

**CLARION UNIVERSITY OF PENNSYLVANIA
SCHOOL OF NURSING AND ALLIED HEALTH**

DEPARTMENT OF NURSING

BACHELOR OF SCIENCE IN NURSING PROGRAM

STUDENT HANDBOOK

2009- 2010

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Clarion University of Pennsylvania
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Dear BSN Student,

Welcome to the Clarion University On-line Bachelor of Science in Nursing Completion Program. Congratulations on your decision to enroll at this important time of rapid change and opportunity in health care delivery.

We know that the transition from technical to professional nursing can be challenging. This program is designed to build upon your knowledge and experience as a registered nurse and to prepare you for professional practice. The information in this handbook should be helpful as you progress through the program.

Please note the important telephone numbers and web sites provided in this handbook. If you have questions or concerns about your educational experience please contact your academic advisor or the Department of Nursing administrative office. We are committed to assisting you in reaching your professional goals.

Sincerely yours,

Mary Lou Zemaitis, Ph.D., R.N.
Interim Director, School of Nursing and Allied Health

OVERVIEW OF BSN PROGRAM

Accreditation Statement

Clarion University of Pennsylvania's Bachelor of Science in Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC).

National League for Nursing Accrediting Commission
3343 Peachtree Rd. NE Suite 500
Atlanta, GA 30326
P: 404-975-5000 F: 404-975-5020
www.nlnac.org

Equal Educational Opportunity Statement

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, veterans status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct equal opportunity inquiries to Assistant to the President for Social Equity, 207 Carrier Administration Building, Clarion, PA 16214-1232, (814) 393-2000.

BSN Program Description

Clarion's NLNAC accredited Bachelor of Science in Nursing program is an on-line program. The program is intended to build upon the background and knowledge of registered nurses and to afford them the opportunity to continue their education at a professional level. The program's primary goals are the provision of educational experiences designed to promote scientific inquiry, creative thinking, critical judgment, and personal development.

Clarion University's BSN program integrates liberal arts with career education at the RN level, establishing the basis for a variety of BSN learning activities that focus on professional nursing practice. In addition, the BSN program at Clarion University provides a foundation for graduate education at the masters and doctoral level. Clarion University accepts transfer credits from other accredited colleges and universities.

BSN Program Purpose

Clarion University of Pennsylvania's Bachelor of Science in Nursing Program is designed to build upon the knowledge and experience of registered nurses. It prepares the graduate to practice theory-based nursing in a variety of settings through the internalization of concepts relevant to professional nursing.

BSN Program Philosophy

The philosophy of the Bachelor in Science in Nursing Program is derived from the philosophy of the Clarion University of Pennsylvania School of Nursing and Allied Health. It is consistent with the stated mission of Clarion University of Pennsylvania in seeking as its primary goal the provision of educational experiences to promote scientific inquiry, creative thinking, critical judgment and self-evaluation. The Bachelor of Science in Nursing Program affords the registered nurse the opportunity to practice professional nursing on an independent and interdependent level in meeting the needs of a diverse population in a continuously changing society.

Nursing is a practice discipline concerned with the delivery of care to individuals, families, and communities throughout the life cycle. Professional nursing practice is theory based and provides a means to promote health. Well-being is maximized through health promotion activities.

Within the scope of all nursing practice, professional nursing is provided by the baccalaureate and higher degree graduate who has been educated to function in a leadership role within the health care delivery system. Focusing on the client, professional nurses utilize nursing knowledge as they communicate, collaborate, coordinate, and consult with clients, providers, and others concerned with the promotion of health. The baccalaureate degree nurse utilizes theory-based nursing interventions and effects change through client advocacy, empowerment, and leadership. The professional nurse is directly responsible and accountable to the client, family and community for providing quality nursing care in an ethical manner.

The individual is a unified whole who continually interrelates with the environment. As sensing, thinking beings, individuals make conscious choices and are responsible for their actions. Given freedom of choice, individuals make decisions regarding their health care needs according to their priorities. They possess and manifest traits that are greater than and different from the sum of all their parts. The individuals' families are made up of significant others within their framework of life.

Health, as defined by the client, is the primary focus of nursing care. It is a dynamic, ever-changing process that reflects individuals' ability to attain their optimum level of wellness. The clients' concept of health is derived from patterns they have formatted based on their attitudes and personal experiences. Individuals, as experts on themselves, seek assistance throughout the spectrum of health; therefore, they participate actively in their health care.

Environment is the aggregate of influences that interrelate with individuals. Society, a component of the environment is a dynamic multi-cultural system which is composed of individuals, families, and communities. Societal influences interrelate with individuals; attitudes to impact behavioral patterns and life goals.

Education is a dynamic activity which involves the teaching-learning process. Teaching is an organized activity that facilitates learning and is accomplished by the active sharing of attitudes, skills and knowledge. Learning requires mental activity and is enhanced by a climate which takes into consideration the learner's previous educational and life experiences. Learning is collaborative process requiring self-direction, motivation, and active involvement on the part of the student. Each learner's contribution brings a unique perspective to the learning experience.

Nursing education provides students with a theoretical and clinical foundation for the development of knowledge and skills necessary for assisting persons with their health. Professional nursing education prepares the graduate to function as a generalist who incorporates critical thinking and decision-making skills in seeking resolution of increasingly complex problems. It promotes the integration of nursing theory with the natural, social, and behavioral sciences in the practice of professional nursing. Through research, professional nursing education extends the knowledge base and scope of nursing practice.

The Bachelor of Science in Nursing completion program affords the technical nurse the opportunity to expand his/her knowledge on a professional level and provides a basis for graduate education. The registered nurse student brings to the educational setting, fundamental nursing knowledge, technical competencies, and pertinent life experiences which provide the basis for upper division education.

ANA Standards of Professional Performance

The Clarion University Bachelor of Science in Nursing Program subscribes to the American Nurses Association Standard of Professional Performance

Sigma Theta Tau - International Honor Society of Nursing

The Mu Xi Chapter of Sigma Theta Tau was founded at Clarion in 1990. Sigma Theta Tau International is committed to fostering excellence, scholarship and leadership in nursing to improve health care worldwide. The society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest nursing care knowledge.

BSN students and community leaders may be invited to join the Mu Xi Chapter yearly. Information regarding induction procedures and candidate qualifications are available from Mu Xi Counselors at the Venango Campus of Clarion University. (See Appendix B).

TECHNCAL REQUIREMENTS: ON-LINE NURSING PROGRAM

Computer Hardware (minimum requirements):

Recommended Operating System/Browser

- Microsoft Windows 2000 with Microsoft Internet Explorer 6.0 or Netscape Navigator 7.1 (or higher) **
- Microsoft Windows XP with Internet Explorer or Netscape Navigator 7.1 (or higher)**
- Macintosh OS 10.3.9 with Safari 1.3 (or higher) **

** Warning for AOL users. Blackboard is **not** compatible with the AOL browser. You can connect using AOL, but always use Internet Explorer or Netscape

Additional System Requirements:

- Adobe Acrobat 7.0 or higher
- Display/Monitor with 256 colors and 800x600 resolution or higher (1024x768 recommended)
- Minimum of a 56K modem
- Sound card and speakers

Internet Service Provider Requirements (listed in order of preference):

- Broadband cable (best)
- FiOS Internet service (best)
- DSL
- Satellite
- Dial Up (**not** recommended for optimum online productivity)

Software (minimum requirements):

- McAfee anti-virus software (available without charge for enrolled Clarion students through a license agreement)
www.clarion.edu/computing/ops/McAfee8Install3.pdf
- Microsoft Office 2000 Professional or Microsoft Office XP Professional or Microsoft Office for Macintosh

Email:

- An active email account

BSN CURRICULUM

BSN Program Outcomes

Clarion University of Pennsylvania's Bachelor of Science in Nursing Program prepares the graduate to:

1. Practice theory-based nursing in the delivery of professional care to individuals, families, and communities throughout the spectrum of health.
2. Synthesize beliefs, values, and attitudes of individuals, families, and communities into professional nursing practice.
3. Advance the quality of health care through critical thinking.
4. Promote maximum well-being for individuals, families, and communities.
5. Intervene to address contextual issues that impact health.
6. Analyze communication patterns affecting the health of individuals, families, and communities.
7. Integrate the process of inquiry into professional nursing practice.
8. Provide leadership in the care of individuals, families, and communities.
9. Actualize a commitment to professional responsibility and accountability

Length of BSN Program

Although the Bachelor of Science in Nursing Program is designed to be completed in two academic years of full time study, part time study is also available. Students who elect part time study are required to complete the BSN Program within five years.

Orientation

An orientation to the blackboard learning system is conducted by the Distance Education Department for all students enrolled in on-line courses.

School Nurse Certification (PLEASE NOTE; THIS CERTIFICATION IS BEING DISCONTINUED IN 2009)

Individuals desiring to graduate with eligibility for PA School Nurse Certification are required to meet the curriculum requirements of the BSN Program and the current requirements of the PA Department of Education. (See BSN advisor for more information.)

BSN Curriculum Plans

The following are sample curriculum plans for BSN Programs based on full time and part time study:

BSN CURRICULUM FULL-TIME 2 YEAR PROGRAM OF STUDY

FIRST SEMESTER

NURS 340	Nursing in Transition.....	3
NURS 361	Nurse as Educator.....	3
CIS 217	Applications of Microcomputers	3
	Free Elective.....	3
	Free Elective.....	3

SECOND SEMESTER

NURS 342	Thinking in Contemporary Nursing.....	3
NURS 346	Health Assessment.....	2
NURS 357	Leadership in Nursing.....	3
NURS 380	Applied Statistics for the Health Care Professional.....	3
BIOL 453	Pathophysiology: Endogenous Agents.....	4

THIRD SEMESTER

NURS 376	Frontiers in Health Care.....	3
NURS 445	Inquiry in Nursing.....	3
NURS 470	Promoting Healthy Communities.....	3
	Nursing Elective.....	3
	Arts and Humanities Elective.....	3

FOURTH SEMESTER

NURS 480	Role Seminar in Professional Nursing.....	3
NURS 482	Role Exploration in Professional Nursing.....	2
	Nursing Elective.....	3
	Arts and Humanities Elective.....	3
	Elective.....	3
	Elective.....	1

Total Credits for Graduation = 120

Individuals desiring certification in school nursing must take ED 110 Introduction to Education, ED 122 Educational Psychology, and NURS 351 Public School Nursing. These courses may be taken as elective courses in the curriculum.(**please note: this certification is being discontinued in 2009**)

BSN CURRICULUM
PART-TIME 3 YEAR PROGRAM OF STUDY

FIRST SEMESTER

		Cr.
NURS. 340	Nursing in Transition.....	3
NURS. 361	Nurse as Educator.....	3
CIS 217	Applications of Microcomputers.....	3

SECOND SEMESTER

NURS. 342	Thinking in Contemporary Nursing.....	3
BIOL. 453	Pathophysiology: Endogenous Agents.....	4
NURS 380	Applied Statistics for the Health Care Professional.....	3

THIRD SEMESTER

NURS. 376	Frontiers in Health Care.....	3
NURS. 445	Inquiry in Nursing.....	3
	*Elective.....	3

FOURTH SEMESTER

NURS. 346	Health Assessment	2
NURS. 357	Leadership in Nursing.....	3
	*Elective.....	3
	*Elective.....	3

FIFTH SEMESTER

NURS. 470	Promoting Healthy Communities.....	3
	Nursing Elective.....	3
	Arts and Humanities Elective.....	3
	*Elective.....	1

SIXTH SEMESTER

NURS 480	Role Seminar in Professional Nursing.....	3
NURS 482	Role Exploration in Professional Nursing	2
	Nursing Elective.....	3
	Arts and Humanities Elective.....	3

Total Credits for Graduation = 120

*Individuals desiring School Nurse Certification must take *ED 110: Introduction to Education and *ED 122: Educational Psychology as electives, and Nurs. 351: Public School Nursing as a Nursing elective or a free elective.(**please note this certification is being deleted in 2000**)

BSN CURRICULUM
PART-TIME 4 YEAR PROGRAM OF STUDY

FIRST SEMESTER

		Cr.
NURS. 340	Nursing in Transition	3
NURS. 361	Nurse as Educator.....	3
CIS 217	Applications of Microcomputers.....	3

SECOND SEMESTER

NURS. 342	Thinking in Contemporary Nursing.....	3
BIOL. 453	Pathophysiology: Endogenous Agents.....	4

THIRD SEMESTER

NURS. 376	Frontiers in Health Care.....	3
	Nursing Elective.....	3
	*Elective.....	3

FOURTH SEMESTER

NURS. 346	Health Assessment.....	2
NURS 380	Applied Statistics for the Health Care Professional.....	3
	*Elective.....	1

FIFTH SEMESTER

NURS. 445	Inquiry in Nursing	3
	*Elective.....	3

SIXTH SEMESTER

NURS 357	Leadership in Nursing.....	3
	Nursing Elective.....	3
	*Elective.....	3

SEVENTH SEMESTER

NURS. 470	Promoting Healthy Communities.....	3
	Arts and Humanities Elective.....	3

EIGHTH SEMESTER

NURS. 480	Role Seminar in Professional Nursing.....	3
NURS. 482	Role Exploration in Professional Nursing.....	2
	Arts and Humanities Elective.....	3

Total Credits for Graduation = 120

*Individuals desiring School Nursing Certification must take *ED 110: Introduction to Education and *ED 122: Educational Psychology as electives, and Nurs. 351: Public School Nursing as a Nursing elective or a free elective. **(please note: this certification is being deleted in 2009)**

BSN COURSE DESCRIPTION

Nursing 320: Death and Grief

3 cr

Explores the dying process from various conceptual and theoretical frameworks. Focuses on historical, ethical, socio-cultural and interpersonal perspectives on death. Students address their own mortality and develop a personal philosophy of death and grief. Opportunities are provided for students to interact with professional experts as well as individuals experiencing grief/death issues. Open to all students. Annually, and as needed.

Nursing 335: Alternative Therapies

3 cr

Explores various approaches to health and healing that lie outside the realm of conventional Western medicine. Focuses on how these therapies are presented on the World Wide Web and how the registered nurse can evaluate their effectiveness. Students will research selected topics and critically appraise the quality of information found on the Internet. Open to all students. Fall annually, and as needed.

Nursing 340: Nursing in Transition

3 cr

Provides a theoretical foundation for the transition from technical to professional nursing practice. Addresses the concepts of nursing, health, individual, and environment. Explores nursing as an evolving profession with emphasis on the historical perspectives, environmental context, and future trends that could impact health care. Views individuals from a holistic perspective, and explores the spectrum of health. Introduces theory and nursing inquiry as the basis for the practice of professional nursing. Open to students who are licensed RNs and others with permission of instructor. Fall, annually and as needed.

Nursing 342: Thinking in Contemporary Nursing

3 cr

Focuses on thinking as a skill and its practical application in the health care arena. Emphasizes critical thinking, creative thinking, reasoning, decision making, problem solving, and metacognition as they relate to the many facets of professional nursing practice. Provides students opportunities to transfer skills to problems of a professional and personal nature. Open to students who are licensed RNs and others with permission of instructor. Fall, annually and as needed.

Nursing 346: Health Assessment

2 cr

Enables the registered nurse to enhance skills in assessing the health status of individuals. Provides an opportunity to obtain a comprehensive health history and perform a screening physical assessment. Emphasis is placed on recognizing deviations from normal and integrating physiological, psychosocial, developmental, spiritual, and transcultural dimensions in order to formulate diagnostic hypothesis. Open to students who are licensed RNs. Spring, annually and as needed.

Nursing 347: Creating a Wellness Lifestyle**2-3 cr**

Introduces the student to the concepts of wellness and health promotion from a holistic perspective. Within this framework, students explore how to gain more control over their lives through effective stress management, management of time and change, and adequate self and social support. Assists students in increasing self responsibility and negotiating the health care delivery system. Discusses health measures such as diet, exercise, and sleep as they relate to a wellness lifestyle. Explores the balance of caring for others and caring for self. Each student is guided in formulating an individualized wellness plan. Open to all students. Annually, and as needed.

Nursing 357: Leadership in Nursing**3 cr**

Provides a theoretical foundation for the practice of independent and interdependent nursing. Introduces the principles of leadership and management, and emphasizes their application to professional nursing. Focus includes concepts of motivation, change, group process, empowerment, and nursing care delivery systems. Open to licensed RN students and others with permission of instructor. Spring, annually and as needed.

Nursing 361: Nurse as Educator**3 cr**

Requires students to develop and provide health education to individuals, families, and communities. Content focuses on the nursing process, the teaching/learning process, and health care informatics. Opportunities are provided for the student to implement the teaching/learning process in the delivery of health education programs. Open to students who are licensed RNs. Fall, annually and as needed.

Nursing 365: Health Promotion for the Elderly**3 cr**

Provides students with information and strategies related to the promotion and maintenance of health in a holistic manner for the elderly population. Promotes inquiry and stimulates the critical-thinking processes of the student by emphasizing health and wellness concepts. Open to all students. Annually as needed.

Nursing 368: Human Caring**3 cr**

Provides an opportunity for in-depth exploration of the concept caring. Appropriate to students entering any human service major. Derives content primarily from scholarly works in the discipline of nursing. Supplements Jean Watson's theory of human caring with guided experiences designed to facilitate personal discovery of one's caring capacities and opportunities to more fully integrate them into the work of one's discipline. Open to all students. Annually as needed.

Nursing 376: Frontiers in Health Care**3 cr**

Provides an opportunity for students to explore the U.S. health care system, its complexities, problems, alternatives for managing problems, and its impact on individuals and populations. Social, technological, political, and economic contexts provide a framework to explore the collaborative efforts of professionals to transform health care delivery both nationally and internationally. Students address current, complex national and international health issues. Open to all RN students and others with permission of instructor. Fall, annually and as needed.

Nursing 380: Applied Statistics for Health Care Professionals**3 cr**

Introduces students in healthcare professions to knowledge and understanding of statistics as applied to health care practice and research. Introduces the basic rules and principles of statistics through investigation of quantitative and qualitative problems in healthcare. Prerequisite: C or better in any math course higher than MATH 110 which meets the math department's competency requirement. Spring annually, and as needed. Open to all students.

Nursing 445: Inquiry in Nursing**3 cr**

Emphasizes the role of inquiry as it applies to nursing. Includes principles of research and scientific method of inquiry and application of critical and decision making skills. Focuses on the ways research influences nursing and nursing care. Critiques current research for applicability to professional nursing practice in a variety of settings. Prerequisites: MATH 221 or 222 or an equivalent course in statistics and a minimum grade of "C" in NURS 361, 340, and 342. Spring annually, and as needed.

Nursing 470: Promoting Healthy Communities**3 cr**

Introduces essential knowledge and important nursing roles for health promotion and illness prevention at the family and community level. Students will explore principles of epidemiology, demography, and relevant nursing and health-related theories and models as they apply to the health of individuals, families, and aggregates. Pre-requisites: NURS 340, 342, and 361. Pre or co-requisite NURS 346. Fall annually, and as needed.

Nursing 480: Role Seminar in Professional Nursing**3 cr**

This capstone course provides a culminating experience in the implementation of the professional nursing role. Emphasizes present and evolving nursing contributions in a reformed health care system. Students are guided in the development of a self-directed practicum in a selected role. Must be taken as a co-requisite to Nursing 481. Prerequisites: minimum grade of "C" in Nursing 340, 342, 346, 357, 361, 376, 445, and 470. Spring annually and as needed.

Nursing 482: Role Exploration in Professional Nursing**2 cr**

This capstone course provides opportunities for students to explore a professional role through research, interviews, and other scholarly activities. The role under investigation can be one of possible graduate study or career advancement. The student may select from a

wide variety of roles, such as CRNP, CRNA, clinical specialist, nurse educator, nurse administrator, nurse researcher, etc.. Open to RN students only. Must be taken as a co-requisite to Nursing 480. Pre-requisites: minimum grade of “C” in NURS 340,342,346,357,361,376,380,445,470. Spring annually.

Nursing 499: Special Topics in Nursing

1-6 cr variable

Deals with topics of special interest to professional nurses. Focuses on identified nursing subjects pertinent to the practice of professional nursing. May be offered during the academic year as well as summers and weekends, according to demand.

RN-MSN Program

(PLEASE NOTE: This program is undergoing curriculum revision during the 2009-2010 academic year. No new admissions are being accepted at this time.)

Clarion, Edinboro and Slippery Rock Universities offer a collaborative RN-MSN Program. This program provides the opportunity for RNs without their bachelors degree to work toward a Master of Science in Nursing degree and be awarded a BSN along the way. By combining the programs in this way, students are required to take fewer credits than if they took the BSN and MSN programs separately.

Students can become either Family Nurse Practitioners or Nurse Educators by following this combined curriculum. Family Nurses Practitioners are most often employed in outpatient settings but, increasingly, are in demand in hospitals, nursing homes, rehabilitation centers and other in-patient facilities as well. Many specialty practices, such as transplant teams and oncology, are employing nurse practitioners. The advanced education and responsibility pays off; a recent survey showed nurse practitioners earn substantially more than RN's.

Nurse Educators are in equally high demand. The nursing shortage and subsequent interest in the nursing profession means that nursing schools are trying to educate increasing numbers of students. Without adequate numbers of nursing faculty, schools cannot possibly educate the number of nurses that are needed. There are many job opportunities in nursing education programs. Hospitals are adding to their education staff, as well.

Here are some reasons to consider the Clarion, Edinboro and Slippery Rock program:

1. Fewer credits are required in the RN-MSN program than in the traditional BSN and MSN programs. Family Nurse Practitioner students in the RN-MSN program take 12 fewer credits and Nurse Educator students in the RN-MSN program take 6 fewer credits than students enrolled in the traditional programs.
2. Tuition is among the lowest in the state because these three universities are a part of the State System of Higher Education.

3. The program is designed for the working professional. Some classes are on the web and others are held during the evening hours at many locations, including Pittsburgh, Slippery Rock, Oil City and Edinboro.
4. Both part time and full time study is available and most students continue to work while they complete their degrees.
5. Outstanding faculty are drawn from the resources of all three universities.

Criteria for Admission:

BSN Portion: In addition to fulfilling the admission requirements of the BSN program, applicants must have a 3.0 QPA to enter the program.

MSN Portion: In the second semester of the BSN program, applicants must make formal application to the MSN program and fulfill all MSN admission requirements. Additionally, applicants must have:

1. Two letters of references.
2. 3.0 QPA in the last term of the BSN as a minimum criterion for admission to the MSN program.
3. One year equivalent professional nursing experience prior to entry into the MSN portion of the program.

RN-MSN program course sequencing and course descriptions may be found on the web at <http://www.sru.edu/pages/3832.asp>

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

In the case of a dispute between the student and a faculty member involving academic concerns (i.e. classroom evaluation, course grades, etc.), the student should follow the procedures outlined in Clarion University's *Student Rights, Regulations, and Procedures Handbook*.

Student Responsibility for Academic Requirements

Provisions in the Clarion Undergraduate catalog cannot be considered an irrevocable contract between the university and the student.

The university makes every effort to keep information in the catalog current. It must reserve the right, however, to amend any academic, administrative, or disciplinary policies or regulations and

to update fees or service charges described in the university catalog without prior notice to persons affected.

Students are held responsible for reading and understanding the academic, administrative, and disciplinary policies or regulations and for understanding the general education requirements as published in the catalog. They are held responsible for knowing the requirements of the major they declare. If students change majors, they are responsible for the requirements which are in effect when they officially change majors.

Requirements for graduation as well as those for various curricula and degree programs may change after students matriculate at Clarion. Such changes will not be retroactive, although students will have the option to elect to meet the new program requirements, if desired. Exceptions may be necessary when changes in professional certification or licensure standards mandate such changes in requirements or programs.

Online Class Attendance

The university expects students to participate in all instructional activities. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. The grade a student earns in a course should be a measure of comprehension and achievement. Regular class attendance, whether in a traditional classroom or online, promotes both of these goals.

Student “attendance” in online courses will be defined as active participation in the course as described in the individual course syllabus, and assignment instructions. Online courses may, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods:

1. Student tracking records in Blackboard
2. Submission/completion of assignments
3. Use of the Discussion Board
4. Communication with the instructor

Students who do not log on to the course within the drop/add period for the course will be dropped from the course. Drop/add and withdrawal dates are determined by the Registrar and posted on the Registrar web page which can be found at: <http://www.clarion.edu/registrar/>

Faculty have the prerogative of assigning a failing grade to those students who fail to maintain active participation in an online course as defined in the course syllabus and addendum.

In the event of an unexpected “absence,” such as a serious illness, the faculty member should be notified by email or phone so that a decision can be reached regarding continued enrollment in the course.

Academic Honesty

Students at Clarion University shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, Student Handbook and Calendar, Residence Hall Handbook, Student Rights, Regulations, and Procedures Handbook, and other university documents.

Among the conduct regulations addressed are acts of academic dishonesty, including plagiarism or cheating on assignments, examinations, or other academic work, or without prior approval of the instructor, submitting work already done for another course.

Students shall avoid all forms of academic dishonesty, including but not limited to:

1. **Plagiarism**—the use of another's words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expressions of ideas of another person and representing them as one's own—even if the original paper has been paraphrased or otherwise modified. A close or extended paraphrase may also be considered plagiarism even if the source is named.
2. **Collusion**—when specifically prohibited in advance by the instructor, collaborating with another person in the preparation of notes, themes, reports, or other written work offered for credit.
3. **Cheating on an examination or quiz**—giving or receiving information or using prepared material on an examination or quiz.
4. **Falsification of data**—manufacturing data, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or to avoid conducting actual research.

Complaints of academic dishonesty may be brought against a student by any member of the academic community. Sanctions for academic dishonesty can range from a failing grade on a particular assignment or examination to dismissal from the university based on the seriousness of the action and whether it is part of a pattern of academic dishonesty. Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student. Students have the right to appeal instructor decisions (*Student Rights, Regulations, and Procedures Online Handbook*) related to academic honesty either through the Grade Appeal Process (see section on Student Rights, page 3) or directly to the Conduct Board depending on the nature of the dispute. Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university, can only be imposed as the result of complaints filed under the Disciplinary Procedures Code and Formal Hearings under this Code.

Student Records

It has been a long standing policy of Clarion University of Pennsylvania to publish a statement of Student Rights and Regulations. Included in this statement is a policy on student records. This policy is included in a *Student Rights and Regulations Handbook* which is available to all students during each Fall semester registration period. Copies are also available from the Office of the Vice President for Student Affairs, 222 Egbert Hall and the Office of the Provost and Academic Vice President, 115 Carrier, Clarion University of PA, Clarion, PA 16214.

Nursing student records are maintained in the CUP Nursing Office and the Records Office at the Clarion Campus. Student education records, except that information that is otherwise public, are confidential in nature and shall be released only to appropriate faculty, administrative officers, and parents and guardians (if the student is a minor). Release of these records to other persons,

institutions or governmental and legal agencies shall occur only upon approval of the student or graduate or upon subpoena.

1. No record of information shall be made or retained unless there is a demonstrable need for it which has reasonable substantial relevance to the educational and related purposes of the university.
2. Student shall have the right to inspect their records, the release of which requires their consent, except for recommendations and evaluations gathered for placement credential purposes.
3. Every record containing information about a student's character shall state when the information was required and the name and position of the person who gave it.
4. For additional information relating to maintenance of Records and Release Procedures, please refer to *Student Rights and Regulations Handbook*--Clarion University of PA.

ACADEMIC POLICIES OF BSN PROGRAM

Relationship Between Clock and Credit Hours

Credit for classroom instruction is computed on the basis of 15 clock hours per credit per semester. Therefore, a three credit course involves 45 hours of classroom instruction (three hours weekly throughout the fifteen-week semester).

Grading Policy

The academic requirements for the BSN Program are higher than the university at large and the student must earn grades of at least “C” in theory and “Pass” in practicum.

Nursing as a practice discipline involves theoretical and clinical components. Theory courses are graded on the conventional A-B-C-D-E scale with a grade of “C” or above required for passing.

The practicum courses are graded Pass/Fail. A student is evaluated according to behavioral criteria based on the program and course objectives which must be met in order to receive a passing grade in the practicum experience. Students are graded in the BSN Program according to the following scale:

A	93 - 100
B	84 - 92
C	75 - 83
D	66 - 74
E	65 - below

Credit/No Record Option

After students have earned a minimum of 30 semester hours of credit and are in good academic standing, they may schedule a maximum of six courses or 18 semester hours for credit-no record.

One such course may be taken each semester or summer session. This regulation does not apply to MATH 050 or internships in the cooperative education program. All such internships are automatically credit-no record. Courses in one’s major and minor fields may not be taken for credit-no record. The option for taking a course for credit-no record is limited to the first five weeks of each semester and the first four days of any five week Summer Session. Satisfactory work in a credit-no record course shall be shown on the grade report as “CR”, with no record and no credit for less than satisfactory work. Satisfactory work is defined as the equivalent of “C” grade or better under the letter grading system in use by the university. Students who desire to have a credit-no record course changed from “CR” to a letter grade must retake the course. Credit-no record courses are counted in determining the course load for a semester.

Incomplete Grades

Incomplete is not used unless a student has been in attendance throughout a semester or a session. It indicates that the work of a student is incomplete and that the final grade is being withheld until the student fulfills all the requirements of the course. The grade of incomplete is only used when conditions and circumstances warrant and when justification is presented.

Students receiving incomplete grades are required to make arrangements with the instructor who submitted the incomplete grade to fulfill the requirements of the course by the end of the following semester, or the incomplete becomes a failing grade. Incompletes are not removed by repeating the course.

Students receiving incomplete grades are subject to academic probation temporarily until the final grade or grades have been submitted to the Office of the Registrar. The probationary action

will be removed from the student's academic record upon receipt of the grades, provided both semester and cumulative QPA's are 2.00 or above.

Grade Appeal

Disagreements between students and faculty on student rights and academic complaints against faculty members may be dealt with as described in the Clarion University *Student Rights, Regulations, and Procedures Handbook*.

Class Withdrawal

All class withdrawals must be made through the Office of the Registrar. Classes which a student drops during the period of drop/add will not appear on his or her record. Course withdrawals between the end of the second and ninth weeks may be made without penalty. After the beginning of the tenth week of a semester or the second half of a Summer Session, a course from which a student withdraws shall be finally reported with a grade of "E". Exceptions may be

made for withdrawals due to extenuating circumstances such as illness or some other unavoidable occurrence with approval of the instructor, advisor, and college dean.

Students may withdraw from the university (all courses) through the last day of classes. Students on probation at the time of withdrawal from all classes who withdraw after the 12th week of the semester will not be permitted to return for the following semester unless the withdrawal is based on documented extenuating circumstances.

If a withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s).

Any student who withdraws from the university during or at the end of the semester must notify the Office of the Registrar in writing of his or her intention to withdraw and the reason for the withdrawal. This is necessary for completion of the student's permanent record. Failure to comply with this regulation will constitute an unofficial withdrawal and may affect the student's chances of future readmission or his or her obtaining an honorable dismissal.

Refunds

Refunds are granted in accordance with the policy established by the Board of Governors of the State System of Higher Education. The refund policy is subject to change at any time by the Board.

A student eligible for a refund must officially withdraw through the CUP Nursing Office and also submit a written request to the Office of the Registrar at Clarion Campus. This procedure should be handled through the CUP Nursing Office.

Readmission

Students who are dismissed or withdraw from the nursing program because of unsatisfactory performance in a nursing course, failure to complete the course requirements in five years, or failure to successfully complete the prerequisites may apply for readmission to the nursing program if they have a cumulative QPA of 2.5 or higher. Readmission to the nursing program is based on the professional judgment of the nursing faculty and is contingent upon class size (space available).

The faculty evaluate the student's request for readmission and grant or deny the petitions according to the student's general academic history, nursing course grades, and potential for success.

It should be understood that a student dismissed from the nursing program is not dismissed from the university. Either academic probation or academic suspension from the university is based upon failure to achieve academic standards detailed in the university catalog. Thus, a student who is dismissed from the nursing program for unsatisfactory performance in nursing courses may be eligible to transfer into another area of study.

Retention/Progression

The retention/progression policy for the Bachelor of Science in Nursing (BSN) Program of Clarion University is consistent with that of other four year programs in the university.

In order to be retained or progress in the BSN Program the student must:

1. Maintain a scholastic average of 2.00 on a 4.00 scale.
2. Maintain a "C" or above in required nursing courses.
3. Complete the BSN program within five (5) calendar years after formal admission to the program. A student needing additional time must submit a written request for an extension to the Department Chair.

An unsatisfactory grade in any nursing course and/or failure to maintain a 2.00 QPA each semester is regarded as failure in the program. The student is then dismissed from the nursing program and placed on academic probation effective the next semester of attendance. See Academic Suspension Policy in the Clarion University Undergraduate Catalog and the BSN Dismissal Policy.

Dismissal

A student will be dismissed from the Bachelor of Science in Nursing (BSN) Program for any of the following reasons:

1. Failure to maintain current licensure.

2. Failure to progress through the BSN Program (see Retention/Progression Policy).
3. Serious misconduct or disciplinary involvement resulting in dismissal from the University (see Clarion University's policy on dismissal from the university which can be found in the *Student Rights, Regulations and Procedures Handbook*).

A student dismissed from the university is also dismissed from the BSN program; however, a student dismissed from the BSN program is not necessarily dismissed from the university. A student who is dismissed from either the BSN program or the university will be notified in writing of the dismissal action.

Leave of Absence

Any student requesting a leave of absence from the Nursing Program must submit a request in writing to the Chairperson of the Department of Nursing. This letter must include a reason for requesting the leave and the student's plans for return. A leave of absence is not granted for academic underachievement.

1. The Chairperson has the right to request a personal interview with the student requesting the leave before the decision is made.
2. Each leave of absence will be handled individually according to the specific need, and academic standing,
3. The Chairperson will present the request to the nursing faculty with all pertinent information.
4. The program faculty will recommend denial or granting of the Leave of Absence.
5. No leave of absence will be granted for longer than two years or four full semesters.
6. If the leave is granted, the student will be informed as such and must withdraw officially from the Nursing Program. At this time, the student will be informed of any conditional requirements for return.
7. Before returning to the Nursing Program from a leave of absence, the student must submit a written request to the Chairperson of the Nursing Department, the semester **prior** to anticipated return. This allows time for proper scheduling and registration.

Graduation

To graduate with a Bachelor of Science in Nursing degree, students must:

1. Complete the Bachelor of Science in Nursing curriculum with at least 120 credit hours.
2. Complete a minimum of 45 of the last 64 credits required for graduation at a Clarion University campus or site.
3. Attain an overall quality point average (QPA) of 2.00 on a 4.00 scale.
4. Attain a minimum QPA of 2.00 in the major.
5. Complete BSN Program within five (5) calendar years of formal admission to the program.

ADMISSION TO BSN PROGRAM

Admission Process

Admission into the Bachelor of Science in Nursing Completion Program is consistent with the Pennsylvania Articulation Model developed by a task force of the Pennsylvania Higher Education Schools of Nursing Association, Inc. (PHENSA) for the Coalition for Nursing Education. Nursing students can fulfill requirements of the lower division (freshman and sophomore years) by means of the following:

1. Transferring or validating knowledge equivalent to thirty (30) nursing credits from an associate degree or diploma program (see #5 below).
2. Transferring the required thirty (30) general education credits from any accredited college or successfully completing the approved challenge exams. The accepted scores for credit will be determined by university policy.

Admission Requirements

1. Graduated from either an associate or diploma program in nursing.
2. Hold current licensure as RN in Pennsylvania or have applied to take the licensure examination for registered nurses in the state of Pennsylvania prior to beginning any required nursing course.
3. Show evidence of scholarship as demonstrated by QPA of 2.5 on a 4.0 point system, or a comparable equivalent of a “C+” in previous education program.

4. Successfully complete the pre-entry lower division requirements as mentioned above.
5. The Pennsylvania Articulation Model provides educational progression for nurses from state approved and NLNAC accredited schools to progress to the next education program without repetition.
 - a. Applicants who have graduated within three years from an accredited program are eligible for direct articulation from one program to another.
 - b. Applicants who graduated between three and ten years from an accredited program and have practiced 1000 hours as a licensed registered nurse within the past three years are eligible for direct articulation into the program.
 - c. Applicants who have graduated from an accredited program between three and ten years prior to application and have not practiced 1000 hours of nursing within the past three years, must successfully compete an approved refresher course or validate their nursing knowledge by completing the NLN Comprehensive Exam.
 - d. Applicants who have graduated from an accredited program more than ten years prior to application and have worked 1000 hours in nursing in the past three years can validate this employment with a letter from their employer.
 - e. Applicants who have graduated from an accredited program more than ten years prior to application and have not worked 1000 hours in nursing within the past three years must validate their nursing knowledge by completing the NLN Comprehensive Exam.
 - 1) A successful score will be accepted for admission if the required exam has been taken within three years of the individual's application for admission into the program.
 - 2) An individual who does not attain a successful score will be permitted to take the required exam a total of three times. It is suggested that a SBN (State Board of Nursing) approved refresher course be taken if the individual does not pass the exam the third time
 - f. Applicants who have graduated from a non-accredited program must validate their knowledge by completing the NLN Comprehensive Exam prior to admission.
 - 1) A successful score will be accepted for admission if the required exam has been taken within three years of the individual's application for admission into the program.

- 2) An individual who does not attain a successful score will be permitted to take the required exam a total of three times. It is suggested that a SBN (State Board of Nursing) approved refresher course be taken if the exam is not passed by the third time.

Application Form

The Application Form may be obtained from the Clarion University Admissions Office at Clarion Campus, the School of Nursing and Allied Health Office at Venango Campus, or the Administrative Office at Venango Campus. The Application Form must be completed and sent with high school and previous educational transcripts and \$30 to the School of Nursing and Allied Health, Clarion University, 1801 West First Street, Oil City, PA 16301.

Admission to the BSN Program is competitive. An applicant meeting all program requirements is not guaranteed admission to the program.

Admission as a Pre-BSN Student

A student who meets all qualifications for the BSN Program except the required QPA of 2.5 may be admitted as a Pre-BSN student. The student must then earn a 2.5 average in 12 credits from the following list of required BSN courses: BIO 453, statistics, a microcomputer course, or nursing electives NURS 320, 335, 347, 365 or 368. Students who fail to meet this QPA requirement can not be admitted to the BSN Program.

A student who has graduated from an associate degree or diploma nursing program who does not have current RN licensure may be admitted as a pre-BSN student for one semester. The student may take the following courses on a space-available basis: BIO 453, Statistics, a microcomputer course or nursing electives 320, 335, 347, 365 or 368.

Students who have pre-BSN status should maintain close contact with their academic advisor

Credit for Prior Learning

A maximum of 60 credits may be earned through the College-Level Examination Program (CLEP). No more than 30 of the 60 credits may be earned after admission. These examinations, administered by the College Entrance Examination Board, may be taken at the Venango Campus of Clarion University. They are designed for adult learners and non-traditional students who have gained college-level knowledge through prior education or training. The College-Level Examination Program includes five general examinations and approximately 31 subject examinations, which if successfully passed, will earn the student three credits per examination.

A list of the general and subject examinations, minimum acceptable scores, and credits available is published in the Clarion University of Pennsylvania Catalog.

Clarion University may grant credit for life experience based upon careful evaluation of such experience. For information, students may contact the Office of the Registrar, the Dean of the college in which they are enrolled, or the Chair of their major department

FINANCIAL AID AVAILABLE TO ON-LINE BSN STUDENTS

Financial Aid

Admission to the BSN program does not include financial support. Information about financial assistance available to undergraduate students may be obtained by contacting the Financial Aid Office at Clarion University at 814-393-2315. Contact the Nursing Office for scholarship information.

On-line BSN students may apply for federal financial aid such as Pell Grants and Stafford loans. Eligibility for federal aid is determined by the Free Application of Federal Student Aid (FAFSA). Since educational costs for on-line students are considered to be lower than those of students who attend class on-site, on-line students may not receive the maximum loan or grant amounts. They may receive federal aid for tuition, mandatory fees, books and equipment, but not for room and board. Also, students who take more than 50% of their courses on-line are not eligible for the Pennsylvania Higher Education Assistance Agency (PHEAA) grant (often referred to as the “state grant”).

A number of scholarships are available to Clarion University students and prospective students attending classes on Venango Campus or taking Venango Campus Programs. Scholarships are made available by businesses, service organizations, the faculty of Venango Campus, and the Clarion University Foundation. Each of the sponsoring agencies set certain criteria for their scholarship(s). Students are requested to submit one application to the Venango Campus Scholarship Committee. The committee will make a determination of all the scholarships for which the applicant is eligible, and consider him/her for each one of them. A listing of all Venango Campus scholarships is available in the Administration Office at Venango Campus.

Scholarships not administered by the Venango Campus Scholarship Committee may require a separate application sent to the sponsor. Scholarships administered through the School of Nursing and Allied Health will be posted on the BSN list-serv as the applications become available each year. Check the university catalog, the Venango Campus Administration Office or the Nursing and Allied Health Office at Venango Campus for more information.

ADVISEMENT AND REGISTRATION

Academic Advisement

Purpose:

It is the purpose of the academic advisement program at Clarion University to:

- assist students in their growth and development;
- promote advisor-advisee relationships characterized by trust, mutual respect, and openness;

- establish a climate of purposeful learning which maximizes student growth and minimizes student withdrawal.

Advisor Roles and Responsibilities:

In the advisor-advisee relationship, the student is primarily responsible for seeking academic advisement from the advisor. The central roles and responsibilities of the advisor are to:

1. Assist students in developing sound academic programs by:
 - a. exploring with students their individual interests, abilities, and goals;
 - b. assisting students in developing an academic plan that satisfies graduation requirements;
 - c. offering advice in the selection and sequencing of courses which meet requirements for general education, major, and electives;
 - d. monitoring student progress and helping students make desired adaptations in their programs.
2. Make known to students the programs, resources, and services available in the university.
3. Be a responsive listener to students and to assist them by referral to specialized sources of help when needed
4. Discuss matters of general university adjustment with students
5. Keep informed about university policies, regulations, programs, and procedures in order to accurately answer student questions and concerns

Student Roles and Responsibilities:

Each student must bear ultimate responsibility for the development of his or her academic program and for meeting all graduation requirements

In the advisor-advisee relationship, the students' responsibilities are:

1. Meet with their advisor as frequently as necessary to keep the advisor informed about changes in progress, course selection and career goals;
2. Seek sources of information which will assist them in making life/career decisions;

3. Contact the advisor when confronted with major academic problems and to keep the advisor aware of other problems which may affect their academic performance;
4. Meet all graduation requirements, following the academic plan established in consultation with their advisor;
5. Maintain personal records of academic progress and resolve any discrepancies on the official grade reports; and
6. Become knowledgeable about university regulations, program requirements, and procedures.

For more information on advising, contact the University Advising Center in 111 Becht Hall or the Center's Website at www.clarion.edu/advising.

Class Registration

The following is a brief synopsis of the steps involved in registering for classes at Clarion University. Please refer to the Schedule of Classes published in *The Derrick* and *The News Herald* before each term for complete instructions.

It is the responsibility of the student to be aware of University regulations and requirements as published in the Clarion University Catalog and the Student Handbook.

1. Look forward to and read your registration scheduling e-mail. This e-mail is sent to your Clarion e-mail account and contains your registration scheduling date, time, and credit hours you have already earned, your advisor and any registration holds you may have.
2. Review your academic progress on the Web for Students degree audit feature.
3. Contact any office that has a hold on your account and take the appropriate action to remove the hold at least 24 hours in advance of registration.

Make an appointment to see your advisor during his/her regularly scheduled office hours. First year freshman and new transfer students are **REQUIRED** to meet with their advisor to review and discuss degree requirements.

4. Plan a tentative course schedule. Check course availability, general education requirements and flags, co-requisite and pre-requisite courses, and any additional restrictions for the course. Pay special attention to course section notes.

5. Register for classes. Eligibility is based on the number of credits you have earned as of October 1. Web registration is available seven days a week from 8 a.m. to 11 p.m. during the registration period. Protecting your user name and password will keep your information confidential.

Instructions for Registering for Classes:

Go to www.clarion.edu

- Click on “iClarion Portal” to the left of the screen

(Your user name begins with s_ followed by your first name initial, middle name initial {if available}, and your last name up to a total of 12 characters. If you have not already changed your password, it is a 13-digit number consisting of your student ID {9-digits} and your month and day of birth {4-digits}. An example of your password would be “123456789mmdd”).

- Click “School Services”
- Click “web for students”
- Click “Student Services & Financial Aid”
- Click on “Registration and Schedule”
- Click on Drop/Add Classes
- Select the correct semester
- Enter the call number of courses to be added
- Print a schedule

Instructions for Printing Your Class Schedule:

Go to www.clarion.edu

- Click on “iClarion Portal” to the left of the screen

(Your user name begins with s_ followed by your first name initial, middle name initial {if available}, and your last name up to a total of 12 characters. If you have not already changed your password, it is a 13-digit number consisting of your student ID {9-digits} and your month and day of birth {4-digits}. An example of your password would be “123456789mmdd”).

- Click “School Services”
- Click “Web for Students”
- Click “Student Services & Financial Aid
- Click “Registration and Schedule”

- Student Schedule, select term
- Print your schedule

LIBRARY AND COMPUTER RESOURCES

Library Catalog

Students may access the library's catalog from home through Clarion University's Library home page. The Clarion University library home page can be found at **<http://www.clarion.edu/library>**. From the library home pages, students are directed to various links such as library information, the library catalog, online journals, reference web sites, and other academic links.

Online Journals

Online journals and other digital databases can be accessed from home via the library home pages. All students have automatic access to Clarion University digital databases when they are registered for classes.

Interlibrary Loan Request

Requests for interlibrary loan can be placed from Clarion University Libraries' home pages. Students should request interlibrary loans from the campus at which they are attending classes.

Computer Access/E-mail

All students are provided with passwords in order to utilize the computer system. Students activate their account through the web at **www.webmail.clarion.edu**.

MISCELLANEOUS INFORMATION

Adjunct Student Services

In order to provide activities and services designed to promote students' academic and personal development, the Student Affairs Division at Clarion University has professional staff assigned to a variety of areas. Students are referred to Clarion University's Undergraduate Catalog for a brief description of the available services. Available services include, but are not limited to career guidance, child care, personal counseling, health, learning support, and financial aid. For more detailed information, students should call the Student Services Office at Venango Campus at 814-676-6591, Ext. 1269.

Disability Statement

If you are a student with a documented disability and require accommodations in order to complete the requirements of this course, you need to inform the instructor as soon as possible. All students that require accommodation need to be registered with the Office of Disability Support Services (DDS) on campus, and they will assist you in providing the appropriate verification of the requested accommodations.

ID Validation Procedure

The CUP ID card is your key to many services on Venango Campus and Clarion Campus. Students will need the ID card for cashing checks in town or at the bookstores, withdrawing materials from the libraries, and paying for copies in libraries, etc. It is your admission ticket to all sports events and other activities.

It is the student's responsibility to ensure that the ID card remains in working condition. If the ID card is lost or damaged, it must be replaced by the student. ID can be validated at the following locations:

Clarion University
Residence Life Office
228 Egbert Hall
Mon-Fri 8:30 - 4:30
(814) 393-2352

Venango Campus
Student Services
Rhoades Hall
Mon-Fri 8:30 - 4:30
(814) 676-6591, ext. 1271

Official Transcript Acquisition

Students are assessed a one-time \$15 transcript fee which is added to the statement of charges from the Accounts Receivable Office. No additional fee is needed to obtain a transcript at anytime. An official transcript of academic coursework may be obtained by submitting a signed, written request to the Office of the Registrar. The request should include 1) name (include former name if appropriate), 2) social security number, 3) dates of attendance or graduation, 4) complete mailing address where transcript is to be mailed, 5) current mailing address (if different from above), and 6) signature. Note: There is a limit of three transcripts per request per day. Questions concerning processing should be directed to: Office of the Registrar, Clarion University, 122 Carrier Hall, 840 Wood Street, Clarion, PA 16214.

Parking Regulations

Students enrolled in the BSN Program are eligible for parking privileges at both Venango and Clarion campuses. At Clarion Campus, Venango Campus students are permitted to park in the commuter designated lots marked with a red dot. Students may secure a parking permit at the Administrative Office at Venango Campus. The cost of the permit will be added to the tuition bill from Clarion University.

SEEK AND FIND GUIDE

A handy reference on where to locate the essentials of student life.

	Clarion Campus	Venango Campus
Bookstore	Gemmell Complex	Rhoades Center
Copiers	Gemmell Complex Carlson Library	CAB Room, 228 Montgomery Hall Rhoades Center Suhr Library
Computers	Becker Hall Carlson Library Davis Founders Hall Harvey Hall Pierce Science Center Ralston Stevens Still Hall All Residence Halls	Montgomery Hall Suhr Library
Food/Vending	Gemmell Complex Carlson Library Chandler Dining Hall	Montgomery Hall - 4 th Floor Rhoades Center
Health Services	Keeling Health Center	UPMC Northwest
Phone/Fax	814-393-2000 Call for fax listing	814-676-6591, Opt. 4 814-676-0251
Pay phone	Gemmell Complex Carlson Library Still Hall	Rhoades Center Suhr Library
MAC	Gemmell Complex	None
Lounge/Study	Gemmell Complex	Montgomery Hall - 4 th Floor Rhoades Center
Library	Carlson Library	Suhr Library
Nursing Dept. Office	None	2nd Floor - Montgomery Hall
Parking	Student Lots with Permit	Upper and lower parking lots with permit

APPENDIX A

AMERICAN NURSES ASSOCIATION SCOPE AND STANDARDS OF PRACTICE (2004)

Standards of Practice for the Registered Nurse

The six Standards of Practice describe a competent level of nursing care as demonstrated by the nursing process:

1. **Assessment** – Collects comprehensive data pertinent to the patient’s health or the situation.
2. **Diagnosis** – Analyzes the assessment of data to determine the diagnoses or issues.
3. **Outcomes Identification** – Identifies expected outcomes for a plan individualized to the patient or the situation.
4. **Planning** – Develops a plan that prescribes strategies and alternatives to attain expected outcomes.
5. **Implementation** – Implements the identified plan. Elaborating this standard are five others:
 - a. Coordination of Care.
 - b. Health Teaching and Health Promotion.
 - c. Consultation.
 - d. Prescriptive Authority.
 - e. Treatment and Evaluation.
6. **Evaluation** – Evaluates progress towards attainment of outcomes.

APPENDIX A

AMERICAN NURSES ASSOCIATION SCOPE AND STANDARDS OF PRACTICE (2004) (Continued)

Standards of Professional Performance for the Registered Nurse

The nine Standards of Professional Performance describe a competent level of behavior in the professional role.

1. **Quality of Practice** – Systematically enhances the quality of effectiveness of nursing practice.
2. **Education** – Attains knowledge and competency that reflects current nursing practice.
3. **Professional Practice Evaluation** – Evaluates one’s own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
4. **Collegiality** – Interacts with and contributes to the professional development of peers and colleagues.
5. **Collaboration** – Collaborates with patient, family and others in the conduct of nursing practice.
6. **Ethics** – Integrates ethical provisions in all areas of practice.
7. **Research** – Integrates research findings into practice.
8. **Resource Utilization** – Considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.
9. **Leadership** – Provides leadership in the professional practice setting and the profession.

APPENDIX B

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Sigma Theta Tau International is the honor society of nursing and it exists to promote the development, dissemination and utilization of nursing knowledge. Sigma Theta Tau International is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the Society advances nursing leadership and scholarship, and furthers the use of nursing research in health care delivery as well as public policy.

Sigma Theta Tau International serves as a link between professional nurses and others, and participates in scholarly endeavors of interest to the health care profession and the public. Its founders believed that love, courage and honor were critical values for leadership in nursing; these values continue to be inherent in all of the association's interactions. Research and scholarly development through Sigma Theta Tau programs and services respond to the ethical, moral, and humanistic issues of society, while also enhancing scientific discovery to shape nursing's responses to societal needs.

Based on a commitment to strengthening nursing and nursing scholarship, Sigma Theta Tau International provides member services through chapter, regional, national and international forums. Programs and services encompass education, leadership, recognition, networking and career development. Respect for scholarly discipline, research and strength through group interaction are fostered in all of Sigma Theta Tau International's activities. Members form a worldwide community of scholars recognizable within the profession and by the public, who act to sustain, support and interpret nursing's development and to provide vision for the future both of the discipline and of health care.

Membership is by invitation conferred on students in baccalaureate and graduate nursing programs demonstrating leadership in nursing and excellence in scholarship, and to qualified college graduates demonstrating exceptional achievement in nursing.

Sigma Theta Tau International
Honor Society of Nursing
550 West North Street
Indianapolis, IN 46202
317-634-8171
Fax 317-634-8188

APPENDIX C

HIV-RELATED CONSIDERATIONS

The following policy is based upon the guidelines distributed by the Centers for Disease Control and Prevention, Public Health Service, and U.S. Department of Health and Human Services.

Admission/Progression - Consistent with our mission, the School of Nursing and Allied Health adopts a non-discriminatory stance in relation to admission and progression of students in the nursing programs. Inquiry into HIV status is not part of student, faculty, or staff application processes. Students are informed of health hazards inherent in nursing education programs, including those that might pose additional risks to the personal health of HIV+ persons. Actual HIV infection, HIV-Related conditions, or AIDS does not alone constitute a basis for denial of admission or progression in the nursing programs. Rather, each case will be responded to on the basis of its particular facts.

Education - Each semester, standard precautions will be reviewed with students prior to clinical experience and updated printed information will be distributed. Students will also be apprised of the availability of current information via the CDC Hotline (1-800-342-AIDS) or email address (www.cdc.gov/ncidod/dvrd/spb/mnpages/vhfmanual/annex1.pdf). The ad hoc committee on AIDS will advise faculty of changes in the recommended guidelines.

Prevention of HIV Transmission - The School of Nursing and Allied Health follows the guidelines prepared by the Centers for Disease Control and Prevention (January, 1994; August 3, 2000). When the clinical agency in which the student is affiliating has a policy that is more restrictive than the standard precautions, the student shall follow the institution's policy. If the agency policies do not reflect these standards or if no policy exists, the student shall adhere to the standard precautions (Appendix C).

Patient Care (Compliance Required) - Nursing students cannot refuse to follow standard precaution guidelines. Standard precautions will be implemented on ALL patients both in the inpatient and outpatient settings. Nursing students cannot refuse to care for those with HIV/AIDS disease.

Confidentiality - This policy adheres to the Confidentiality of HIV-Related Information Act (February 27, 1991) which protects individuals from inappropriate disclosure and subsequent misuse of confidential HIV-Related information. The confidentiality of HIV-related information will be protected, as is the case for all health-related information. Testing records are kept separate from academic or employment files.

Exposure - The standard precautions (Appendix B) are designed to reduce the risk of disease transmission in the health care setting. Each semester, students will be educated about the use of precautions and their responsibility for adherence to them. Nursing Faculty will periodically evaluate adherence to precautions, and use findings to direct improvements. Students, faculty or staff who believe themselves to be at risk for HIV antibody have an obligation to be tested and receive pre-post counseling. It is the individual's responsibility to pay for these health services.

Revision - This policy will be reviewed and revised annually in accordance with updated information dissemination by the Centers for Disease Control and Prevention.

Standard Precautions

Standard Precautions aim to reduce the risk of disease transmission in the health care setting, even when the source of infection is not known. Standard Precautions are designed for use with all patients who present in the health care setting and apply to:

Blood and most body fluids whether or not they contain blood
Broken skin
Mucous membranes

To reduce the risk of disease transmission in the health care setting, the School of Nursing and Allied Health required the use of the following Standard Precautions:

1. Wash hand immediately with soap and water before and after examining patients and after any contact with blood, body fluids and contaminated items – whether or not gloves were worn. Soap containing an antimicrobial agent is recommended.
2. Wear clean, ordinary thin gloves anytime there is contact with blood, body fluids, mucous membrane and broken skin. Change gloves between tasks or procedures on the same patient. Before going to another patient, remove gloves promptly and wash hands immediately, and then put on new gloves.
3. Wear a mask, protective eyewear and gown during any patient-care activity when splashes or sprays of body fluid are likely. Remove the soiled gown as soon as possible and wash hands.
4. Handle needles and other sharp instruments safely. Do not recap needles. Make sure contaminated equipment is not reused with another patient until it has been cleaned, disinfected, and sterilized properly. Dispose of non-reusable needles, syringes, and other sharp patient-care instruments in puncture-resistant containers.
5. Routinely clean and disinfect frequently touched surfaces including beds, bed rails, patient examination tables and bedside tables.
6. Clean and disinfect soiled linens and launder them safely. Avoid direct contact with items soiled with blood and body fluids.

7. Place a patient whose blood or body fluids are likely to contaminate surfaces or other patients in an isolation room or area.
8. Minimize the use of invasive procedures to avoid the potential for injury and accidental exposure. Use oral rather than injectable medications whenever possible.

When a specific diagnosis is made, find out how the disease is transmitted. Use precautions according to the transmission risk.

If airborne transmission

1. Place the patient in an isolation room that is not air-conditioned or where air is not circulated to the rest of the health facility. Make sure the room has a door that can be closed.
2. Wear a HEPA or other biosafety mask when working with the patient and in the patient's room.
3. Limit movement of the patient from the room to other areas. Place a surgical mask on the patient who must be moved.

If droplet transmission

1. Place the patient in an isolation room
2. Wear a HEPA or other biosafety mask when working with the patient
3. Limit movement of the patient from the room to other areas. If patient must be moved, place a surgical mask on the patient.

If contact transmission

1. Place the patient in an isolation room and limit access.
2. Wear gloves during contact with patient and with infectious body fluids or contaminated items. Reinforce hand washing throughout the health care facility.
3. Wear two layers of protective clothing.
4. Limit movement of the patient from the room to other areas.
5. Avoid sharing equipment between patients. Designate equipment for each patient, if supplies allow. If sharing equipment is unavoidable, clean and disinfect it before use with the next patient.

Source: <http://www.cdc.gov/ncidod/dvrd/spb/mnpages/vhfmanual/annex1.pdf>