply:

- ❖ Within guidelines of reasonable safety, each person will have to evaluate conditions in relation to his/her locale and make the decision to attend or not to attend the scheduled learning experience.

Upon the decision not to attend, the student will notify the faculty and/or clinical setting staff according to the plan established at the beginning of the course.

Basic Assumptions:

- ❖ Missed laboratory (skill/clinical) days will be made up at the discretion of faculty.
- ❖ Make-up dates will be mutually determined by the faculty and students according to availability of clinical facilities.
- ❖ During orientation to the course, the faculty will:
 - Explain the process of communication to be used by students.

If a nursing faculty member, for whatever reason, needs to cancel a particular class meeting, theory, laboratory, and/or clinical experience, students will be notified via the process outlined during orientation to the course.

NOTE: The faculty member must be present in order for students to complete the educational experience. Therefore, if students do not receive the cancellation notification, they should contact their instructor and/or the School of Nursing to determine the status of the scheduled learning experience.

Interactive Video

To further reinforce concepts and skills, the School of Nursing has several Interactive Video Discs and Computer Assisted Instructional programs available to

nursing majors in the Nursing Learning Resource Center IVD's and CAI's contain case studies, procedural demonstrations, scenarios, etc., which allow students to learn nursing and decision-making skills in a safe environment.

Students are required to present a student ID when checking out these materials, which cannot be removed from Nursing Learning Resource Center. Please remember that other nursing students may also need these items. These discs are very expensive!!! If there are questions or concerns, students should consult the laboratory staff for assistance. *Students may be held liable for damage resulting from incorrect or improper use of the equipment.*

Reviewing/Issuing Video

The School of Nursing has a TV/VCR, camcorder, and camera tripod available for a variety of teaching/learning experiences. To ensure both availability and security of this equipment, individuals wishing to use any of the above items must follow the guidelines below:

- ❖ Video equipment (TV, camcorder, and/or camera tripod) cannot be used without a reservation. To make a reservation contact the Nursing Learning Resource Center at 856-4374.
- ❖ Video equipment cannot be removed from the Nursing Learning Resource Center without prior approval.
- ❖ Individuals wishing to use this equipment must sign for the equipment needed through the laboratory staff.
- ❖ Individuals using the camcorder are responsible for providing their own VHS tape.
- ❖ When finished using the equipment, contact the laboratory staff who will verify the return of the borrowed items and sign in the material.

Individuals checking out video equipment may be held liable for any items broken, and/or missing.

Removal of Materials

Occasionally, students may need supplies from the Nursing Learning Resource Center for a class project or presentation. When a student needs Nursing Learning Resource Center materials or supplies, the student must contact the instructor from the course in which the supplies are needed. The instructor will then retrieve the necessary items and both the instructor and the student will sign them out. The course instructor will also ensure that all items are returned in a timely manner. When the items are returned, both the instructor and the student will sign for their return. Students who do not return the materials or supplies will be placed on checklist until the items are returned. *Students may be held liable for non-returned, lost, and/or stolen items.*

Academic Integrity

Exams Scores

Computer grading and computer analysis may be used with examinations. If computer grading is used, the computer graded score will be the official score recorded. Examination scores will be made available to students at the earliest possible time after the exam.

Reviews

Students have a right to review examinations. The method of exam review will be determined by the course faculty.

Absence

If a student is absent on the day of an examination it is the responsibility of the student to arrange make-up of the examination with the faculty member. The student should anticipate taking an alternate examination.

A student repeatedly absent during examinations will be referred to the Program Director and the student's pattern of absence and academic progress will be reviewed.

Lateness

A student who is late for an examination will be required to complete the examination in the remaining examination period.

Projects/Written Work

In many courses students will be expected to complete projects such as oral presentations, research papers, group or individual projects, etc. These will be graded according to IU School of Nursing policy for writing assignments and/or by criteria that are considered professionally acceptable.

Program/Faculty Evaluation

Faculty view evaluation and feedback as an integral part of education and self-growth. Students have the opportunity to provide such feedback through end of course evaluations and/or through other means. Regardless of the medium, student evaluations are anonymous and are treated with strict confidentiality.

Student Assistance

The School of Nursing faculty and staff maintain regular office hours and are available to students for individual assistance. The individual student must take responsibility in initiating the request for assistance. Although student walk-ins will be seen on a time available basis, it is strongly suggested that scheduled appointments be made for student assistance. Students are encouraged to contact personally course faculty, the Academic Advisor, and/or the Program Director whenever they are in need of assistance.

As students begin the second semester of the nursing curriculum, they will see that the expectations of academic performance have increased since the first semester. The expectations of academic performance are greater each semester until the terminal objectives of the curriculum have been achieved. It will be necessary for the student to reach these terminal objectives in order to meet the requirements for graduation.

If academic and/or personal problems jeopardize students' academic success, the faculty advise students to seek assistance immediately. There are resources available to assist students with study habits, test-taking skills, and/or personal concerns. It is important to seek assistance early, conscientiously, and consistently.

Faculty also make referrals to resources when they identify a student's need for assistance. It is the student's responsibility, however, to follow through in seeking this assistance.

IUB Nursing Honors program

Nursing students at Bloomington with a 3.3 overall GPA are eligible to pursue departmental honors in nursing. Departmental honors students must work with a faculty sponsor, and achieve each of the following: complete Nursing Honors Proposal Development (3 cr.), complete Nursing Honors Research (3 cr.), write a satisfactory honors thesis or article for publication, and provide a copy to the faculty sponsor and the Assistant Director of Student Services. In order to graduate with departmental honors students must maintain a minimum 3.3 overall GPA and minimum 3.5 GPA in nursing honors course work.

Students with Learning Disabilities

Evaluation of Accommodation Plan

At the end of each semester, faculty providing accommodations must submit a list of the accommodations used, their subsequent outcomes, and any further recommendations to the Academic Advisor and the Program Director. The advisor, the director, and the student will meet to review and make any necessary revisions to the accommodation plan. If revisions to the accommodation plan are made, the advisor will send a copy to the appropriate faculty for the next semester's courses.

Progression Policies and Procedures

Interruption of Progress Toward the Degree

Students who need to interrupt their studies for any reason should write a letter to the chairperson of the Admission, Progression, and Graduation Committee of the School of Nursing to apprise the committee of the student's situation. Students are advised to consult the academic advisor for additional information.

Graduation

Intent to Graduate Graduation, Cap and Gown, Diplomas, Pins and Announcements, Student Awards Program, Recognition and Commencement Ceremonies, Pictures, Preparing to Take the NCLEX

Students will be given information on procedure starting in semester 7. Also, please watch the Bloomington IU School of Nursing Web site for information

Student Activities

Class Officers

Class officers will be elected by the end of fall semester of the sophomore year.

COLUMBUS

Campus Specific Information

Indiana University – Purdue University Columbus, created in 1970, is administratively and academically linked with IUPUI. Faculty members are part of their related departments in Indianapolis. The service area of IUPUColumbus includes the 10 counties of Bartholomew, Dearborn, Decatur, Jackson, Jennings, Johnson, Ohio, Ripley, Shelby, and Switzerland. This commuter campus serves a student body of about 2000 with many of them being older and/or part-time. The students appreciate the smaller classes with individual attention from faculty.

Physical Organization of the Building

IUPUColumbus is located on the northeast edge of Columbus adjacent to the Columbus Airport. The two-story, red brick building surrounds a center courtyard.

- 1st Floor rooms and offices are numbered 100 to 198. The Business Office, bookstore, café, conference room (143A/143B), library, and Student Services are all entered from the corridor on the south side of the building.
- 2nd Floor rooms and offices are numbered 201 to 290. The nursing lab (201) is located in the northwest corner of the building. The Nursing Office (250) is located in the southeast corner of the building.

Directory

For off-campus long distance access, you may use the university's 800 number 1-800-414-8782. The extension number will be the last four digits of the local number. For example, if the local number is 348-7271, then the long distance extension is 7271.

Main Switchboard	(812) 372-8266
Bookstore	(812) 348-7275
Business Office	(812) 348-7224
Financial Aid Advisor	(812) 348-7222
Library	(812) 348-7222
Student Services	(812) 348-7271

NURSING:

Secretary	(812) 348-7250
Academic Counselor	(812) 348-7259
LPN-ASN Coordinator	(812) 348-7309
Nursing Lab	(812) 348-7241

Who to See About What

Your academic counselor will be able to answer most of your questions or will direct you to the appropriate person.

Programs

ASN

Only the general education courses are offered on the Columbus campus.

LPN-ASN Mobility Option

Completed entirely at Columbus campus.

BSN

Only the general education courses are offered on the Columbus campus.

RN-BSN

Completed in conjunction with IUPUI web-based courses.

Guidelines for Nursing Major

Communication

Nursing students must have a functional e-mail account and are expected to know how to navigate the World Wide Web. Each student is responsible for seeking information related to the operations of the School of Nursing, scheduling for registration, meeting notices, room changes, special events, and CPR classes, for example. Notice of activities and events, or other pertinent information, will be posted on the following:

- ❖ Student e-mail, therefore, students are responsible for checking their e-mail on a regular basis.
- ❖ Bulletin board located outside the Nursing office.
- ❖ School of Nursing World Wide Web (WWW) page. (<http://www.columbus.iupui.edu/programs/nursing/>)
- ❖ Bulletin Board in Nursing Lab

Although students certainly may share information with their peers, each individual student is responsible for ensuring they are aware of all posted information!

Uniforms

Clinical

- ❖ Overall Clothing: Clean, neatly pressed, in good repair and appropriate size.
- ❖ Nametags: Worn in an easily visible spot (e.g. shoulder, chest) on outer layer of clothing.
- ❖ Hair: Neat, natural style in a symmetrical appearance.
- ❖ Hair longer than shoulder length: Should be confined so it will not interfere with customer service.
- ❖ Men: Hair longer than shoulder length should always be confined in a neat manner (ponytail). Beards, sideburns, and mustaches should be neatly trimmed.
- ❖ Fingernails: Clean and trimmed nails that do not exceed the tip of the finger for men and ¼ inch beyond the fingertip for women.
- ❖ Perfume, after-shave, deodorant: Use of deodorant and light, mild perfume or after-shave.

- ❖ Jewelry: Men/Women -Wedding ring and small post earring or small hoop.
- ❖ Shoes: Clean, polished and of a moderate heel, with laces tied.
- ❖ Hosiery: White or natural toned stockings.
- ❖ Make-up: Complimentary to natural features that create a fresh, natural appearance.
- ❖ Skirt : Skirt must be of modest length.
- ❖ Pants: Tailored pant which is long enough to cover the ankle.
- ❖ Fabrics: Fabrics should be those traditionally acceptable for business or standard hospital uniforms.
- ❖ Undergarments: Appropriate undergarment must be worn.

Writing Center

The writing center is available to assist students with any level of writing project. The Writing Center staff does not proofread, but rather empowers students to become better, more independent writers.

Licensure

All students must have a current copy of their LPN or RN license on file.

Picture

Each student is to have a picture on file.

Removal of Materials

Occasionally, students may need supplies from the Nursing Learning Laboratory for a class project or presentation. When a student needs Nursing Learning Laboratory material or supplies, the student must contact the instructor from the course in which the supplies are needed. The instructor will then retrieve the necessary items and both the instructor and the student will sign them out. The course instructor will also ensure that all items are returned in a timely manner. When the items are returned, both the instructor or nursing secretary and the student will sign for their return. Students who do not return the materials or supplies will be placed on checklist until the items are returned. Students may be held liable for non-returned, lost, and/or stolen items.

Academic Integrity

Dishonesty of any kind with respect to examinations, course assignments, or alteration of records shall be considered cheating. It is the responsibility of the student to not only abstain from cheating but, also, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat is as guilty of cheating as the student he or she assists.

Student Assistance

The School of Nursing faculty and staff maintain regular office hours Monday through Thursday, 8:00 a.m. to 5:00 p.m., to be available to students for individual assistance. Students are encouraged to personally contact the course faculty, the Academic Advisor, and/or the Nursing Secretary whenever they are in need of assistance.

IUPUI

Campus Specific Information

Indiana University-Purdue University Indianapolis (IUPUI) is one of eight campuses around the state that comprise the Indiana University system. IUPUI has more than 27,000 students, many of whom are "non-traditional," i.e., older and/or part-time. It is an urban and primarily commuter campus, which is an advantage in some ways (such as more evening/weekend course offerings and a very interesting and diverse student body) and a disadvantage in other ways (students have to make special efforts to get to know their peers and to participate in campus activities).

In 2002-03, there were over 600 undergraduate nursing students at IUPUI, out of a total of more than 1,200 undergraduate nursing students on the eight IU campuses with nursing programs around the state. Indianapolis offers the following nursing programs: baccalaureate, master's, and doctoral. The LPN-to-ASN mobility option, on the Columbus campus, is considered to be a part of IUPUI's nursing offerings. Students who wish to pursue the Bachelor of Science in Nursing (BSN) who have a baccalaureate or higher degree in another area may begin their studies in graduate non-degree.

Physical Organization of the Building

There are four floors and a basement in the School of Nursing Building, as well as stairways at all four corners of the building and elevators at the NE and SE corners. Directories on each floor by the elevators list names and office numbers. The room numbering system is not easy to memorize, but there are signs with arrows at every hallway corner throughout the building, and these are helpful in finding particular room numbers. Restrooms can be found on all floors. A general guide to what can be found on each floor follows:

- ❖ **Basement** - entrances to campus tunnel system, ground floor entrance to the large lecture hall (NU103), student locker rooms - men's and women's;
- ❖ **1st Floor** - administrative offices, Office of Educational Services, student lounge, vending machines, telephones, faculty lounge, main floor entrances to large lecture hall (NU 103), three classrooms;
- ❖ **2nd Floor** - mostly classrooms, a few faculty offices;
- ❖ **3rd Floor** - Learning Laboratory, computer cluster, Center for Research, Office of Continuing Education, main office of Department of Family Health, and a few faculty offices;

- ❖ **4th Floor** - most faculty offices; conference rooms, main offices for the Departments of Adult Health and Environments for Health.

Directory

Frequently Called Numbers
General Information

Computerize Directory Assistance for IUSON		274-8371
Computer Laboratory	NU 342	274-3493
Departments		
Adult Health	NU 408	274-0024
Family Health	NU 451	274-4839
	NU 317	274-1848
Environments for Health	NU 403	274-8040
Educational Services	NU 122	274-2806
Office		
(See following section for individual counselors.)		
Learning Laboratory	NU 341	274-4585

Office of Educational Services

Office Hours

Monday - Friday 8:00 a.m. - 5:00 p.m. Please note scheduled meetings might occur throughout the academic year, requiring OES to be closed for a period of time. Every effort will be made to announce this in advance.

Receptionist:

Kim Ferfuson NU 122 274-2806

Associate Dean for Undergraduate Programs:

Dr. Donna Boland NU 140 274-8010

Administrative Assistant to Associate Dean

Donna Anderson NU 138 274-8010

Assistant Dean for Student Affairs:

Dr. Beth Richardson NU 144 274-8094

Director of Diversity/Enrichment:

Dr. Lillian Stokes NU 147 278-2206

Administrative Secretary for Student

Affairs/Diversity/Enrichment:

NU 146 274-1550

Academic Counselors

Greg Wible NU 124 274-2806

Andrea Beckett NU 125 274-2806

Helen McKuras NU 126 274-0005

Coordinator of Student Assessment and Evaluation

Marla Zimmerman NU 123 278-2170

Graduate, RN-to-MSN

Myrna Hobbs NU 143 274-2806

Betsy Joyce NU 143 274-2806

Norma Wallman NU 143 274-2806

Who to See About What

- ❖ **Courses to take and academic advisement**-see the academic counselor for your program (above).
- ❖ **Emergency short-term loan** - see your academic counselor or Administrative Assistant to Associate Dean (above).

- ❖ **Financial Aid from the School of Nursing** - see Assistant Dean for Student Affairs (above).
- ❖ **General Financial Aid** – see Financial Aid Office, Cavanaugh 103.
- ❖ **Graduation** - For questions about graduation procedures not answered in this handbook see the Assistant Dean for Student Affairs (above).
- ❖ **Instructor names and courses** - see the academic counselor for your program (above).
- ❖ **Locker assignments** - see receptionist (above).
- ❖ **Registration procedures and forms** - see the academic counselor for your program (above).
- ❖ **Transcripts** - obtain from the Office of the Registrar, Cavanaugh 133. For questions about degree requirements or credits toward graduation, see your academic counselor (above).

Emergency Phone Numbers

Fire 274-2311

- ❖ Upon discovering a fire, smoke or explosion in the building, activate the fire alarm system.
- ❖ After sounding the alarm call 274-2311 and report the building name, floor, room number and type of problem. Also notify the nearest faculty or staff person in the building.
- ❖ There are many fire extinguishers on the walls of the School of Nursing Building (in recessed cabinets). Attempt to use one ONLY if the fire is very small and you are sure that you know how to use the equipment.
- ❖ When a fire alarm sounds walk to the nearest stairway exit and proceed to ground level. Close doors and windows as you leave. DO NOT USE ELEVATORS. Leave the building and follow the directions of the fire officers or police.

Police 274-7911

The campus police emergency number is 274-7911. Do not hesitate to call this number if you see a suspicious person, you believe a crime may be occurring, you notice a safety hazard such as an open manhole cover, or simply if you feel uneasy for any reason. There are over 40 yellow emergency telephones scattered around campus parking lots, many of which have a distinctive blue light above them. These are free and have a direct line to the IUPUI Public Safety Dispatch Center. (Also see Escort Service below.)

IUPUI provides information about safety and security in the publication Safety at IUPUI. This publication contains information on crime statistics, campus law enforcement, alcohol and drug issues, crime reporting and other related issues at IUPUI. Safety at IUPUI is

available on the Web at:

<http://www.police.iupui.edu/safety.html> or in hard copy upon request from the IUPUI Police 430 N. University Blvd., Indianapolis, IN 46202, voice 317-274-2058, Fax 317-274-8031, email: police@iupui.edu.

Medical/Ambulance 9-911

- ❖ Do not move seriously injured persons unless they are in a life-threatening situation.
- ❖ If trained people or an ambulance are needed in the area, call the Wishard Ambulance Service (634-1313) and the IUPUI Public Safety Dispatch Center (274-7911).
- ❖ For a less-serious illness or injury, students may go to the Student Health Service, 1140 W. Michigan, between 8:30 and 5 weekdays or to the Wishard Hospital Emergency Room at other times.

Tornado

The School of Nursing has a mechanism in place to directly receive tornado warning alert messages in the administrative offices area, and these will be announced over the loudspeaker immediately. If you hear this announcement or have any reason to believe that a tornado is nearby, seek shelter in a sturdy building, away from windows and exterior doors. If possible, go to a basement or a small interior room on a lower floor of the building.

Adverse Weather

Adverse weather conditions may cause university classes to be cancelled. Class cancellations will be announced by means of area television and radio. We have established a special phone number, **(317) 278-1600**, which will give the latest open or closed status for the campus. Please understand that none of these options will address individual courses. Be sure to keep your phone number current and check your IUPUI e-mail for announcements from individual faculty who may not be able to make it to campus. This information may appear on the WEB via Oncourse or other course pages. In some cases the information might be maintained by the department teaching the course. All IUPUI courses taught off-campus in area schools follow the decision of the individual school system. This means that if a school system has closed for the day, any IUPUI courses taught in that system's schools are also cancelled even if IUPUI is still open for on-campus classes.

Escort Service

Upon request, the University will provide safety escorts to your car or on-campus housing 24 hours a day. You are particularly encouraged to take advantage of this service if you must walk alone to your car after dark. A safety escort is available by calling 274-SAFE (7233).

Health Services

Student Health Services (SHS) is a primary care clinic that serves the entire student population (including

graduate, part-time, or full time) of the IUPUI campus. Students are seen for their health care needs on an appointment basis, although walk-ins will be seen if possible. Many students already have a health care provider and are certainly encouraged to continue such care. However, if you are unable to visit your health care provider or do not have one, S.H.S. would be happy to see you.

All services are on a fee for service basis. This means that payment is expected at time of service. They are aware of student budget constraints and therefore set their fees as low as possible. They accept cash, checks, Visa, and Mastercard.

The hours are Monday, Tuesday, Wednesday, and Friday from 7:00 a.m. to 5:00 p.m., and Thursday from 9:00 a.m. to 5:00 p.m. The first appointment is scheduled 30 minutes after they open and the last appointment is scheduled 30 minutes before they close. If you have questions, or need to schedule an appointment, please call 274-8214. A member of the nursing staff is also available 24 hours a day on pager 591-2760. You can also look up us on our web site at www.iupui.edu/~iupuishc.

Lockers

A limited number of lockers for students are available in the basement of the School of Nursing building for a nominal fee. You may obtain a locker from the receptionist in the Office of Educational Services, NU 122. Checks should be made payable to the Indiana University School of Nursing and **will only be accepted** Monday through Thursday, 8 a.m. to 3 p.m. (Cash Policy, on this page.)

Lost/Found

The receptionist in the Office of Educational Services (NU 122) is the person to contact about lost and found articles at the School of Nursing. There is no campus-wide lost and found service at IUPUI. You may turn in items found or report/look for lost items at the campus police (430 North University Blvd.), the office or desk nearest the main entrance of each building, the building supervisor, or the Student Affairs Office in each school.

Lounge

The Student Lounge at the School of Nursing is in NU 109. It contains food vending machines, a microwave oven, a bill changer, a Sagamore student newspaper rack, and limited seating. There is a free campus phone in the hallway directly outside the lounge, as well as pay phones by the two nearest outside doors. The bulletin boards for student use are in the hallway outside the lounge.

Notary

There are two notaries in the School of Nursing Building: Donna Anderson (NU 138) and Mary Ramp (NU 129). They do not charge a fee. Notary service

also can be obtained for a small fee at the IUPUI Registrar's Office, Cavanaugh Hall, Rm 133.

Photocopying

There are two coin- or card-operated (5¢/page) photocopy machines available for student use at the School of Nursing, both in the Learning Resource area on 3rd floor. These machines accept bills, change, or copy cards. Cards may be bought at campus bookstores. Public use copy machines are also located at all libraries and elsewhere throughout the IUPUI campus.

Cash Policy

The OES has implemented a cash policy that adheres to University policies regarding the safeguarding of University funds. The following practices are followed when receiving money from students for locker rental, diploma mailing or tutorial services.

- ❖ Students are encouraged to pay any charges by personal check or money order.
- ❖ The OES receptionist in NU 122 is responsible for collecting all monies except tutoring. Transactions involving the collection of cash or checks **can only be made** between the hours of 8 a.m. and 3 p.m. Monday through Thursday.
- ❖ The receptionist will issue the student an official university receipt.
- ❖ Checks can be mailed to the Office of Educational Services, Indiana University School of Nursing, 1111 Middle Drive, Indianapolis, IN 46202. Be sure to include information about the purpose of the check.

Smoking

Smoking is not permitted anywhere in the School of Nursing building at IUPUI or in the hospitals where nursing students receive their practice experiences. Ashtrays by outside entrances should be used to extinguish cigarettes before entering the School of Nursing building. Persons who violate this rule may be subject to disciplinary procedures.

Shuttle Services

The Campus Shuttle service operates during the academic year when classes are in session. The shuttle runs between the hours of 8:00 a.m. and 9:00 p.m. making stops at the following locations about every 10 minutes.

Natorium, Cavanaugh, Ball Residence, Warthin Apartments, Union Building, Medical Science, Mary Cable, Engineering/Science, and the Law School.

Support Services

Learning Resources Center

The School of Nursing at IUPUI provides extensive learning resources to support classroom and clinical learning. The resources include instructional media, computers and copy machines, as well as the support staff to assist students in accessing the resources.

The Learning Resources Center is located on the third floor of the nursing building, and its component parts are as follows:

Learning Laboratory: NU 300

The Learning Lab is a multi-media resource center where students have access to audiovisual material. The lab has eight simulated patient care units where students can practice nursing skills. It also houses a collection of books, pamphlets, videotapes, and articles. When your professor makes assignments to use these resources, they will be held on reserve for you to check out and read or duplicate. Learning Lab hours during the school year are 8 a.m.-7:30 p.m. Monday-Thursday, 8 a.m.-4:30 p.m. Friday, and 10 a.m.-2 p.m. Saturday.

Computer Cluster: NU 342

The computer cluster, supported in part by student technology fees, has IBM and Macintosh computers connected to the campus computer network. A consultant is available during open hours. The cluster has an extensive collection of software, including word processing, spreadsheets, databases, presentation systems, computer-assisted instruction (CAI) case studies, and review software for the nursing licensure exams. Students may use the computers to complete writing assignments, access the library or Internet, use electronic mail (E-Mail) complete required assignments such as case studies, and register for classes. Computer area hours are 8 a.m.-8 p.m. Monday-Thursday, 8 a.m.-4:30 p.m. Friday, 9 a.m.-5 p.m. Saturday.

Study Room

A Quiet study room IS available on the third floor (NU 319).

Academic Success Assistance Programs

The School of Nursing offers several support programs designed to enhance students' academic potential. Please refer to the brochure "Indiana University School of Nursing Academic Success Assistance Programs" or contact Lillian Stokes, Director, Diversity and Enrichment, NU 147, 278-2206, for further information about any of these programs.

Empowerment Sessions

Specific empowerment sessions are scheduled twice each semester to increase skills in **critical thinking, time management, test-taking, and stress management**. Announcements are made at the beginning of each semester regarding the date, time, and place of these sessions.

Review Sessions

Group review sessions give students opportunities to review particular course content and to increase their understanding of concepts presented in the course. Student peers who have demonstrated expertise in the content area facilitate group sessions. Sessions are scheduled based on examination dates, student

needs, and availability of reviewers. Students may register and pay for review sessions in the Office of Educational Services, NU 122. Registration will be limited to 15 students per session. Two-hour session cost \$10.00/hour and payment must be made in full within five working days of the session attended, to avoid being checklisted. **NO WALK-INS WILL BE PERMITTED AT SCHEDULED GROUP SESSIONS.** Registered students will be expected to sign an attendance roster at the session. Information about review session schedules can be obtained from faculty or from student bulletin boards on the first and third floors.

Early Warning System

The early warning program is designed to identify students in academic difficulty early in a course, so that academic support can be sought early enough to prevent failure. Students are strongly encouraged to use self-referral to this program.

Tutorial Service

A tutorial service is offered (as tutors are available) for a fee. The program uses peer tutors, faculty, and other professionals to assist students who are having difficulty in particular courses. Tutorial sessions help students clarify and review content materials and prepare for class presentations and exams. Practice application questions are also provided to enhance critical thinking and test-taking skills. Registration for these sessions may be done in NU 146. Payment is expected after service, \$10.00 for two-hour review session, and \$6.00 per hour for individual. Checks should be made payable to the Indiana University School of Nursing and **will only be accepted Monday through Thursday, 8 a.m. to 3 p.m.** (Cash Policy, page 35.)

School of Nursing Student Activities

There are many campuswide student organizations at IUPUI, and nursing students are strongly encouraged to become involved in them. The Student Activities Office has information on over 130 of these groups, including, for example, the Student Council and Student Assembly, sororities and fraternities, Black Student Union, International Student Union, Native American Student Organization, Nursing Christian Fellowship, and the Interfaith Council.

Chi-Eta Phi Sorority, Inc.

This international nursing sorority, although it has primarily an African-American membership, welcomes nursing students of all cultural backgrounds who demonstrate excellence in the practical application of nursing, maintain an acceptable grade point average, demonstrate leadership, and participate in campus and community activities. Chi Eta Phi affords students an opportunity to engage in service activities and to promote interest in the field of nursing.

Minority Nursing Student Organization

The purpose of the Minority Nursing Student Organization (MNSO) is to serve as a peer support group for pre-nursing, undergraduate, and graduate minority students. The organization strives to enhance the members' growth as individuals and also serves as a liaison between minority nursing students and interested persons, groups, and organizations in the community. The motto of the group is, "We strive to gain the highest gift, to each other we give the lift." The MNSO sponsors regular social events, as well as fund-raising activities such as bake sales.

***Seasonal gatherings are currently held four times each academic year and will fulfill the mission of MNSO until further notice.**

Presidents' Council

The Presidents' Council is composed of the presidents of School of Nursing student organizations, class officers, faculty advisors, and representatives from school committees that deal with student matters. The purpose of this group is to be a liaison between various student groups, the faculty, and administration of the school. Class presidents are expected to keep classmates informed of issues and to act as advocates for their peers.

Guidelines for Nursing Major

Advising

Once admitted to the BSN program, undergraduate students are assigned School of Nursing advisors in the Office of Educational Services who help in program planning, follow student progress, and provide academic advising. (Office of Educational Services, page 40). Students also may seek information from faculty in the area in which they are taking course work or contemplating study. The School's Director of Diversity and Enrichment is available to assist minority students with special needs plus coordinates the undergraduate tutoring program. In addition, students may consult the Career Center, Counseling and Psychological Services, or other IUPUI departments for specialized counseling.

The Student Advising System is a means by which students can conveniently check their academic progress toward a degree through the IU computer system. Through the Student Advising System students may obtain information, for example, about which courses they have completed toward a degree, which courses remain to be completed, current course enrollments and their cumulative grade point average.

Honors Option

Students enrolled in H-option honors courses must achieve grades of A, B, or S (Satisfactory) in the regular course work and grades of A or B in honors work.

Academic Difficulty

The Office of Educational Services has designed a system, called the "Early Warning System," to assist students who may be having academic difficulty at the earliest possible stage. Faculty submit names of students who have performed poorly on exams to the Office of Educational Services. These students will then receive a letter, which will describe the tutoring and counseling help available, and ask the student to make an appointment with the ASN or BSN counselor. Although the tutoring program is voluntary, those students not performing well are strongly encouraged to take advantage of this resource when available.

Graduation

Graduation and Licensing

All students must complete an Intent to Graduate form before mid-term of their last semester. Removal of incomplete grades, deferred grades, grade changes, and/or independent study (correspondence) grades must be received **no later than three weeks prior to the end of classes during the final semester.** Students who expect to complete degree requirements in March, May, June, or August must file an "Intent to Graduate Application" form with the Office of Educational Services by **December 1** of the preceding year. Those students anticipating completing degree requirements in October or December must file by September 30. The student must notify the School of Nursing's Office of Educational Services if the expected degree date changes.

Please note degree requirements are listed under the Program section of this handbook.

Cap and Gown

After the "Intent to Graduate" form is completed by the student and sent to the Office of Educational Services (OES), the Indiana University Alumni Association Office will send the student an order form for cap and gown. Caps and gowns are then ordered through the Alumni Association.

Diplomas

Diplomas can be picked up in the OES, NU122. The OES will send your diploma to you via certified mail for a nominal fee (phone 317-274-2806 for current fee), if you are unable to pick it up from their office. Checks should be made payable to the Indiana University School of Nursing and will only be accepted Monday through Thursday, 8 a.m. to 3 p.m. (cash policy on page 35.).

Pins and Announcements

Students will receive an order form from the School's representative to order a school pin and/or graduation announcements after the student submits the "Intent to Graduate" form to the OES.

Student Awards Program, Recognition and Commencement Ceremonies

The Student Awards Program occurs in the spring semester and honors students receiving awards through the IU School of Nursing and IU School of Nursing Alumni Association. Graduating students have the opportunity to attend a "Recognition Ceremony", which, although not an official graduation ceremony, is sponsored by the School of Nursing. At this time undergraduates receive their IU School of Nursing pins. The University commencement ceremony includes students from all IUPUI schools. Students are encouraged to attend both ceremonies. Graduating students will receive a letter from the Office of Educational Services with details regarding dates, times, and places for these ceremonies. Please note that IUPUI has only one official graduation/ commencement ceremony, which takes place at the completion of the spring semester. IU policy stipulates that students completing degree requirements before May, or in May, June, or August can participate in May ceremonies. Exceptions will not be made. Those who finish degree requirements in December or earlier can participate in December recognition ceremonies.

Transcripts

Each student may receive one free official transcript upon graduation. There will be a charge for additional copies. Requests for transcripts can be made through the IUPUI Office of the Registrar, Cavanaugh Hall, RM 133, 274-1520.

Pictures

The State Board of Nursing requires that all applications for the National Council of Licensure Examination for Registered Nurses (NCLEX-RN) include pictures. Photographers will be available at the School of Nursing on designated dates for individual photo sessions. Class officers are responsible for notifying students of dates and times. All students graduating in December or May have their pictures taken at the beginning of the fall semester.

Preparing to Take the NCLEX

ASN and BSN students in the last semester of their program are required to take a simulated NCLEX examination at a school sponsored review session. The examination includes practice questions similar to the NCLEX. Students who receive a low score will receive a letter from the School requiring them to make an appointment with a faculty member to design a plan of study for the exam. A variety of NCLEX review software and review books are available in the Learning Laboratory and the Computer Learning Center. If a student fails a nursing course they will be required to demonstrate knowledge in identified areas prior to progressing to the next level of course work.

OSHA

Here are the technical specs on using OSHA Online:
How to Access
To access the OSHA Online training, visit the Nursing Online Web site:

<http://nursing.iupui.edu/online>

What You Need

In order to access the OSHA Online training, you must

- ❖ Use a PC-compatible computer
- ❖ Use the latest version of Internet Explorer or Netscape Navigator browser (IE 4 or Netscape 4 or above)
- ❖

Trouble shooting

If you are unable to access the OSHA Online training, check the following:

- ❖ Web browsers running on Macintosh computers do not appear to work
- ❖ Be sure you have JavaScript enabled
- ❖ Be sure you have cookies enabled

If you are still unable to access OSHA Online, you will need to complete the training in person at the school.

Record

If you successfully complete the training and the test at the end of the training, you will receive an electronic certificate certifying that you have completed the training. A record of this completion will automatically be reported to the Office of Educational Services. You should print out the electronic certificate as proof of your completion in case technical problems prevent OES from being notified automatically.

Occupational Health

Contaminated Injury Care and Follow-Up

Phone number: (317) 274-5887.

All contaminated injuries involving students should be handled in the following manner:

- ❖ Report to your supervisor.
- ❖ Page 12-OUCH (12-6824) immediately. You may also go through the Medical Center operator (274-5000, ask for pager #6824). This pager is carried 24 hours a day by a member of the IU Occupational Health Services (formerly Student Employee Health Services) nursing or medical staff. The OHS staff member will ask for the following information:
 - Index patient's name (if known). (The index patient is the individual who is the source of the blood or body fluid.)
 - Index patient's medical record number (if known).
 - Hospital/location where injury was sustained.
 - Nature of the injury.
 - Pertinent medical history of the index patient (if known).

- Pertinent medical history of the injured student.

An OHS staff member will counsel the student as to the risk represented by this injury and appropriate treatment (if any) and follow up. Because some treatments of contaminated injuries are time sensitive, it is imperative that the student contact OHS immediately after the injury is sustained.

Communications

Bulletin Boards

Bulletin boards are located on every floor in the School of Nursing, and students new to the school might find it helpful to take a walking tour to familiarize themselves with their locations. Specific types of information are posted in the following areas:

- ❖ General school-related or professional information - 1st floor by the Dean's Office.
- ❖ Financial aid and scholarship information - 1st floor by the Office of Educational Services.
- ❖ University news and calendar of events - 1st floor, north hall.
- ❖ Class-specific information (e.g., BSN senior year) - 1st floor by student lounge.
- ❖ Dean's lists - 1st floor, south hall.
- ❖ Information specific to departments - on bulletin board nearest each department's office complex
- ❖ Course information - on 4th floor bulletin boards in the east and west halls labeled by course number. At the beginning of the semester or module, information such as room numbers or times also may be posted.
- ❖ Open bulletin board - There is one large, accessible bulletin board by the Student Lounge on which students may post miscellaneous types of information or ads (e.g., books or a uniform for sale). Material

should be dated, and will be removed after one month.

- ❖ Timely campus or School of Nursing announcements (such as classroom changes) - in entryways by each of the five outer doors on first floor. Postings on these bulletin boards are by faculty, staff, and administration only; other material will be removed.
- ❖ In addition - There are changing display cases on the 1st floor related to Sigma Theta Tau International, faculty activities, and other topical subjects.
- ❖

Sagamore

The Sagamore is the free IUPUI weekly student newspaper, published each Monday during the school year. The papers are available at various sites around campus, including the student lounge at the School of Nursing.

Academic Integrity

Final Grade by Phone

Students can now access their final grades for a term by calling the campus Touch-Tone system. The number for this service is 274-3600. Students will have to enter their student identification numbers and the PIN they use to register for classes. Grades will be available as soon as they are keyed into the computer in the Office of the Registrar. Information on this service can be found in the IUPUI Schedule of Classes. Students will still receive printed grade reports, but this system is a secure way to make grades available much earlier than usual.

Student Assistance

IUPUI Support Resources

For IUPUI support resources please consult your IUPUI Bulletin on line at <http://bulletin.iupui.edu/>

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