

INDIANA UNIVERSITY SCHOOL OF NURSING



The Future of Nursing is Here!

Graduate Nursing Student Handbook

2009-2010

Table of Contents

Welcome and Purpose of Student Handbook	1
Corridor Information	2
<i>School of Nursing Mission</i>	
<i>School of Nursing Diversity Statement</i>	
Responsibilities, Student Conduct, Code of Student Rights	3
<i>Drugs/Alcohol</i>	
<i>Sex Offenders (Zachary's Law)</i>	
<i>Limited Criminal History</i>	
Essential Abilities Policy	3-4
<i>Writing Expectations</i>	
Required Documentation and Health Expectations	4-6
<i>Immunizations</i>	
<i>CPR Requirements</i>	
<i>HIV or HBV Positive</i>	
<i>Patient Rights</i>	
<i>Student Rights</i>	
<i>Occupational Health</i>	
<i>Bloodborne Pathogen</i>	
<i>Universal Precautions</i>	
<i>Health Insurance</i>	
<i>Latex Allergies</i>	
<i>Liability Insurance</i>	
Communication	6
<i>Use of Email as Official Correspondence with Students</i>	
Appropriate Computer Conduct and Email Etiquette	6-7
<i>Legal Use</i>	
<i>Ethical Use</i>	
<i>General Policies</i>	
<i>Emergency Preparedness</i>	
<i>Security</i>	
<i>Other Resources</i>	
<i>Confidentiality</i>	
Academic and Related Information	7-8
<i>Academic Integrity</i>	
<i>Academic Difficulty</i>	
<i>Academic Misconduct</i>	
<i>Grading Scale for Nursing Major Courses</i>	
<i>Course Grades</i>	
<i>Incomplete Grades</i>	
<i>Satisfactory/Fail Grades (S/F)</i>	
<i>Evaluations</i>	
<i>Student Consent for Retention and Use of Course-related Work</i>	
<i>Class/Practicum Attendance</i>	
<i>Uniforms</i>	
Student Assistance	9
<i>Process for Resolving Conflict</i>	
<i>Students with Learning Disabilities</i>	

(Table of Contents continued)

Student Support and Opportunities	9-10
<i>Scholarships</i>	
<i>Alumni Association</i>	
<i>Life-Long Learning</i>	
<i>Development Office</i>	
<i>Research Center</i>	
<i>Telecourses</i>	
<i>School of Nursing Student Activities</i>	
<i>Student Nurses' Association</i>	
Progression Policies and Procedures	10
<i>Interruption of Progress toward the Degree</i>	
<i>Clinical Absence Policy</i>	
<i>Withdrawal Policies</i>	
<i>Repeating Nursing Courses</i>	
<i>Intercampus Transfers</i>	
Appeal	
Process	11-12
<i>Academic Appeals</i>	
<i>Guidelines for Submission of Requests to APG Subcommittee</i>	
<i>Grade Changes</i>	
Alternative Credit	13
<i>Nursing Major Course Equivalency considerations</i>	
<i>Curricular Sequencing</i>	
<i>Portfolio Review Process</i>	
<i>Independent Study</i>	
Graduation and Licensing	13-14
<i>National Council Licensing Exam for Registered Nurses (NCLEX)</i>	
<i>Legal Limitations for Clinical Placement(s) and/or Licensure</i>	
<i>Recognition of Academic Excellence</i>	
Programs and Requirements	15-22
Campus-specific Information	23-36

Core Values of Indiana University School of Nursing

Respect---Responsibility---Trust---Dialogue

Welcome to the Indiana University School of Nursing!

We are thrilled that you have cast your fate and future with us for the next several years. Many exciting opportunities and challenges await you. We offer a variety of services, activities and supports to help you succeed. Although we have tried to anticipate your needs, please contact a staff member in the Center for Academic Affairs (NU 122) if you have any questions or needs.

All of us wish you success!

Warmly,
Chandra Dyson
Assistant Dean for Student Services

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 nor does it replace the Indiana University School of Nursing Bulletin (<http://bulletin.iupui.edu>) 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. <http://www.iupui.edu/code/>

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 curriculum may also change due to our ongoing effort to provide you with the best nursing education possible. Please check with the School of Nursing academic counselors to inquire about changes and updates.

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 if you have general comments about the handbook, please contact: Chandra Dyson, Assistant Dean for Student Services, (317) 274-8094 or email cbaskin@iupui.edu . This handbook is in effect for students admitted for the 2009-2010 academic year.

Vision

Indiana University School of Nursing (IUSON) is leading with excellence in research and education powered by innovation and partnerships.

Mission

The IUSON exists to lead the "knowledge work" of nurses of today and tomorrow to positively influence the health of communities served by: inspiring learning through excellence in teaching; creating and advancing knowledge through science and research; shaping care through practice innovations and partnerships; and appreciating, developing and recognizing faculty, staff and students.

OVERVIEW 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.

The Corridor seeks to have top-ranked programs in nursing education and research. Toward that end, we emphasize:

- ❖ 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 physical disabilities, as well as race and ethnicity. Diversity and equality of opportunity recognizes that individuals learn from exposure to and interaction with others who have backgrounds and characteristics different from their own. Recognizing and valuing diversity and equal opportunity 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). <http://www.aacn.nche.edu/Publications/positions/diverse.htm>

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.

Responsibilities, Student Conduct and Code of Student Rights

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. (<http://www.life.iupui.edu/help/code.asp>)

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 Services on the IUPUI campus, the Alcohol-Drug Information Center (812-855-5414) 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 may do so 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 an Academic Advisor.

Limited Criminal History

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

Essential Abilities Policy

The School of Nursing faculty has specified essential abilities critical to the success of students in the IU nursing program. Students must demonstrate these essential abilities to succeed in their program of study. They 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 physical/neurological functions to include: ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding patient conditions and meet physical expectations to perform required interventions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological and physical functions include, but are not limited to observation, listening, understanding relationships, writing, and psychomotor abilities consistent with course and program expectations.
- ❖ 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 as well as information technology skills 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 to include: 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 consistent with accepted standards of practice.

Students questioning their ability to meet the essential abilities criteria are encouraged to speak with an Academic Counselor. 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 determines 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”. (IUSON Essential Abilities Policy U-VI-A-15)

Writing Expectations

(Also see campus specific information)

<http://www.iupui.edu/~uwc/>

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 follows APA guidelines and commitment to reduce bias in language.
- ❖ The writing demonstrates original work, and where ideas or materials of others are used, appropriate credit is given to original sources.

Required Documentation and Health

Expectations

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 and recommended 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 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. The approved courses are American Red Cross Professional Rescuer and American Heart Association Health Care Provider.

CPR training must include:

- ❖ Infant.
- ❖ Child.
- ❖ Adult.

- ❖ Individual rescue.
- ❖ Two-person rescue.
- ❖ Automated external defibrillation.

CPR certification must be current throughout the student's entire nursing program. Evidence of certification must be filed with the School of Nursing (NU122) prior to beginning the clinical experiences. Students must also file evidence of recertification prior to entering the second year of the major. ***Students must have current CPR certification on file in order to participate in clinical settings.***

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.

Student Rights

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 Services at the 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.

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).

Contaminated injuries involving students are handled differently by each campus. On the Bloomington campus please call (812) 855-4011, IU Health Center For either the Columbus or IUPUI campus, please call (317) 274-5887, Occupational Health Services. Please refer to specific campus.

Universal Precautions

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

Students must receive training in these precautions before beginning their nursing courses and every year thereafter. This mandatory training (usually in new student orientation) 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. Students are required to update their training annually and do so through our website.

Health Insurance

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

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 latex 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 or IU Health Center for evaluation as soon as possible.

The student should notify clinical faculty about the need for accommodations.

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 School of Nursing does not cover students beyond classroom and/or clinical settings!**

Communications

The **OneStart** System <https://onestart.iu.edu/my-prd/Portal.do> is a means by which students can conveniently check their academic progress toward a

degree through the IU computer system. Through the **OneStart** System students may obtain information, for example, about which courses they have completed toward a degree, current course enrollments and their cumulative grade point average. All information regarding billing will be on this system.

Use of Email as Official Correspondence with Students

Indiana University in December 2003 initiated the following policy regarding official corresponding with students via email. "Email shall be considered an appropriate mechanism for official communication by Indiana University with IU students unless otherwise prohibited by law. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion." Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. **Students who choose to have their email forwarded to a private (unofficial) email address outside the official university network address, do so at their own risk.**

The School of Nursing in keeping with university policy, does not send out official school information to students' private e-mail addresses. The official means of communication with students is through their official IUPUI e-mail address. Each student is issued a University network ID and email account for use throughout the time the student is registered for classes at the University. Accordingly, email is an available mechanism for formal communication by the University with students. If a student chooses to forward his/her mail to another email address (AOL, Hotmail, departmental server, etc.), the student's primary campus email address remains the official destination for official university correspondence.

Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. Students must insure that there is sufficient space in their accounts to allow for email to be delivered. Students have the responsibility to recognize that certain communications may be time-critical. Students will not be held responsible for an interruption in their ability to access a message if system malfunctions or other system-related problems prevent timely delivery of, or access to, that message (e.g., power outages or email system viruses).

Forwarding of Email

Students who choose to have their email forwarded to a private (unofficial) email address outside the official university network address, do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility to know and comply

with the content of official communications sent to students' official IU email addresses.

Updates

Updates on the MSN programs are placed on the website listed with the MSN Frequently Asked Questions. Students can check the site for the latest information about changes in classes, graduation ceremonies etc.

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.
- ❖ University news and calendar of events - 1st floor, north hall.
- ❖ Information specific to departments - on bulletin board nearest each department's office complex
- ❖ 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 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 The Honor Society of Nursing, Sigma Theta Tau International, faculty activities, and other topical subjects

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 provide 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. IUPUI: <http://www.iupui.edu/~prepared/>

Security

Central and Campus Resources
http://www.police.iupui.edu/dept_profile/security.html

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 making appropriate information on security procedures available to users of those systems and 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.

Academic and Related Information

Academic Integrity

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:

Cheating "to deprive of something valuable by the use of deceit or fraud; to influence or lead by deceit, trick, or artifice."

Dishonesty "characterized by lack of truth, honesty, or trustworthiness; unfair, deceptive."

Fabrication "invent, create; to make up for the purpose of deception."

Plagiarism "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, 2007)

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

Grading Scale for Nursing Major Courses

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

Course Grades

Any questions about the transcript record campus should be addressed to your Academic Advisor.

Incomplete Grades

In accordance with University policy, a grade of "I" (or Incomplete) may be given in unusual situations such as serious illness or unusual circumstance beyond a student's control. Incomplete grades are given at the discretion of the faculty after appropriate consultation.

Evaluations of Students

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 Evaluation of Faculty and Courses

Students are expected to evaluate both the faculty member and the courses that they complete. Student evaluation of faculty is administered by the office of the Associate Dean for Evaluation. Faculty evaluations are conducted by the IUPUI Testing Services. Evaluations are reported as aggregate data and individual student identifiers are not disclosed.

In addition to evaluation of faculty, students are regularly asked to evaluate course content and course materials. These evaluations are used to define and make improvements in graduate curricular offerings. Again, the evaluations of courses are conducted by the IUPUI Testing Service and information is shared with the Associate Dean for Evaluation, who in turn shares aggregated information with the Graduate Faculty.

Student Exit Evaluation

Upon graduation, students are expected to complete an exit evaluation. When students complete the intent to graduate form they will be sent an email link to a national organization called Educational Benchmarking (EBI). All students must complete the survey related to their educational experiences at IUSON and achievement of program outcomes. Completion of this national standardized assessment tool enables the IUSON to benchmark achievements of its students and program outcomes with other schools of nursing nation-wide. This information is critical to evaluation of the graduate program offerings.

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).

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. Individual courses may require more stringent attendance.

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.

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

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

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.

Process for Resolving Conflict

There may be times when students and/or members of the 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.
http://www.iupui.edu/code/#part_5

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

Students with Learning Disabilities

If students feel they need any special accommodations due to a disability, please contact:
Adaptive Educational Services
Cavanaugh Hall, Suite 001E
425 University Blvd. Indianapolis, IN 46202-5140
Tel: (317) 274 3241 TDD/TTY:
(317) 278 2050 Fax: (317) 278 2051
aes@iupui.edu

Student Support Opportunities

Scholarships

Students interested in financial aid should consult with the Office of Student Financial Aid Services
<http://www.iupui.edu/~finaid/>

In addition a number of nursing scholarships are available to IU School of Nursing students, awarded on an annual basis. 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.*

All scholarship applications are reviewed and recipients selected by the Scholarship Committee of the School of Nursing.

Scholarship application forms and further information may be obtained on the IUSON web site in late January and again in the late summer or early fall.
www.nursing.iupui.edu/cost/ugrad.shtml

To apply for a scholarship, read the introduction and application carefully, applying only for those for which you completely qualify; complete the form, making certain that you include attachments and other

documentation required and return the application to the Center for Academic Affairs (NU 122) by the deadline indicated on the applications.

Graduate Scholarships

The IU School of Nursing in Indianapolis (IUPUI) administers over \$700,000 in scholarships annually to aid undergraduate and graduate nursing students in paying for their education. Scholarships are usually awarded based on financial need in conjunction with academic performance and potential for future success. Scholarship applications will be made available during the spring semester. Several scholarships become available during the fall semester and current students will be notified about opportunities to apply.

Some scholarships target nursing students who are at a specific point in their studies (i. e., junior year, nurse practitioner program, or returning adult student, etc.). Some also look at leadership, extracurricular involvement, community service or other special criteria. As you prepare your personal statement, it will be critically important that you write a statement that will help the scholarship committee understand the following: why you chose to pursue a career in nursing; your future career aspirations; academic achievements/honors; how you will benefit from receiving a scholarship. In addition, you may also submit an additional statement addressing any issues that you did not address in your personal statement, i.e. change in financial status or family hardships.

To be eligible for scholarship consideration:

All applicants are required to submit a [FAFSA](#) for the 2009-2010 academic year. Failure to submit the FAFSA will make you ineligible for consideration for the IUSON scholarships.

You must be registered for classes for the upcoming fall 2009 semester by the deadline of June 24, 2009. (Exceptions must be approved by the Scholarship Coordinator.)

Descriptions of the scholarships available for graduate nursing students can be found by visiting [IUSON Graduate Scholarships](#).

IUSON Scholarship Application Process for 2009-2010

To enter the site, you must have an IU username and passphrase. First you will be prompted to enter in your student information. If a field is not applicable please type in N/A.

Once you have submitted your student data, you will be able to view the scholarships available. Carefully review the eligibility criteria before selecting the scholarship.

To apply, it will be necessary for you to select each scholarship you wish to apply for and choose "submit" to complete the application. Some scholarships require completion of an additional essay that must be included to be eligible for consideration. If you have any questions please contact Pat Williams at patwilli@iupui.edu or 274-2806.

To Apply for IUSON Scholarships please visit this website:

<https://cry.nursing.iupui.edu/ugs>

IUSON Scholarship Deadline: June 24, 2009

Note: Deadline means the date the scholarship application must be submitted by midnight of June 24, 2009. Students will be able to update their scholarship application until the deadline.

Scholarships and Tuition at IUPUI

Scholarships are credited to the student's bursar account, usually with the award amount being split between fall and spring semesters. They are applied against the balance on the student account after registration and any remaining balance is sent to the student for use for other educational expenses such as books, etc.

For questions about the scholarships listed below, please call (317) 274-2806.

Additional Scholarships for Graduate Students

* The William and Doris Rodie Dissertation Scholarship Award [listed below](#) has its own application and requirements, including application deadlines; please review carefully.

[William and Doris Rodie Dissertation Scholarship Award](#)

The William and Doris Rodie Dissertation Scholarship Award scholarship was created to provide financial assistance to doctoral candidates in the Indiana University School of Nursing who are working on dissertations. Awards of \$2000.00 will be made based on monies available each academic year. The funds are to be used to offset dissertation expenses. All PhD students' who have achieved candidacy and are actively working on their dissertation research are eligible to receive the award once. PhD Students may apply for this award once they have successfully defended their dissertation research proposal. An abstract of the proposed dissertation research as well as a

budget outlining how the monies will be used must accompany this application. Students also need a letter of support from the Chair of their Dissertation Committee.

The application deadlines are February 1 and October 1 each year. It is the applicant's responsibility to submit a complete application packet on or before the deadline. Incomplete applications will not be considered.

Department of Environments for Health Awards

For more information about these faculty-nominated awards, please contact the department administrative assistant at (317) 274-8040.

Dart-Opie Award

Acknowledges the outstanding graduate work by an RN to MSN student whose primary focus is care of the mentally ill. The award is to be granted upon completion of the student's MSN graduate education. The student selected must have provided a significant contribution to the mental health community of the school and have a minimum GPA of 3.5.

Lee D. Fuller Award

Given to a PhD student in the doctoral psychiatric mental health nursing program who is at the proposal stage of writing his/her dissertation. The award is to help fund the student's research.

Graduate Assistantships and Fellowships

A variety of financial resources are available to **admitted** graduate students:

Department of Veterans Affairs Fellowship announcement

Applications may be submitted at any time during the year. The fellowship program may start at any time after approval of application and completion of the appointment process.

[More information is available](#) at the Veterans Affairs Web site.

Educational opportunity fellowships

Awarded to encourage graduate students who are enrolled in a minimum of six credit hours per semester and who come from disadvantaged backgrounds to participate in graduate studies. The fellowships average \$500 to \$1,500 per year and are awarded based on financial need and academic ability. For more information, contact the [Graduate Office](#).

Graduate work-study positions

These positions are funded by the federal work-study program; students are employed as clinical faculty members, learning lab instructors, or technical research assistants. Fee scholarships may be provided in addition to salary earned. For more information, review the [Federal Work-Study \(FWS\) Program Web site](#).

[Professional nurse traineeships \(PDF\)](#)

Government stipends are available to full-time *MSN and PhD students*, registered for eight or more credit hours in each of the fall and spring semesters. Students must be U.S. citizens or have permanent resident status in the state of Indiana. Nursing administration majors are *not* eligible. Applications forms can be downloaded April 1 through May 1 each year. Completed applications should be returned to the associate dean for graduate programs by May 1.

[Research assistantships \(PDF\)](#)

Students filling research assistant (RA) positions provide general support to faculty engaged in research and scholarship that is consistent with the research mission of the School and assist faculty in their research efforts to gain hands-on research experience. Students must be enrolled for a minimum of six credit hours in each of the fall and spring semesters and be in good standing to be eligible. Research assistants are required to work six hours per week in exchange for a maximum of six credit hours of in-state tuition reimbursement per semester (fees not included). A minimum commitment of 2 semesters is required; 12-month commitment preferred. Research assistants may be required to attend training sessions to learn to conduct literature searches, use library resources, enter data, develop and maintain reference management databases, and other research-related duties as assigned. Application forms for RA positions can be downloaded from April 1 through June 1 each year. Completed application materials should be returned to the Center for Research and Scholarship, NU 338, by June 1.

[Research incentive fellowships \(PDF\)](#)

These fellowships are available to support research projects of *full-time PhD students*. Students must be registered for eight or more credit hours in each of the fall and spring semesters and must work with a faculty mentor six to eight hours a week on a research project. A proposal must be submitted with the application. Applications

should be submitted to the associate dean for graduate programs by May 1.

Teaching assistantships

A limited number of teaching assistant (TA) positions are available through the School of Nursing departments only. Students in these positions assist faculty in meeting their teaching responsibilities and gain teaching experience. The salary and teaching responsibilities depend on the type of position and on the student's previous learning experiences. Every effort will be made to provide partial fee scholarships for TAs in addition to the salary earned. Part-time and full-time students are eligible. Only in-state tuition is paid.

[The Adam W. Herbert Graduate Fellowship \(PDF\)](#)

The Adam W. Herbert Graduate Fellowship was created through an endowment from the President's Fund for the purpose of supporting graduate study at Indiana University for graduates of Historically Black Colleges and Universities (HBCUs). This endowment reflects the strong commitment of Indiana University's 17th President, Adam W. Herbert, for enhancing opportunities for underrepresented students and increasing diversity of the graduate student body, especially in the fields of science, technology and mathematics. The fellowship will be awarded each year to students who demonstrate strong academic excellence, high potential for success, and a commitment to the graduate study in the sciences. It is anticipated that up to five (5) multi-year fellowships for doctoral students and three (3) single year fellowships for masters students will be supported each year.

University fellowships

Graduate fellowships are available from Indiana University for full-time study during the first year. These awards are competitive. PhD candidates are eligible and are nominated by the School of Nursing.

Alumni Association

The School of Nursing Alumni Association, which now has over 26,000 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, participates 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.

Life-Long Learning

The School of Nursing's Office of Life-Long Learning located at IUPUI (NU 347)

<http://www.nursing.iupui.edu/continuing/>

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. Lectureships each year, feature an address and discussion period with a prominent national nursing leader, and students are invited to this presentation. Students usually find these events very interesting and educational.

Development Office

The School of Nursing Development Office located at 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 located at IUPUI (NU 338) <http://www.nursing.iupui.edu/research/> 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.

Internet Based Technologies

The School of Nursing uses several internet technologies and platforms to reach students who prefer to live at a distance. Students are required to have appropriate technology in order to fully participate in these courses. For more information about technology requirements visit the following sites:

Nursing Online:

<http://nursing.iupui.edu/About/default.asp?/About/CTL/Online/rilo.htm>

Web Course Interactive Training Seminar:

<http://nursing.iupui.edu/About/default.asp?/About/CTL/Online/rilo.htm>

Breeze Information:

<http://www.adobe.com/products/acrobatconnectpro/>
<http://www.indiana.edu/~breeze/>

School of Nursing Student Activities

(ADD) A volunteer is solicited annually to represent the IU School of Nursing on the IUPUI Graduate Student Organization (GSO). Interested students may contact Chandra Dyson in the Center for Academic Affairs, cbaskin@iupui.edu.

Progression Policies and Procedures

Interruption of Progress Toward the Degree

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 are given a maximum of 6 years to complete the MSN program.

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 Graduate APG Committee of the School of Nursing and plans for completion of the program. 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 will be on a space available basis and may require a refresher course and/or documentation of current competencies.

Curriculum changes during the interruption may result in review and revision of programs of study 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

It is expected that students will participate in all required (regularly scheduled or substituted) practicum/clinical experiences (orientation). Students absent from more than 20 percent of scheduled experiences at any point in during the semester, will receive a failing grade, allowed to take an incomplete or to withdraw (see information below).

At the discretion of the respective faculty, students absent from clinical learning experiences including

orientation may be required to make up any or all of the missed clinical time.

Withdrawal Policies

Coursework

Students must complete the official withdrawal form by the deadline dates printed in the current class schedule to withdraw from any course. A "W" will appear on the student transcript once the student completes the official withdrawal form(s) and obtains necessary signatures. Once the deadline for course withdrawals has passed, the student will need the permission of the Faculty of Record 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 with a didactic grade of B (3.0). If a student stops attending but does not officially withdraw from the class, an "FX" will be recorded on the transcript.

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, considered as one withdrawal.

Failure to remain continuously enrolled for 3 consecutive terms results in deactivation of graduate student status.

Leave of Absence (LOA)

Students admitted to the graduate programs can petition for up to one year leave of absence for personal or health reasons. Students must obtain their advisor's approval and petition the Graduate Admission, Progression and Graduation (APG) Subcommittee in writing.

Students need to address a letter requesting a leave of absence to:

Chair, Graduate APG Subcommittee

IU School of Nursing
1111 Middle Drive,
NU 317B
Indianapolis, IN 46202-5107.

Letters must include the student's current mailing (not employment) address, a discussion of their current goals, and how they plan to complete their program.

The student should send the request letter as an e-mail attachment to the student's advisor, who will forward the letter and their recommendation for action to the Graduate APG Subcommittee chairman.

To extend time required for completion of a program, students must obtain the leave prior to extended absence.

Program

Withdrawal from the masters nursing program requires that a student seek reinstatement to the major. 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 B- in nursing courses will be required to repeat the courses. Students will be placed on academic probation with a service indicator until they achieve a B- or above grade. They will be monitored by the Graduate APG Committee.

Admission, Progression, Graduation (APG)

Students who do not register for three consecutive semesters without an approved leave of absence will be dismissed from the program. Students desiring to resume their program of study will need to apply for re-admission to the master's program.

Students who do not regain good academic standing after completion of three semesters of probation will be dismissed from the program.

Students who do not complete all degree requirements within the six year period following initial enrollment in a graduate nursing course will be dismissed **from** the program, unless granted an extension of course deadlines by the Master's Admission, Progression and Graduation (APG) Subcommittee.

Students who wish reinstatement to the program or extension of course work deadlines may appeal in writing to the Graduate APG Subcommittee for consideration.

Letters of appeal need to be addressed:

Chair, Graduate APG Subcommittee

IU School of Nursing
1111 Middle Drive NU 317B
Indianapolis, IN 46202-5107
Attention: APG Committee

Letters must include the student's current mailing (not employment) address, a discussion of their current goals, and how they plan to complete their program.

Requests for extension of course work deadlines need to include a discussion of how the student has maintained current knowledge and competencies in courses for which a waiver is sought.

Student petitions should be accompanied by a letter of support from the student's advisor. Students may e-mail their request letter to their advisor as an attachment.

The graduate advisor will forward the student's letter and an indication of their support for the request to the Chairman of the APG Subcommittee.

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 HER/HIS grade or professional image. The formal appeals procedure can be summarized as follows: NOT UP TO DATE

- ❖ 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 Graduate 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 or Associate Dean for Graduate Programs.

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.

Alternative Credit

Nursing Major Course Equivalency

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. (Equivalency review of courses from other institutions: Policy U-III-A-1).

Portfolio Review Process

Portfolio Purpose: The portfolio review process is available to all MSN students who believe that they can meet 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 knowledge and skills congruent with course expectations and student learning outcomes. The portfolio provides objective evidence that students have acquired the content and 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 skills 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 Policy:

1. The portfolio review option does not take the place of course equivalency reviews or transfer credit.
2. Students may exercise the portfolio option for a course or courses as long as it does not interfere with other standing university or school course/credit hour policies related to progression or graduation.
3. Graduate students seeking a MSN degree in nursing must complete 33 graduate credit hours at Indiana University. Courses/credits, which are reviewed for portfolio credit, do not count toward the 33 hours of nursing graduate residency requirements. Exceptions to this policy may be made with respect to degrees awarded in collaboration with other institutions. Post-master's students may not portfolio out of more than one-half of the credits for an individual program of study.
4. Portfolio policy and procedure applies to all MSN nursing courses, including the RN to MSN transition courses, listed for the degree.
5. Students wishing to apply for portfolio credit for a course must:
 - a. be in good academic standing
 - b. be admitted to the graduate program.

- c. demonstrate satisfactory progression toward degree requirements.
- 6. Students pursuing the portfolio option must do so the semester before the course is required to be taken for normal progression toward the degree. Students will negotiate with the faculty a deadline for submission of the portfolio to assure sufficient time for the faculty to review prior to enrolling in the course.
- 7. Once the faculty have reviewed the portfolio the following decisions are possible:
 - a. Award credit for the course petitioned based on the evidence provided. The faculty must assign a grade for the course. A pass/fail option is not available for graduate credit.
 - b. Request additional requirements before deciding the disposition of the portfolio.
 - c. Deny the granting of credit because the evidence presented was not strong enough to validate the consistency of prior learning with course expectations. The student must then register for and successfully complete the designated course.
 - d. Require the student to register for the course and complete some but not all of the requirements. This option is for students who met some, but not the majority of the course requirements.
- 8. Decisions of the faculty are final. There is no appeal process.
- 9. Portfolio Review decisions are forwarded by the faculty to the student's academic advisor for appropriate action relative to program planning. The review outcome is also forwarded to the Associate Dean for Graduate Programs.
- 10. Students enroll in the course for which portfolio is approved and the faculty submits the grade assigned to the portfolio at the end of the semester. If credit by portfolio is denied, students enroll in the course and complete the requirements.

Procedure:

These procedures apply for MSN graduate nursing courses including RN-MSN Transition (B490).

- 1. Graduate students including RN-MSN mobility students have the responsibility for contacting their academic faculty advisor who will assist the student in determining: (1) the feasibility of undergoing a portfolio review; (2) the appropriateness of student expectations for developing the portfolio; (3) faculty role in assisting the student through the portfolio review process; (4) the time frame for completing the portfolio, conducting the review, and making the decision to accept or deny the portfolio. If the student and advisor feel that portfolio is a viable

option, the faculty will assist the student in contacting the appropriate faculty or Department Chairperson.

- 2. Faculty will assign a grade based on evaluation of portfolio.
- 3. Students prepare the portfolio materials the semester before the course is required to be taken for normal progression toward the chosen degree.
- 4. Students constructing a portfolio for review must put together a comprehensive document that clearly shows how the course objectives/critical learning experiences and student learning outcomes have been achieved through prior alternative experiences. This requires the preparation of a persuasive personal statement and an explanation of the written documents and evidence submitted for portfolio review. Portfolios must include:
 - a. Statement about how the alternative experiences contribute to their professional and personal development.
 - b. Statement explaining how prior learning and experience supports achievement of learning outcomes for the course for which portfolio credit is being sought.
 - c. Current resume.
- 5. Additional documentation that may be included to provide persuasive evidence includes but is not limited to:
 - a. Job descriptions
 - b. Performance evaluations
 - c. Documentation of participation in professionally sanctioned continuing educational programs
 - d. Other recognized educational programs or offerings
 - e. Government service (military, foreign, other)
 - f. Course syllabi/outlines that address similar content. Only those courses that have not been applied to the fulfillment of the requirements for a previously awarded degree may be considered
 - g. Published or presented scholarship related to course content and skills
 - h. Summary of funded and unfunded professional investigative projects
 - i. Evidence of professional activities and how activities developed/refined skills and knowledge required in course being reviewed for portfolio credit. Examples may include designing patient-teaching information packets, producing a video tape, public speaking opportunities, participation in peer mentoring, designing and special project for nursing unit, assisting with health fair projects, working on a volunteer basis with the homeless or other groups.
 - j. Documentation of leadership/management skills

- k. Documentation of nursing practice skills consistent with those expected in course being reviewed for portfolio credit
- l. Letters of testimony to the acquisition of knowledge and skills required in courses being challenged
- m. Copies of certifications received and criteria met for certification

PLEASE NOTE THE ABOVE DOES NOT REPRESENT AN EXHAUSTIVE LIST OF ACCEPTABLE DOCUMENTS.

Portfolio Review

Students are invited to submit other supporting evidence validating the meeting of course objectives and learning outcomes through prior learning experiences.

- 3. Submit the portfolio and portfolio review form to the faculty member of record for the course for which credit is desired, according to the negotiated submission date. The degree of completeness and explicitness of the portfolio reviewed will affect the time taken to complete the review process and reach a decision.

Independent Study

Students interested in taking a nursing course on an independent study basis should obtain an agreement form in the Center for Academic Affairs 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 Center for Academic Affairs on the IUPUI campus before the student may register for the course.

Licensure

All students in the graduate MSN program need a current unencumbered nursing license. If a student's license becomes encumbered, the student must notify the Graduate Dean and his/her Academic Advisor. A service indicator will be placed on the record.

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.

Recognition of Academic Excellence

An outstanding MSN and PhD graduate student is recognized at the annual Student awards. The students are selected by the faculty.

Intent to Graduate Form

All students must complete an intent to graduate form and the exit survey. The intent to graduate form must be filed with the graduate recorder. Deadline dates for application to graduate are September 30 for December graduation, and February 15 for May, June, and August graduation. The School of Nursing will not be responsible for the graduation of students who fail to file this application, or who fail to file it on time. If you do not graduate on the date you check on this form, YOU MUST complete another application form for subsequent graduation date(s). **NOTE: The way your name appears on your grade reports is the way your name is in the University system.** If you wish to have it printed differently on your diploma, please go to One Start and do a name change form in there (*or you may download a form from the Registrar's office).

<http://nursing.iupui.edu/students/graduating.shtml>

PROGRAMS

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 "IU Code of Student Ethics and IUPUI Code of Student Rights, Responsibilities, and Conduct" (<http://life.iupui.edu/rights/docs/codeofconduct.pdf>) or "Access, Confidentiality and Disclosure of Student Records" (<http://registrar.iupui.edu/confiden.html>)

Student Rights

The legal rights of Indiana University students are described in detail in Parts I and II of the "IU Code of Student Ethics and IUPUI Code of Student Rights, Responsibilities, and Conduct" (http://www.life.iupui.edu/help/docs/Part_1all.html). 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 guidelines in Part II. Students also may contact the Affirmative Action Office on campus for assistance in such situations.

Masters Degree Program Philosophy, Purpose and Outcomes

Philosophy

Nursing is a scientifically and theoretically based service profession. By embracing the contextual nature of practice through integration of multiple ways of knowing including critical thinking, research, reflection and intuition, MSN graduates become expert nurses who provide holistic, ethical, evidence-based care within an interdisciplinary environment. Through the educational process, students become

visionary leaders who advance the profession of nursing and influence the future of healthcare.

Purpose

The IUSON MSN programs educate nurses to become leaders within dynamic healthcare environments. As nurse leaders they are prepared to provide and improve care to patients, families and/or communities and to lead educational and complex healthcare systems.

Program Outcomes

The goal of the Master of Science in Nursing (MSN) program is to prepare graduates for leadership roles in advanced nursing practice, those of clinical nurse specialist, nurse practitioner, nurse educator, and nurse administrator. Students select one of 8 major areas of study when they apply for admission. In addition, graduate certificates are offered in nursing informatics and teaching in nursing. Post-master's study options are available in all majors. All degree requirements must be met within six years of initial enrollment. The pattern and duration of a program of study for individual students is determined in consultation with a faculty advisor. Degree requirements can be met through a combination of distance-accessible and on-campus learning opportunities.

All graduates of the master's degree program are expected to achieve the following outcomes:

1. Model excellence in nursing leadership to improve nursing practice within a complex health care system.
2. Conduct advanced nursing practice within ethical–legal guidelines, professional policies and regulations, and standards of practice associated with a specialty area of practice.
3. Synthesize knowledge from nursing as well as biological, behavioral, social, administrative, educational, and communication sciences for application to a chosen domain of advanced practice nursing.
4. Demonstrate scholarly inquiry and reflection that exemplifies critical, creative, and systems thinking to advance the practice of nursing.
5. Frame problems, design interventions, specify outcomes, and measure achievement of outcomes while balancing

- human, fiscal, and material resources to achieve quality health outcomes.
6. Use information technology and knowledge-based resources to manage and transform data that inform clinical practice.
 7. Systematically apply evidence from research findings to answer clinical questions, solve clinical problems, and develop innovative nursing interventions and health policies for selected patient populations
 8. Demonstrate collaborative practice and interpret nursing science within an interdisciplinary context.
 9. Articulate the effects of culture, diversity, values, and globalization in the design, delivery, and evaluation of health services.
 10. Engage in life-long learning activities that contribute to professional development as well as to the advancement of nursing.

Dismissal

Policy: A student will be dismissed from the program when, in the judgment of the Graduate Admission, Progression, and Graduation (APG) Committee there

is lack of progress toward the degree. Lack of progress will include, but not be limited to the following:

Falsification of records or reports, plagiarism, or cheating on an examination, quiz, or any other assignment is cause for dismissal. (See IU Code of Student Rights, Responsibilities, and Conduct.)

The faculty reserves the right to dismiss any student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation for the profession of nursing. Integrity and conduct will be judged according to the standards of the most recent *Code for Nurses* as adopted by the American Nurses' Association.

The dismissal of any student is contingent upon review by the Graduate Admission, Progression, and Graduation Committee.

Masters Degree Requirements

Degree Requirements

Candidates must meet both the general requirements of the master's program in the School of Nursing and the specific requirements of the major. Students must be enrolled the semester they are to graduate.

All candidates for the degree of Master of Science in Nursing must fulfill the following requirements:

1. Complete a minimum of 42 credit hours of courses, depending on the major, and fulfill department requirements. A maximum of 3 credit hours may be taken at the

undergraduate level. Courses meeting the requirement of advanced nursing practice must be taken in or through the School of Nursing.

2. Remove all conditions, deficiencies, probation and Deferred or incomplete grades.
3. Achieve a 3.0 grade point average by the time the student has completed 42 credit hours of course work, as required by the major department. Credit hours toward the degree are not granted for courses with a grade below B-. All grades are included in computing the grade point average.
4. Complete all degree requirements within six years of the date the student begins course work.
5. Apply for the degree at the time of program planning for the final semester of study. Reapplication must occur if the graduations date changes. Application forms of "Intent to Graduate" may be obtained from and filed with the Graduate Recorder.

The School of Nursing is not responsible for certification for the degree if the student fails to file the application.

Students are responsible for meeting all degree requirements. The requirements of each major are:

Acute Care Nurse Practitioner:

<http://www.nursing.iupui.edu/degrees/msn/acute.shtml>

Adult Health Clinical Nurse Specialist:

<http://www.nursing.iupui.edu/degrees/msn/adultcns.shtml>

Adult Nurse Practitioner:

<http://www.nursing.iupui.edu/degrees/msn/adult.shtml>

Adult/ Child Psychiatric/ Mental Health Clinical Nurse Specialist:

<http://www.nursing.iupui.edu/degrees/msn/adultmhn.shtml>

Family Nurse Practitioner:

http://www.nursing.iupui.edu/degrees/msn/family_np.shtml

Nursing Administration:

http://www.nursing.iupui.edu/degrees/msn/nursing_admin.shtml

Nursing Education:

http://www.nursing.iupui.edu/degrees/msn/nursing_education.shtml

Pediatric Nurse Practitioner:

http://www.nursing.iupui.edu/degrees/msn/nursing_admin.shtml

Certification Exams

If students are seeking certification in a nursing specialty through a masters or post- master's option they should seek clarification about requirements from

their departmental academic advisor or through the American Nurses Credentialing Center (ANCC) .
<http://www.nursingworld.org/ancc/>

Honor Society of Nursing, Sigma Theta Tau International

Sigma Theta Tau International (STTI) is the only honor society of nursing. It is considered the Phi Beta Kappa of nursing. Its mission/ purpose is to foster excellence, scholarship and leadership in nursing to improve health care worldwide. Alpha chapter was founded at Indiana University in 1922 by six nursing students. STTI is one of the largest nursing organizations in the world with over 320,000 inducted members in over 94 countries around the world. Students in the graduate program are invited to membership in STTI when they have demonstrated excellence in their nursing programs and have shown superior academic and personal records of achievement. .

RN-MSN Program

Program Statement

The RN to MSN option creates educational and career mobility for registered nurses (RNs) whose highest academic credential is an Associate of Science in Nursing (ASN) degree or a nursing diploma.

As a student in the RN to MSN option, you will select one of our nine MSN majors at the time you apply for admission. You will complete undergraduate general education requirements and transition courses, and then you will begin studies in the MSN major of your choice. Upon successful completion of the required, you will graduate with an MSN degree.

Degree Requirements

Those admitted to the MSN program as RN to MSN option students are initially classified as undergraduate students. The following undergraduate requirements must be met with a grade of B- or better:

- Humanities: 15 credit hours (subjects might include English, communications, foreign languages, religion, music, and/or art)
- Social sciences: 15 credit hours (subjects might include psychology, sociology, and/or anthropology)
- Biophysical sciences: 15 credit hours (subjects might include anatomy, physiology, biology, and/or astronomy)

- Completion of at least 9 credit hours at the upper division level. Credit earned in meeting requirements specified above may apply toward this requirement.
- Statistics course
- One RN to MSN transition course: NURS-B 490

Options for meeting program requirements

RN to MSN students have several options for meeting the program requirements:

- Transfer academic credits from a previously attended college or university
- CLEP or other equivalency exams approved by Indiana University
- Other options approved by academic units or schools within the Indiana University system
- Course enrollment at Indiana University
- Portfolio review procedures as approved by the School of Nursing and other academic units within Indiana University

Who to See About What

Advising, course offerings, School of Nursing scholarships – First Access Onestart to see if you can get your questions answered:
<https://onestart.iu.edu/my-prd/Portal.do>

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

Immunization/CPR records – see the graduate recorder.

Intercampus transfers – see the graduate academic advisor.

Assistance contacting instructors – see the secretary or office manager.

Transcripts – obtain from the Office of the Registrar
<http://registrar.iupui.edu/transcript/index.html>

General Financial Aid – see the Student Office of Financial Assistance. <http://www.iupui.edu/~finaid/>

Tuition Information – see the Office of the Bursar
<http://www.bursar.iupui.edu>

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** - ground floor entrance to the large lecture hall (NU103), student locker rooms - men's and women's;
- ❖ **1st Floor** - administrative offices, Center for Academic Affairs, student lounge, vending machines, 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
Center for Academic Affairs	NU 122	274-2806
(See following section for individual counselors.)		
Learning Laboratory	NU 341	274-4585

Center for Academic Affairs

Office Hours

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

Receptionist

Angela Collier NU 122 274-2806

Associate Dean for Graduate Programs

Dan Pesut NU 136 274-2806

Administrative Assistant to Associate Dean for Graduate Programs

Linda Viegas NU 137 274-4413

Assistant Dean for Student Services

Chandra Dyson NU 144 274-1550

Director of Diversity/Enrichment

Dr. Juni Banerjee-Stevens NU 146 274-1550

Administrative Secretary for Student

Services/Diversity/Enrichment:

Pat Williams NU 146 274-1550

Associate Dean for Evaluation

Dr. Donna Boland NU 117 278-8105

Administrative Assistant to Associate Dean for Evaluation

Laura Parker NU 116 278-8105

Academic Advisors (Graduate, MSN)

Janet Moon NU 143 274-2806

Debbie Grew NU 123 274-2806

Coordinator of Ph.D. Student Services, Evaluation and Service Learning

Marla Zimmerman NU 147 274-2806

Resources

- ❖ **Courses and academic advisement:** academic counselor for your program.
- ❖ **Emergency short-term loan:** academic counselor or Assistant Dean for Student Services.
- ❖ **Scholarships from the School of Nursing:** Assistant Dean for Student Services.
<http://nursing.iupui.edu/EducationalServices/default.asp?/EducationalServices/GradProgram/gradfinancialinfo.htm>
- ❖ **General Financial Aid:** Financial Aid Office, Cavanaugh Hall, 317-274-4162
<http://www.iupui.edu/~finaid/>
- ❖ **Student Accounts:** Bursar's Office 317-274-2425 or <http://www.bursar.iupui.edu>
- ❖ **Graduation:** For questions about graduation procedures not answered in this handbook see the Assistant Dean for Student Services.
- ❖ **Instructor names and courses:** OneStart online; academic counselor for your program.
- ❖ **Locker assignments:** CAA receptionist.
- ❖ **Registration procedures and forms:** OneStart online; academic counselor for your program.
- ❖ **Transcripts:** Office of the Registrar
<http://registrar.iupui.edu/> Cavanaugh Hall 133, 317-274-1508.
<http://registrar.iupui.edu/transcript/index.html>

Emergency Phone Numbers

Fire 274-2311

Police 274-7911

Safety at IUPUI is available on the Web at:

<http://www.police.iupui.edu/safety.html> or email: police@iupui.edu.

Medical/Ambulance 9-911

- ❖ Wishard Ambulance Service (634-1313) and the IUPUI Public Safety Dispatch Center (274-7911).
- ❖ Student Health Service, 1140 W. Michigan, between 8:30a.m. and 5:00p.m. weekdays or to the Wishard Hospital Emergency Room at other times.

Tornado Watches/Warnings

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.

Other Adverse Weather Conditions

<http://www.iupui.edu/alert/>

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.

Safety Escort Service

Upon request, the University will provide safety escorts to your car or on-campus housing 24 hours a day. 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. 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. 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: www.iupui.edu/~iupuishc.

Lost/Found

The receptionist in the Center for Academic Affairs (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 (1232 West Michigan Street.), 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, and limited seating. A *Sagamore* student newspaper rack is located near the south entrance of IUSON along with copies of the *Indianapolis Star*.

Notary

There are two notaries in the School of Nursing Building: Nikki Holdcroft (NU 144). 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 and Printing

There is a photocopy machine available for student use at the School of Nursing, on 3rd floor. Public use copy machines are also located at all libraries and elsewhere throughout the IUPUI campus. Payment for photocopies and printing may be made with your JagTag.

Cash Policy

The CAA 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 CAA 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 Center for Academic Affairs, Indiana University School of Nursing, 1111 Middle Drive, Indianapolis, IN 46202. Be sure to include information about the purpose of the check.

Smoking

Effective August 14, 2006, the entire IUPUI campus is smoke free. Please check with a CAA staff member for smoking cessation information, should you need such a program.

Shuttle Services

The Campus Shuttle service operates during the academic year when classes are in session. The shuttle runs 3 different routes between the hours of 6:00 a.m. and 10:00 p.m. making stops at the following locations about every 15 minutes.

See website for up to date schedule.
<http://registrar.iupui.edu/campus-shuttle.html>

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. - 7 p.m. Monday-Thursday, 8 a.m. - 5 p.m. Friday. There are no weekend hours. Summer schedule is Monday - Friday, 8 a.m. - 4 p.m.

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 and International Student Support

Seasonal gatherings are currently held four times each academic year.

IUPUI Office of International Affairs website:
<http://www.iupui.edu/~oia/>

Guidelines for Nursing Major

Advising and Counseling

Once admitted to the MSN program, students are assigned School of Nursing faculty advisors who help in program planning, follow student progress, and provide academic advising. 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.

OSHA

Here are the technical specs on using OSHA Online: To access the OSHA Online training,
http://www.ehs.iupui.edu/ehs/train_bloodpatho2005.asp

Click on "Online BBP Training"

- ❖ Register as a first-time user (next year you will be able to simply Log in)
- ❖ Complete the registration form, entering "IUSON" in the Department text box
- ❖ Click the "Submit" button
- ❖ At the log in screen, enter your username and password (the same ones you use to log into your IU e-mail account)
- ❖ Proceed through the OSHA training and testing as directed by the program
- ❖ At the end of the training and testing, the program will notify you that you are within the IU School of Nursing. So that your completion is accurately documented, click on the link <https://nursing.iupui.edu/OSHA/osha.aspx>
 - Log in with your IU username and password
 - Complete the data as requested
 - Click the "Submit" button. If you are located on the Columbus or Bloomington campus, print and read the campus-specific information for your site

HIPAA

All graduate nursing students are required to complete HIPAA annually. To access the HIPAA training, visit the Nursing Online Web site:
<https://nursing.iupui.edu/hipaa/>

What You Need

In order to access the OSHA and HIPAA 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 and HIPAA 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 and/or HIPPA Online, you will need to complete the training in person at the school.

Record of Completion

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 Center for Academic Affairs. You should print out the electronic certificate as proof of your completion in case technical problems prevent CAA 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.

Sagamore

The Sagamore is the free IUPUI weekly student newspaper, published each Wednesday during the school year. The papers are available at various sites around campus.

Final Grades

The assigned grade is available in OneStart the day after grades are submitted and the roster is approved. Typically, students can expect final grade submittal to occur one week after final exams end. See more information at the Registrar's web site: <http://registrar.iupui.edu/grades.html>

Student Assistance

IUPUI Support Resources

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

Student Technology Centers; Adaptive Technology Centers and Adaptive Educational Services

Please see the following web sites for more information about ATC and AES:

<http://stc.iupui.edu/>
<http://www.indiana.edu/~iuadapts/>
<http://life.iupui.edu/aes/>

Graduation and Certification

All students must complete an *intent to graduate* application. The application is found at:

<http://nursing.iupui.edu/students/graduating.shtml>

Those students graduating May or August must submit the form by February 1. Students graduating in December must submit them by September 15. Removal of incomplete grades, deferred grades, grade changes, and/or independent study (correspondence) grades must be received **no later than three weeks before the end of classes during the final semester.**

The student must notify the School of Nursing's Graduate Recorder if the expected degree date changes.

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

Caps, Gowns and Hoods

After the Intent to Graduate form is completed by the student and electronically submitted to the Center for Academic Affairs (CAA), the Indiana University Alumni Association Office will send the student an

order form for cap and gown. Caps, gowns and hoods are then ordered through the Alumni Association.

Diplomas

Diplomas can be picked up in the Center for Academic Affairs, NU122 according to the following time frames:

May graduates—first week of July
 August graduates— November
 December graduates—February

The CAA will send your diploma to you via certified mail for a nominal fee (phone 317-274-2806 for current charge), 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.

Announcements

Students will receive an order form from the School's representative WITH INSTRUCTIONS ABOUT HOW to order graduation announcements after the student submits the Intent to Graduate Application to the CAA. THIS IS optional.

Student Awards Program, Recognition and Commencement Ceremonies

The **Student Awards Program** occurs in the spring semester and recognizes 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. Each student is recognized individually. The University commencement ceremony (May only) includes students from all IUPUI

schools. Students are encouraged to attend both ceremonies. Graduating students will receive an email from the Center for Academic Affairs with details regarding dates, times, and places for these ceremonies. Please note that IUPUI has only one official commencement ceremony, which takes place at the completion of the spring semester. IU policy stipulates that students completing degree requirements between May and August can participate in May ceremonies. Those who finish degree requirements in December can participate in December recognition ceremonies.

Transcripts

Each student may receive an official transcript for the price of \$8.00. Requests for transcripts can be made through the IUPUI Office of the Registrar, 420 University Blvd., Campus Center Suite 250.

Online:

<http://www.registrar.iupui.edu/eDoc/eTranscript.html>

Request Form:

<http://www.registrar.iupui.edu/transcript/tran-form.htm>