

CLARION UNIVERSITY

BACHELOR OF SCIENCE IN NURSING PROGRAM

STUDENT HANDBOOK

2019 – 2020

Department of Nursing

College of Health Sciences and Human Services

132 Ralston Hall

Clarion, PA 16214

814-393-1851

Fax: 814-676-0251

Dear Students:

Welcome new students and welcome back returning students! We are excited that you have decided on pursuing a career in nursing and thank you for choosing Clarion University. I look forward to meeting all of our new students and seeing all of our returning students.

As Nurse Administrator of the Department of Nursing, I would like to let you know that I am here to assist you in whatever way I can. I have an open-door policy, so if my door is open feel free to drop in and let me know how things are going. I am always delighted to hear that you earned an “A” on your nursing exam or if you have ideas on how to improve the program. I do ask that if you are having an issue with a particular course; that you first speak with the professor before you bring your concern to me.

I have offices on Clarion (129 Ralston Hall), Venango (220 Montgomery Hall) and Somerset campuses. In the event I am not on Clarion campus, Mrs. Kimberly Crusan can get in touch with me. She can be reached at kwolfgang@clarion.edu or by phone at (814) 393-1851.

It is essential that you become familiar with the contents of this handbook. The faculty regularly review and update this handbook, so that it contains the most up-to-date policies, procedures, and information that you will need throughout the program. In a majority of circumstances, Clarion University policies and procedures are followed. In some circumstances, the policies and procedures of the Department of Nursing may be more stringent than those general policies of the University. We have tried to include all of the policies and procedures that differ from the general University policies and procedures in this handbook, so please make sure to review this handbook carefully.

This handbook is intended to supply accurate information, however, it is NOT to be regarded as an irrevocable contract between the student and the Department of Nursing. The Department of Nursing reserves the right to make changes at any time such changes are considered desirable or necessary. Any changes made throughout the year will be announced to students prior to implementation.

If you have questions or concerns about any of the policies in the handbook, please ask a faculty member, your academic advisor, a student representative, or me. Best of luck in your academic journey! I look forward to working with you throughout your time here at Clarion and celebrating with you when you graduate.

Always remain Courageous, Confident, and Clarion proud!

Sincerely,

Dr. Deb Kelly

Dr. Deborah Kelly
Nurse Administrator

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**Clarion University of Pennsylvania's
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, veteran 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.

Accreditation and State Board of Nursing Information

The Bachelor of Science in Nursing (BSN) program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing
3343 Peachtree Rd. NE Suite 850
Atlanta, GA 30326
Phone: 404-975-5000 Fax: 404-975-5010
www.acenursing.org

and approved by:

The Pennsylvania State Board of Nursing
P.O. Box 2649
Harrisburg, PA 17105-2649
Phone: (717) 783-7142
Fax: (717) 783-0822

ST-NURSE@pa.gov

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.

Junior and Senior 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 the Mu Xi Counselor in the Department of Nursing, Clarion University (Appendix D).

MISSION, VISION, PURPOSE, CORE VALUES AND PROGRAM OUTCOMES

Mission of Clarion University and the Department of Nursing

The mission of Clarion University is to provide transformative, lifelong learning opportunities through innovative, nationally recognized programs delivered in inclusive, student-centered environments. Consistently, the mission of the Clarion University Department of Nursing is to provide a quality education in nursing across the collegiate continuum that is affordable, accessible, and responsive to the changing healthcare landscape.

Bachelor of Science in Nursing Program Description

The Bachelor of Science in Nursing program is located on the Clarion Campus of Clarion University. The four-year program offers a foundation in science, humanities, and related professional disciplines. The comprehensive and intensive nursing curriculum integrates theory with clinical coursework. The BSN program prepares professional nurses to deliver client-centered care and to assume a leadership role in a variety of healthcare environments. Nursing courses and clinical laboratory experiences begin in the first semester of the freshman year. High impact clinical immersion experiences culminate with capstone courses and preceptor experiences during the senior year. Upon completion of the BSN program, the graduate will be eligible to take the national licensure examination.

Bachelor of Science in Nursing Program Purpose

The Bachelor of Science in Nursing program is designed “to prepare students to enter the profession as generalist nurses delivering comprehensive nursing care in a variety of settings, assuming leadership roles in healthcare, and collaborating with other health care professionals” The role of the professional nurse is to provide direct and indirect care to diverse individuals, families, and communities through evidence-based practice that is safe and competent. Professional nurses must demonstrate the ability to apply clinical thinking skills, exhibit effective communication skills, and provide leadership in initiating change in the delivery of care within the healthcare system.

BSN Vision Statement:

The BSN programs will promote excellence in nursing enabling graduates to practice professional nursing care, assume leadership roles, collaborate with other health care professionals and promote health in a rapidly changing health care environment.

Core Values:

Excellence: Excellence in nursing embodies the commitment to the high standards of professional practice in the delivery of health care and advocacy for all individuals, families, and communities.

Culture of diversity: A culture of diversity is an environment that values the uniqueness of each individual and embraces acceptance and mutual respect. This environment promotes an on-going

debate and dialog based on these differences.

Integrity: Integrity is a belief system that manifests as an uncompromising adherence to moral and ethical principles in all aspects of one's life. It is demonstrated in professional nursing practice by respecting the dignity and wholeness of every person without conditions or limitations.

Collaboration: Collaboration is the process of professional nurses, multidisciplinary team members, and individuals, families, and communities working together to develop and implement strategies that promote health. Collaboration in nursing education is the joint effort of faculty and students to contribute to the development of nursing knowledge.

Patient-centeredness: Patient-centeredness describes a partnership between nurses and patients to ensure that healthcare decisions respect patients' wants, needs, and preferences. This enables patients through the nurse's actions and support to make decisions and participate in their care to the best of their ability.

BSN Threads:

Evidence-based practice: is an ongoing process in which evidence, nursing theory, and the nurse's clinical expertise are critically evaluated and considered, in conjunction with patient involvement, to provide delivery of optimum nursing care for the individual.

Leadership includes the skills required to inspire and motivate others to achieve outcomes. Nurses develop their leadership capacity through helping others grow by responding to needs and by empowering individuals, families, and communities. Nurse leaders practice collaboration within a multidisciplinary environment to improve health care.

Communication is the active process of exchanging information between individuals using written, verbal, nonverbal, and listening skills. To be effective in improving health outcomes, a nurse must be cognizant of the components of health literacy and changes in technology impacting communication, while working in a multicultural environment. Understanding in communication is achieved when individuals express their knowledge, opinions, and concerns.

Clinical thinking describes the higher-level thinking skills practiced by the professional nurse demonstrated through the nursing process. Clinical thinking skills evolve over time from decision-making and critical thinking skills to a complex reasoning process necessary for the synthesis of knowledge required for clinical judgments. The nurse's clinical judgment ensures a safe health care environment and forms the basis for delegation practices.

Professionalism is demonstrated through the personal growth of the nurse integrating responsibility, accountability, advocacy, and autonomy into nursing practice. Professionalism fosters lifelong learning, global citizenship, and the innovative spirit that is the foundation of the caring nature of nursing.

Health Promotion is the process of empowering people to improve their health and well-being by providing health information and increasing awareness with the intent of improving health outcomes and decreasing health consequences. Health Promotion in nursing consists of efforts to change behaviors, methods to promote healthy lives, and strategies to prevent illnesses or accidents.

BSN Core Values and Course Competencies

NURS 150 (Freshman Year)	NURS 170 (Freshman Year)	NURS 250 (Sophomore Year)	NURS 310 (Sophomore Year)
Discuss the role of the professional nurse in promoting health of clients in a variety of health care settings	Discuss the leadership role of the Registered Nurse within the nursing process	Explore the leadership role of the nurse in health assessment	Analyze the role of the professional nurse within the health care environment. Describe the leadership responsibilities of the nurse within the acute care setting
Identify the purposes of nurse practice acts and standards for nursing practice	Describe a basic assessment of a client	Discuss evidence based practices necessary in the assessment of health of clients and families	Illustrate safe nursing practice in the care of clients and families experiencing acute and life-threatening alterations in health
Describe the legal and ethical principles affecting nursing practice	Analyze data to support nursing diagnoses	Discuss nursing's accountability and autonomy in the assessment process	Apply principles of health promotion in the care of clients with acute alterations in health
Demonstrate knowledge of the assessment, communication, and safety skills required in professional nursing practice	Use evidence based practice to develop a plan of care	Integrate clinical thinking skills in assessment of clients and families. Demonstrate effective communication in the assessment process	Integrate clinical thinking skills in care of clients and families. Communicate therapeutically with clients, families, and providers
Identify the competencies required for licensure	Discuss safe interventions to clients	Integrate clinical thinking skills in assessment of clients and families Discuss nursing's accountability and autonomy in the assessment process	Integrate clinical thinking skills in care of clients and families

	Evaluate the outcomes of the plan of care	Integrate clinical thinking skills in assessment of clients and families. Identify health literacy needs of clients and families based on assessment	Develop nursing interventions through an evidence-based approach
	Communicate the plan of care with members of the multidisciplinary team	Demonstrate effective communication in the assessment process	5. Communicate therapeutically with clients, families, and providers
NURS 330 (Junior Year)	NURS 370 (Junior Year)	NURS 406 (Senior Year)	NURS 467 (Senior Year)
Develop nursing interventions through an evidence-based approach	Develop nursing interventions through an evidence-based approach	Initiate nursing interventions developed through an evidence-based approach	Initiate nursing interventions developed through an evidence-based approach
Apply principles of health promotion in the care of older adults and clients with chronic alterations in health	Apply principles of health promotion in the care of women, children and families	Apply principles of health promotion in the care of clients and families	Apply principles of health promotion in the care of a select population
Illustrate safe nursing practice in the care of clients and families experiencing chronic alterations in health	Illustrate safe nursing practice in the care of childbearing families.	Demonstrate safe nursing practice in the care of clients and families	Demonstrate safe nursing practice in the care of a select population
Integrate clinical thinking skills in care of clients and families	Integrate clinical thinking skills in care of clients and families	Integrate clinical thinking skills in care of clients and families	Integrate clinical thinking skills in care of a select population
Communicate therapeutically with clients, families, and providers	Communicate therapeutically with clients, families, and providers.	Communicate therapeutically with clients, families, and members of the multidisciplinary team	Communicate therapeutically with clients, families, and members of the multidisciplinary team

Analyze the role of the professional nurse within the healthcare environment	Analyze the role of the professional nurse within the healthcare environment	Promote the role of the professional nurse within the specific healthcare environment	Promote the role of the professional nurse within the specific healthcare environment
Develop an individualized plan of care addressing the health concerns of clients and families	Develop individualized plan of care addressing the health concerns of clients and childbearing families	Implement an individualized plan of care addressing the health concerns of clients and families	Implement an individualized plan of care addressing the health concerns of select clients and families
Describe the leadership responsibilities of the nurse within the acute care setting	Describe the leadership responsibilities of the nurse within the health care environment	Assume the leadership responsibilities of the nurse within the acute and/or critical care setting	Describe the leadership responsibilities of the nurse within the select clinical setting

Program Outcomes

The Clarion University of Pennsylvania BSN program prepares the graduate to:

1. Integrate scholarly inquiry, research, and theory into evidence-based nursing practice
2. Demonstrate professionalism in nursing practice
3. Provide leadership to initiate change within communities, the profession of nursing, and the healthcare delivery system
4. Promote health and well-being for individuals, families, and communities including vulnerable and diverse populations
5. Apply clinical thinking skills to professional nursing practice
6. Communicate effectively with others in a variety of settings

CURRICULUM PLAN FOR BSN4Y PROGRAM

Freshman Year (30 cr.)			
Fall Semester		Spring Semester	
NURS 150 Fundamental Skills in Nursing	3 cr.	NURS 170 Health Prom through Nursing Process	3 cr.
NURS 152 Fundamental Skills Clin.Lab	1 cr.	NURS 172 Health Prom. Nursing Process Lab	1 cr.
NURS 160 Organizational Skills for Success	1 cr.	ENG 111 Writing II	3 cr.
PSY 211 General Psychology	3 cr.	PSY 211 General Psychology	3 cr.
OR SOC 211 General Psychology		OR SOC 211 General Psychology	
Inquiry Seminar	3 cr.	NFSS 111 Health & Wellness	2 cr.
Personal Performance	1 cr.	BIOL 224 Human Biology	3 cr.
BIOL 224 Human Biology	3 cr.	OR PHSC 111 Physical Science Chem	
OR PHSC 111 Physical Science Chem			
Total = 15 cr.		Total = 15 cr.	
Sophomore Year (29 cr.)			
Fall Semester		Spring Semester	
NURS 250 Health Assessment across Lifespan	3 cr.	NURS 270 Pharmacotherapeutics	3 cr.
NURS 252 Health Assessment Lab	1 cr.	NURS 272 Pharmacotherapeutics Clin.Lab	1 cr.
BIO 251/261 A&P I (with lab)	4 cr.	NURS 310 Health Prom.: Adults I	3 cr.
PSY 310 Developmental Psychology	3 cr.	NURS 312 Health Prom: Adults I Clin. Lab	1 cr.
MATH 117 Math for Healthcare	3 cr.	BIO 252/262 A&P II	4 cr.
		Arts and Humanities elective	3 cr.
		OR Liberal Education elective	
Total = 14 cr.		Total = 15 cr.	
Junior Year (33 cr.)			
Fall Semester		Spring Semester	
NURS 330 Health Prom: Adults II	3 cr.	NURS 370 Women, Children & Families	4 cr.
NURS 332 Health Prom: Adults I Clin Lab	1 cr.	NURS 372 Women, Children & Families Clin Lab	1 cr.
NURS 348 Nursing Leadership in HC environ	3 cr.	NURS 388 Nursing Research	3 cr.
NURS 350 Health Prom. in the Community*	2 cr.	NURS 390 Psychosocial Health	3 cr.
NURS 402 Health Prom. For Aging Adults	1 cr.	PHIL 301 Bioethics	3 cr.
SOC 352 The Family	3 cr.	MATH 221 Stats	3 cr.
BIO 260: Microbiology	3 cr.		
Total = 16 cr.		Total = 17 cr.	
Senior Year (28 cr.)			
Fall Semester		Spring Semester	
NURS 404 Prof. Role Dev. (web based)	2 cr.	‡‡NURS 414 Psychosocial Health Clinical	1 cr.
‡NURS 406 HP: Clinical I	5 cr.	NURS 416 HP: Clinical II	5 cr.
NURS 412 Women, Child, & Families Clinical	2 cr.	NURS 467 Clinical Preceptorship	3 cr.
NURS 465 Capstone I	2 cr.	NURS 466 Capstone II	2 cr.
Arts and Humanities elective	3 cr.	Arts and Humanities elective	3 cr.
OR Liberal Education elective		OR Liberal Education elective	
Total = 14 cr.		Total = 14 cr.	
Total credits = 120			

ACADEMIC POLICIES

Attendance

Clarion University of Pennsylvania regards student participation in class as essential to the learning process. Therefore, regular classroom attendance is required of all students. Faculty members determine the absence policies for their own classes, except that participation in university sanctioned activities or active military service will be excused and the student will be given reasonable assistance when class work is missed. It is understood that absence does not excuse the student from course work and the responsibility to complete assignments on time. If a student knows a class must be missed, the instructor should be notified in advance and arrangements made to complete the work. **The instructor is not required to give make-up examinations or accept class work missed as a result of an unexcused absence.**

Due to the nature of laboratory sessions and clinical experiences, students are expected to attend all sessions, including pre- and post-conferences. If students are unable to attend clinical or laboratory experiences they are expected to follow the policies provided by the faculty member teaching that course. An alternative experience will be provided.

In the event of an unexpected absence such as a serious illness or military deployment, the Office of the Registrar and the Department of Nursing should be notified as soon as possible so instructors can be informed of the reason for a student's absence. This information is provided to faculty as a courtesy and does not, in and of itself, constitute a valid excuse for the student's absence from class. A valid excuse will be granted following receipt of a signed medical excuse from the student's health care provider. The signed medical excuse must also include the date that the student was seen by the healthcare provider, the location where the student was seen by the healthcare provider, and that the student is ill or injured and cannot attend class/clinical. A valid excuse will be granted for a copy of the military orders from the student's military command. The Department of Nursing will consider all other absences as unexcused. In order to receive credit, any and all excuses must be submitted at the beginning of the next class.

Within the Department of Nursing, punctual attendance at class, practice laboratory, and clinical is mandatory. If the student is unable to attend class, they must notify the Department of Nursing (814-393 - 1851) **prior** to the beginning of the class. (In the case of "off-campus" classes, the student must follow the procedure identified by the instructor). If a student is unable to attend the clinical experience they are expected to notify the health care facility as directed by their instructor.

Students showing patterns (more than three) of tardiness or early departure from class will be counseled by the faculty member. Any further infractions will result in a one percent reduction per occurrence in the final course grade. In the clinical setting, students will receive an unsatisfactory evaluation for accountability and responsibility and will be subject to dismissal from the program. All unexcused absences will have the following penalties:

1. In Class: After missing two classes in any nursing course the student will receive a decrease of one percent of the final course grade for each additional absence.
2. In Clinical: After missing two days (equivalent to 12 hours) or practice laboratory days, the student will be unable to meet the course objectives and will receive an unsatisfactory for the clinical experience. Any additional absences will be reviewed by the BSN faculty and the student will be subject to disciplinary action which may include dismissal from the program.

All missed clinical and laboratory experiences **must** be made up. Assignments for missed clinical and laboratory work will be determined by the instructor.

Academic/Clinical Grading

In an effort to achieve the rigor and high academic standards associated with successful completion of the National Licensure Exam (NCLEX-RN), the nursing faculty developed academic standards that are higher and more stringent than the university at large. Students must earn a grade of "B" or higher in each of the required for all theory/didactic nursing courses and a passing grade is required in all clinical courses.

Department of Nursing BSN Grading Scale

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

Retention/Progression

The nursing faculty have implemented a Retention and Progression policy is to assist students who are experiencing academic and/or clinical difficulty succeed and progress through the program.

In an effort to help students succeed, students who are struggling academically will be encouraged by faculty to take advantage of the resources available within the department and throughout the campus and university. To maintain consistency the faculty will review the retention policy with the students at the beginning of each course. In the event a student is struggling in a particular course, students are encouraged to meet with the professor to establish an individualized plan (algorithm/learning contract) to ensure success. Refer to Appendix: H for a copy of the Retention and Progression policy, Procedure and Algorithm.

The BSN courses are sequential and must be taken in order. In order to progress through the program, the student must

- maintain an overall quality point average (QPA) of 2.75 on a 4.0 scale once in the program.
- receive a B (84% or higher) in all theory/didactic nursing courses.
- pass all clinical courses
- achieve a minimum grade of a “C” or better in BIOL 251/261 and BIOL 252/262 prior to beginning the fall semester of the 3rd year.
- Receive a minimum grade of a “C” or higher in all courses required in the BSN Curriculum in order to graduate.

Theory/Didactic Courses in which students must earn a minimum of a “B” in order to progress through the program are the following:

NURS 150	NURS 330
NURS 152	NURS 332
NURS 160	NURS 348
NURS 170	NURS 350
NURS 172	NURS 370
NURS 250	NURS 372
NURS 252	NURS 388
NURS 270	NURS 390
NURS 272	NURS 402
NURS 310	NURS 404
NURS 312	NURS 465
	NURS 466

*Failure to earn a minimum of a “B” in any of these Theory/Didactic courses will result in dismissal from the program

Clinical 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 clinical. Failure to receive a “passing” grade in the following any of the following course will result in dismissal from the program:

- NURS 402 (Observational experience)
- NURS 406
- NURS 412
- NURS 414
- NURS 416
- NURS 467 (Clinical preceptorship)

Students must complete the BSN program within 10 semesters or five (5) calendar years of formal admission to the program. A student needing additional time, must submit a written request for extension to the chair of the nursing department.

A student who does not meet the above standards is dismissed from the BSN Program and should refer to the BSN Dismissal Policy.

Requirements for Graduation

To receive a Bachelor of Science in Nursing Degree from Clarion University of Pennsylvania the student must meet the following requirements:

1. Complete the Bachelor of Science in nursing curriculum – 120 credits, the last 30 credits of 45 at Clarion University. The students must take at least 50% of required credits from Clarion University.
2. Complete all nursing course requirements within 10 semesters or 5 years of formal admission to the program.
3. Students must attain at least a C in all general education courses required by the BSN program curriculum.
4. Attain an overall cumulative quality point average of 2.75 on a 4.00 scale.

Academic Dismissal

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

1. Failure to obtain a “B” in all BSN required nursing courses, and a “C” in all general education courses required in the BSN curriculum.
2. Failure to obtain a “P” (pass) in all BSN clinical courses.
3. Failure to maintain a cumulative QPA of 2.75 on a 4.0 scale.
4. Failure to comply with BSN policies and procedures.
5. 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 WWW.CLARION.EDU/STUDENTRIGHTS

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 the BSN program will be informed by letter. The student may choose to:

1. Continue to take required general education courses and reapply for readmission to the program. Refer to Readmission Policy in this handbook.
2. Remain at the university and pursue another course of study.
3. Withdraw from the university.
4. Appeal dismissal (See <http://www.CLARION.EDU/STUDENTRIGHTS>).

Student(s) who are dismissed from the BSN Program are strongly encouraged to utilize their academic advisor to assist in problem solving and planning to meet their goals.

Readmission:

1. Students who have been dismissed for academic reasons are **NOT guaranteed** readmission. Students are permitted only **one readmission** to the nursing program.
2. Students who were previously granted a leave of absence are eligible to reapply to the BSN program within one year of leaving the program.
3. Students must request readmission **in writing**, and address reason for the dismissal or withdrawal and if applicable, what the student has done or plans to do to improve academic performance. The letter must be sent to:

Dr. Deborah Kelly, Chair/Nurse Administrator
 Department of Nursing
 Clarion University of Pennsylvania
 1801 West First Street
 Oil City, PA 16301

4. Requests for readmission into the next academic year **must** be received by the chairperson
 - a. **No later than March 31 for the Fall semester**
 - b. **No later than October 30 for the Spring semester**
5. After the written request is received, the student will receive letter from the Chairperson identifying a meeting with a faculty advisor to address reasons for dismissal or withdrawal, and if applicable, what the student has done or plans to improve academic performance and/or to meet the requirements of the program. In the case of a medical leave of absence the student must submit a new Core Performance Standards Agreement (see Appendix F) signed

- by the health care provider and the student, along with a statement from the health care provider documenting resolution of the medical concerns.
6. For readmission, students must have a **QPA of 2.75** or better. For fall semester readmission, the QPA requirement must be met by the end of Summer III session, for spring readmission the QPA requirement must be met by the end of the fall semester. The nursing department does not “round” QPAs.
 7. Any student requesting readmission must show evidence of completion of remediation (i.e. NCLEX questions or Case Studies) for any content areas in which they have achieved less than 84% on an exam, in any course in which they are not successful. The student will meet with the faculty member of the course to develop a Plan for Remediation. Students are encouraged to meet with the instructor as early as possible so that ample time is available to complete the remediation before a decision regarding readmission is considered.
 8. Students who have withdrawn for other than academic reasons, or who have been granted a leave of absence, must seek readmission within one year from the date of withdrawal and will be readmitted to the BSN program on a **space available basis**.
 9. Students must apply for readmission within **one year** from the date of dismissal.
 10. Students who are not readmitted within the one-year period will be considered new applicants and must complete the admission process. Students are not guaranteed readmission. Students who are considered new applicants will be given consideration for admission along with all other eligible student applications.
 11. Students who are readmitted after unsuccessful completion of nursing courses must also repeat all nursing course for the semester in which they were unsuccessful upon readmission to the program. Students are strongly encouraged to speak with someone in the financial aid office about the effect that this might have on financial aid.
 12. Readmission to the nursing program is based on the professional judgment of the nursing faculty and is contingent upon class size (**space available**). Faculty evaluate the student’s request for readmission and grant or deny the petition according to the student’s general academic history, nursing course grades, clinical evaluations, completion of required remediation, and potential for success.
 13. Students will be notified in writing of the faculty decision regarding readmission.

Leave of Absence

Any student requesting a leave of absence from the nursing program must submit a request in writing to the Chair / Nurse Administrator 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 Chair / Nurse Administrator has the right to request a personal interview with the student requesting the leave before a decision is made.
2. Each leave of absence will be handled individually according to the specific need, academic standing, and clinical performance. Supporting documentation may be required.
3. The Chair / Nurse Administrator 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 one year or two full semesters (***Exception to this policy includes: Military Deployment***).
6. If the leave is granted, the student will be informed of such and must withdraw officially from the nursing program. At this time, the student will be informed of any conditional requirements for return.
7. Only one (1) Leave of Absence is permitted while enrolled in the BSN program.

Student Conduct

Clarion University students are expected to regulate their conduct according to the laws of society, of which the university is a part, as well as the rules of the educational community. It is an implicit expectation of the educational community that student members will engage in the activities associated with that role. Students in this class are not permitted to disrupt or interfere with the educational opportunity afforded to all students.

If disruptive behavior is observed:

- First offense: The student will be asked to curtail the behavior and meet with the professor.
- Second offense: The student will be asked to leave the class and will be referred to the nursing chair with possible referral to Judicial Affairs.

Further information may be found in the Student Rights, Regulations, and Procedures Handbook which may be found at <http://www.clarion.edu/student-life/student-affairs/conduct-policies-and-judicial-services/rights-regulations-procedures-handbook.pdf>

Computer/Internet and Printing Capabilities

BSN students are required to have computer access, printing capabilities and Internet access. The BSN student is referred to [Computing Services](#) web page: to learn about the computer services resources. BSN students are responsible for maintaining computer access and contacting support as

needed to resolve any issues interfering with Internet access. Important information about technology at Clarion University is found at Student Technology Orientation website. The Student Technology Orientation reviews computer requirements, software programs, computer services offered, FAQs, and where to go for help.

Use of Electronic Devices

Use of all electronic devices for note taking and other documentation (i.e. iPad, laptops) in the classroom and clinical setting **MUST** receive approval of the faculty. The use of communication devices (i.e. cell phones, beepers, pagers, blackberries) are strictly forbidden during classroom and clinical experiences. Students must obtain permission of faculty to tape record any class. Tape recordings are for personal use only. The clinical faculty may approve specific electronic devices. Please advise those who may need to contact you in an emergency to call either the Department of Nursing (814-393-1851) or the clinical agency and ask for your instructor. Each faculty will provide specific information at the start of each course as to emergency notification. Any messages will be promptly delivered to the student. Violation of this policy will result in disciplinary action and/or unsatisfactory clinical evaluation.

Test Procedure

Examinations and/or quizzes are scheduled to be given during the regularly scheduled class time; unless otherwise identified by the instructor. This includes exams on D2L and any HESI testing. It is expected that the student will complete the exam/quiz during the scheduled class time. Unless the student has an identified and documented learning disability *prior* to the exam/quiz, there will be no extra time allotted for the completion of the exam/quiz. The examination schedule is posted well in advance of the actual test date, and therefore, students are expected to take the examination on the scheduled day. In addition, a comprehensive final examination will be given during “finals” week. Only excused absences will be accepted. Makeup of an examination will be scheduled at the **convenience of the instructor for excused absences. The instructor is not required to give make-up examinations and/or quizzes, nor accept class work missed as a result of an unexcused absence.** Please refer to Appendix I for the BSN Testing Policy.

Review of an Exam:

Students may schedule an appointment to meet with the instructor to review an exam within one week of receiving grades for that examination.

Competency Based Testing Program

The Department of Nursing utilizes standardized competency testing for evaluation of students' nursing knowledge throughout the program. Students are required to purchase testing packages as part of their book bundles. Requirements for progression within the program, remediation within a course, and demonstration of course content competencies are provided in each course syllabi.

The end of program **all** BSN students will be required to complete an exit exam to determine readiness to take NCLEX in their final semester. Remediation (NCLEX Preparation) is based on the assessment score (NCLEX-RN pass rate predictability). Readmitted students are required to repeat the end of program assessment test and remediation. The fee for this examination will be paid by the student. Students are also required to take the HESI CAT exam in NURS 466.

Social Media Policy (See Appendix J for complete policy)

The Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The Department of Nursing's presence or participation on social media sites is guided by university policy. This policy applies to Department of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. According to the American Nurses Association (ANA) (2012), distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media.

Students enrolled in the BSN program are prohibited from disclosing through social media the following:

- Protected Health Information
- Lectures unless approval has been received from the professor, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by their location (e.g., hospital name or unit).
- Confidential, non-public or proprietary information about families, clinical facility staff or clinical institutions;
- Comments that express or imply sponsorship or endorsement by the Department of Nursing or Clarion University, unless you are officially authorized to act in this capacity for this purpose on behalf of the University or the Department.

Examples of social media include *but are not limited to* LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, Twitter, Facebook, YouTube, Snap Chat, InstaGram, and MySpace, etc.

Smoking and Smokeless Tobacco

Smoking is strictly prohibited within 25 feet of campus buildings. Students are also required to comply with institutional policies while attending clinical rotations. The use of e-cigarettes and smokeless tobacco are also prohibited in classrooms and clinical settings.

Acknowledgement of Handbook Policies

Upon entrance (and readmission) into the BSN program and each fall semester thereafter, students are required to read the BSN Handbook. All students are expected to follow the policies and procedures within the handbook. The BSN Student Handbook is reviewed annually and updated as needed. The student handbook can be found on the Department of Nursing website. Students should seek clarification, if needed, before signing the acknowledgment. The signed document will be placed in the student's file (See Appendix E).

Communicating Policy Changes

Any changes in policy which are made during the academic year, either by the University or by the Department of Nursing will be communicated to the students in the following manner:

- Announcements will be made by the instructor in all appropriate classes.
- Two written copies of the policy will be distributed to all students. The student will keep one copy of the policy and sign and submit the second copy to the instructor.
- The signed new or revised policy will then be kept in the student's folder located in the nursing office.
- All policy changes will then be included in the appropriate handbook or catalog at the next review and revision which usually occurs during the summer prior to the start of the fall semester.

Student Records

It has been a long-standing policy of Clarion University to publish a statement of Student Rights, Regulations and Procedures. Included in this statement is a policy on student records. This policy is included in the Student Rights and Regulations Online handbook, which is available to all students from the Office of Judicial Affairs and Mediation Services, 212 Becht Hall. The privacy rights of parents and students with respect to educational records are enunciated in the General Education Provisions Act. Copies of this act are available for inspection at Division of Student Affairs, 222 Egbert Hall, and the Office of the Provost and Academic Vice President, 115 Carrier Hall.

Students' education records, except that information which is otherwise public, are confidential in nature. Release of these records shall occur only upon written consent of the student or upon subpoena. Exceptions to this requirement are: (1) the release of records to administrators and faculty of the university when such information is necessary to conduct their university duties; and (2) the release of records for research when the identity of the student can be protected and when the researcher can assure acceptable standards of confidentiality. If such assurance is questionable, the university shall obtain the consent of the student prior to the release of information.

Maintenance of Records * *specific to nursing; and differ from University Policy*

1. No record of information shall be made or retained unless there is demonstrable need for it which has a reasonably substantial relevance to the educational and related purposes of the university. **Student files are kept in a secure area in locked file cabinets in the Nursing Office-Ralston 132.*
2. The categories, locations, and officials responsible for records maintenance are:
 - a. Academic Records–Registrar, 148 Becht Hall;
 - b. Student Discipline Records–Office of Judicial and Mediation Services, 212 Becht Hall;
 - c. Credential Records–Director of Career Services, 419 Becht Hall;
 - d. Financial Records–Student Financial Services- 114 Becht Hall;
 - e. Student Accounts Records- Student Financial Services- 114 Becht Hall
 - f. *Current Nursing Student Records, Nursing Office, Ralston Hall**
 - g. *Current Student Nursing Health Forms, Department Chair office-129 Ralston**
3. *Nursing Health Forms are confidential in nature and cannot be released without student’s written permission. * Will be kept for 5 years following exit from or completion of the program and kept in a locked archives room.*
4. Students shall have the right to inspect their records, the release of which requires the student’s consent. The inspection or review of a record requires the student personally make such a request at the office in which the record is maintained by completing an Inspection-Request Form. *A student may only review his or her record in the presence of the Chair and/or Faculty member.**
5. Every record containing information about a student’s character shall state when the information was acquired and the name and position of the person who gave it.
6. The right to inspect records does not include direct access to medical, psychiatric, or counseling records which are used solely in connection with treatment. (i.e. Nursing Health Forms)
7. For additional information relating to maintenance of Records and Release procedures, please refer to at: <http://WWW.CLARION.EDU/STUDENTRIGHTS>

Transcripts

Students are assessed a one-time \$15 transcript fee their first semester of enrollment which is added to the statement of charges from the Accounts Receivable Office.
No additional fee is needed to obtain a transcript at any time.

Official transcripts can be requested in person in the [Office of the Registrar](#), 148 Becht Hall. In most cases, transcripts can be taken by the student. Transcripts may also be ordered by mail or faxing a

written request. Requests by fax should be sent to (814) 393-2039 (please do not include a coversheet). Requests by mail should be sent to:

Clarion University of PA
 Registrar's Office
 148 Becht Hall
 840 Wood Street
 Clarion, PA 16214

Transcript delivery methods include regular mail, pick-up in person (photo ID is required), and electronic delivery.

Students may request transcripts using the [Transcript Request Form](#) (PDF) or by mailing or faxing a written request which includes the following information:

- full name, the name under which you attended (and any name changes since)
- Clarion ID or social security number
- dates of attendance or graduation
- daytime telephone number
- current address
- complete mailing address where transcript should be sent (specify department or person to whom transcript should be addressed)
- transcripts cannot be faxed or emailed; if the transcript is being sent directly to you to forward to a third party, please indicate if you would like it sent in a sealed envelope
- student signature (transcripts cannot be processed without signature)

No fee is required with the request; therefore there is a limit of three (3) transcripts per [Transcript Request Form](#) request and only one (1) request per day. Multiple daily requests will not be honored or held.

Additional details on requesting an official transcript are available at Registrar's Web Page at Transcripts

Academic Honesty

The Department of Nursing's position on academic honesty is consistent with the *Clarion University of Pennsylvania: Academic Honesty Policy* (stated below) of Clarion University found in the on-line at: [Undergraduate University Catalog](#). 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, [Residence Hall Handbook](#); [Student Rights, Regulations, and Procedures Online 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 expression 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. Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university can only be imposed as a result of complaints filed under the Disciplinary Procedures Code and addressed through a formal hearing before the Conduct Board.

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 in writing of the charge. Students have the right to appeal instructor decisions related to academic honesty either (1) through the Grade Appeal Process (see <http://www.CLARION.EDU/STUDENTRIGHTS>) or (2) directly to the university Conduct Board by contacting the Office of Judicial and Mediation Services. A student may not appeal through both procedures. Should a student appeal through the second option, the board will schedule a hearing at which the faculty member will explain the charge and resultant academic action; the student shall then have an opportunity to address the allegation. The decision of the Conduct Board shall be final.

Rather than imposing a lowered or failing grade on an assignment or for a course, an instructor may choose to report an allegation of academic dishonesty directly to the Office of Judicial & Mediation Services. This process automatically results in a formal hearing before the university Conduct Board. Should the board find the student in violation of the academic honesty policy, the student may appeal the decision and/or penalty to the university president. The decision of the president shall be final.

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 this catalog without prior notice to people affected.

Students are held responsible for reading and understanding the academic, administrative, and disciplinary policies or regulations and for understanding general education requirements. They are held responsible for the requirements of a major in effect at the time they officially declare a major. If students change majors, they are responsible for the requirements of the major 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. In most instances, such changes will not be retroactive, although students will have the option to elect to meet the new program requirements, if desired. Changes in professional certifications or licensure standards may cause an exemption of this policy.

Library Services

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 Library's home pages. Students should request interlibrary loans from the campus at which they are attending classes.

Computer Access and Technology

All students are provided with usernames and passwords to utilize the various computer services.

In addition to the traditional forms of communication, nursing students will utilize university email, Desire 2Learn (D2L), and [MyClarion](#). [Eagle Mail](#) is the Clarion University Student Email service. [Desire2Learn](#) (D2L) learning management system is used for all online courses and the BSN program. [MyClarion](#) is the student information system for Clarion University. Students, faculty, and staff utilize [MyClarion](#) for registration, grades, financial aid, billing, and many other services. [MyClarion](#) is the official listing for your course schedule. Nursing students are expected to use the university e-communication systems when corresponding with nursing faculty, administration and staff.

Class Cancellation Notification

Information concerning University Closings at Clarion Campus will be broadcast over local television, radio stations, and by text. [Emergency Closings Policy](#) Class cancellation procedures will be communicated by the individual instructors.

Advisement

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.

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.

In the advisor-advisee relationship, the student's 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 to 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 Services Center in 435 Becht Hall or the Center's Website at: [University Advising Services](#)

Class Registration

The following is a brief synopsis from the Registrar's Office Registration Page at; <http://clarion.edu/academics/registrars-office/registering-for-classes/index.html> for the steps involved in registering for classes at Clarion University. It is the responsibility of the student to be aware of University regulations and requirements as published in the Clarion University Catalog and the BSN Student Handbook. Please review this webpage for more information.

Advisement & Preparing for Registration

1. Each semester all students (both graduate and undergraduate) should prepare for registration several weeks ahead of time using the following steps: Look forward to and read your registration scheduling email. This email is sent to your Eagle Mail account and directs you to your [MyClarion](#) account for your registration scheduling time, earned credit hours, advisor(s), and any registration holds.
2. Review your academic progress. This can be done through your MyClarion Academic Advisement Report (degree audit).
3. Address any registration holds you have on your account. Contact each office that has a hold on your account and take the appropriate action to remove the hold. Students should correct holds at least 24 hours in advance of registering.
4. Make an appointment to see your advisor during their regularly scheduled office hours. It is important for you to discuss your academic progress with your advisor. A discussion with your advisor prior to registration can help you clarify any degree or graduation requirements and help you avoid the Drop/Add/Swap process. Several departments activate an advisor hold flag which must be removed prior to registration. First year freshmen and new transfer students are required to meet with their advisor to review and discuss degree requirements. The advisor hold will be removed to permit registration after that meeting. Students should always bring the following to their advisement appointment: a proposed class schedule, alternate course selections, and any questions you have for your advisor.

5. Plan a tentative course schedule. Be certain to check course availability, general education flags and requirements, co-requisite and pre-requisite courses, and any additional restrictions for a course. Also, pay special attention to course notes. These notes list restrictions or special circumstances. Be sure to show your advisor your tentative schedule during your advising appointment. Graduate students should not enroll in an elective course without prior approval from their advisor. Continue to check course availability on the web until the time you register. This will help determine your need for alternate course selections.

Registering for classes

Eligibility is based on the number of credits you have earned as of October 1. Web 29 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:

In order to register for classes, you must login to MyClarion at <http://www.clarion.edu/about-clarion/computing-services/myclarion/>

Before Registering Each Semester

Note: For step-by-step directions for a given service, please see the Student Documentation section of the www.clarion.edu/myclarion web site.

- Update your address, phone and emergency contact information
- See your advisor
- Check for holds
- View your enrollment date

Other MyClarion Services

[MyClarion](#) provides a comprehensive set of on-line student services. Access MyClarion to:

- Add, Drop or Swap a class
- View your student account or make a payment
- View financial aid
- View your schedule
- View your course history
- View your grades

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. For more detailed information, students should call the [Student Affairs Office](#) at Clarion University. Available services include, but are not limited to: career, personal counseling, health, learning support, and financial aid.

[The Department of Counseling Services](#) offers professional and confidential counseling for developmental, educational and career goals. Counseling creates an opportunity to address concerns about personal, social and emotional growth to enhance a successful university experience. Please contact: Department of Counseling Services, 256 Becht Hall, (814) 393-2255.

Student Involvement in Governance

There are many opportunities for students to become actively involved in governance while attending Clarion University, including the Nursing Club, Student Senate and various committees. Appropriate student representation at nursing faculty meetings is welcomed. Interested students should contact nursing faculty and/or the [Student Affairs Office](#).

Student Rights

The Student and University Affairs Office promotes responsible citizenship by protecting student rights and maintaining the principles outlined in the Student Rights Handbook at <http://www.clarion.edu/student-life/student-affairs/conduct-policies-and-judicial-services/student-code-of-conduct/index.html> . The office administers campus disciplinary procedures, seeks to maintain a positive living and learning environment and encourages the building of a respectful and inclusive community.

The office also serves as a resource to the University community regarding conflict management and resolution by providing services that promote the development of critical life skills. A mediation service was recently added to assist students in resolving interpersonal conflicts. Trained mediators guide the process, and the parties voluntarily participate in a structured setting to reach a workable solution.

Grade Appeal Process

Disagreements between students and faculty members concerning grades, yet not related to alleged violation of the academic honesty policy, should be appealed in the following manner. The student should first discuss the problem with the faculty member who issued the grade. If not resolved to the student's satisfaction, they should then discuss the matter with the appropriate department chair.

Subsequent appeals may be heard in private conference with the student or in a conference involving both the student and faculty member by the college dean and provost, in that order. The decision of the provost shall be final. Should the department chair be the faculty member who issued the grade in question, the student may proceed immediately to a meeting with the college dean after discussing the grade with the faculty members. Should the dean be the faculty member who issued the grade in question, the student should proceed to a meeting with the appropriate department chair after discussing the grade with the course instructor; a subsequent appeal may be made to the Provost. The student, faculty member, and department chair must be informed of the decision at each administrative level. All grade appeals must be initiated no later than six months after the final course grade has been issued. Cases involving an alleged violation of students' academic rights may be heard by the university Conduct Board. A student who has a grievance involving academic rights must file a complaint with the vice president for student and university affairs to initiate the hearing. Policy retrieved from the *Student Rights, Regulations and Procedures Online Handbook* located at the [Conduct Policies and Judicial Services](#)

EXPENSES AND FINANCIAL AID

Complete information regarding tuition, fees, payments schedules, residency status and student accounts can be found in the "Financial Aid" section of the Clarion University Catalog at: <http://www.clarion.edu/tuition-and-financial-aid/financial-aid/>

Withdrawals

Individual Course Withdrawal Policy

An undergraduate student is permitted five individual course withdrawals at Clarion University. Exceptions may be made for withdrawals due to documented extenuating circumstances with approval of the instructor, advisor, and college dean.

All class withdrawals must be initiated by completing a class withdrawal form, which is signed by the student's advisor. If a withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s). Classes a student drops during the period of drop/add will not appear on the student's record. Course withdrawals between the end of the second and tenth weeks may be made without penalty. After the beginning of the 11th 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 documented extenuating circumstances such as illness or some other unavoidable occurrence with approval of the instructor, advisor, and college dean.

Withdrawal from the University

Students may withdraw from the university (all courses) through the last day of classes. 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 either during or at the end of a semester must notify the Office of the Registrar in writing of his or her intention to withdraw and the reason for withdrawal. The written notification is necessary for completion of the student's permanent record. Failure to comply with the regulation will constitute an unofficial withdrawal and may affect the student's chances of future readmission.

University withdrawals, which are recorded with grades of WX, are not included in the limit of five individual course withdrawals.

Withdrawal forms are available on-line through the [Registrar Office Academic Forms](#)

Refunds for withdrawals

University Refunds of tuition and fees for class withdrawal are granted in accordance with the policy established by the Pennsylvania State System of Higher Education Board of Governors and are subject to change at any time by the board. To receive a refund, students must officially withdraw through the Registrar's Office. Additional information on the financial implications of withdrawal can be found in the [Undergraduate Catalog](#) under Financial Assistance.

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 The College of Health and Human Services of Clarion University at 814-393-2315. Scholarship information is available through the Admissions and the Department of Nursing Office. 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)

A number of scholarships are available to Clarion University students and prospective students attending classes for The College of Health and Human Services Programs. Scholarships are made available by businesses, service organizations, 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 College of Health and Human Services of Clarion University 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.

Scholarships not administered by the College of Health and Human Services of Clarion Scholarship Committee may require a separate application sent to the sponsor. Scholarships administered through

the Department of Nursing will be posted on the BSN listserv as the applications become available each year.

CLINICAL REQUIREMENTS

Clinical Requirements

The health care organizations where students attend clinical require all caregivers to obtain background clearances and meet certain health requirements to participate in clinical activities in their facilities.

Beginning in the fall of 2018, all incoming students are required to complete the following within 90 days of entering the program:

- Felony form
- Child Abuse History Clearance (Act 33)
- Request for Criminal Record Check (Act 34)
- FBI background clearance which includes fingerprinting

Within 90 days of the start of the fall semester of the junior year, students must obtain and deliver to Mrs. Kimberly Crusan, Nursing Secretary at (814) 393-1851 or emailing her at kwolfgang@clarion.edu

- CPR certification
- Immunization records including yearly influenza vaccination
 - Two-step TB unless the student is a current healthcare worker
 - T-dap-no older than 10 years
 - MMR
 - Hepatitis B
 - Varicella

*Proof of immunization or titers are required
- Liability insurance
- Core performance completed and signed by the healthcare practitioner and student
- Drug screening

The processing of the applications can take several weeks, so it is advisable to begin application as soon as possible after receipt. These clearances will be valid for the time a student is enrolled in the BSN program. If a student takes a leave of absence or is otherwise separated from the BSN program, new clearances must be submitted.

If you have additional questions about these requirements, please contact Mrs. Kimberly Crusan, Nursing Secretary at (814) 393-1851 or emailing her at kwolfgang@clarion.edu.

The following information provides additional information about the specific requirements and why they are required.

Felony Statement

Under Pennsylvania law, the State Board of Nursing may not issue a license to an applicant who has been convicted of certain felonious acts. Students in the BSN program, who have been convicted of a felony, may not be eligible to take the State Board Licensing Examination (NCLEX). Beginning in the fall of 2018, students will be required to sign a felony statement upon entering the BSN program. This statement verifies that the student has read the State Board's Felony Policy and understands the ramifications of this policy to obtaining a license as a registered nurse in the state of Pennsylvania. Some felony and/or misdemeanor convictions are considered prohibitive offenses and prevent the student from participating in certain clinical experiences and/or agencies. For a listing of the felonious acts that may prohibit an individual from working in a healthcare facility in Pennsylvania, please refer to this link.

<https://www.pacode.com/secure/data/006/chapter15/s15.143.html>

For more information contact the nursing department or:

www.aging.state.pa.us/psolinettraining/cwp/view

CPR Certification

All nursing students are required to maintain certification in **healthcare provider** cardiopulmonary resuscitation (CPR) **prior to beginning NURS 402 and senior year clinical experiences**. Students must be certified in adult, infant, and child CPR, as well as, the use of the AED. CPR classes must be obtained by participating in a “in person” class setting, not an online certification course. Students will not be permitted to engage in clinical practice without proof of current CPR certification.

Health Requirements

Record of immunity to **tetanus (within the last 10 years), rubeola (red measles), mumps, rubella (German or three-day measles) and varicella (chicken pox)**. It also includes proof of freedom from **active tuberculosis**. Additionally, students must either show proof of immunity of **Hepatitis B** or sign a statement acknowledging the risks of contracting this disease. **The Department of Nursing highly recommends that students receive the Hepatitis B vaccine**. Testing for tuberculosis is required prior to beginning NURS 402 and must be updated annually. Additional immunizations may be required by individual clinical agencies.

*Students have an ethical duty to report any health condition that would pose a risk to their patients or interfere with the performance of their duties. Both the student and the examining health care

provider must initial a set of Program Performance Standards, indicating that there is no apparent reason why the student would be unable to perform the duties of a nursing student.

Influenza Vaccination Policy

In accordance with policies of clinical agencies, nursing students are required to have an annual Influenza vaccine prior to October 31 of each academic year. Written verification must be provided that the vaccine was received. This proof is to be given to the nursing secretary. Any student NOT receiving the vaccine may be required to wear a mask when in clinical or follow the policy of that clinical agency.

Liability Insurance

The terms accountability and liability reflect the expanded responsibilities of today's practicing nurse. Nurses are being required to assume complete responsibility for their own judgments, decisions, and actions.

Nurse Practice Acts places the burden of liability upon the individual nurse. In addition to moral and ethical accountability nurses must assume full legal responsibility for their nursing practice. For this reason, the Department of Nursing of Clarion University requires that each Bachelor of Science in Nursing student have liability insurance during their nursing education. It is the responsibility of the nursing student to obtain appropriate insurance coverage prior to their senior year, clinical rotations for the Bachelor of Science in Nursing Program. Information regarding liability insurance for nursing students is obtained through the Department of Nursing.

Clinical Attire

The Department of Nursing requires that each nursing student purchase at least two complete uniforms and one white warm-up jacket to be worn during the clinical rotations in the Bachelor of Science in Nursing Program at Clarion University of Pennsylvania. When the student purchases the uniform, they must include the approved Clarion University of Pennsylvania Logo which is stitched on to the uniform. Other uniform requirements include; white shoes (no open toes or clogs) and white or navy socks to be worn with pants uniforms and flesh-colored hosiery with a skirt uniform. No artificial nails are allowed due to infection control issues. The student is expected to follow any / all regulations set by the clinical facility; this may include (*but not limited to*), covering any tattoos, naturally occurring hair color, no piercings except for one pair of studded earrings, etc.

Students must also purchase a Nursing Student Photo Identification Badge (different from the Clarion University Student Identification). The badge replaces the name pin and **must** be worn at all

clinical sites. The badge is non-transferable to any other student and will have validity markings added at the start of each semester. The badge **must** be returned to the nursing department at the end of each semester and upon leaving the BSN program.

Students are expected to wear their uniform and name badge to all clinical and on campus clinical lab experiences. Uniforms are **NOT** to be worn to other classes or in the community.

Clinical Rotations

Clinical assignments are made by the faculty. Throughout the BSN program, students will rotate between several agencies; Students must be available for variations in length (12 hour) and times (morning, afternoon, evening) and days (Mondays-Fridays; possibly weekends) of clinical experiences. On occasion, weekend clinical rotations must be scheduled.

Transportation

Students must assume all responsibility for transportation to and from the assigned clinical agency. Reliable transportation is necessary as “car-pooling” is not always an option. Most clinical agencies are within a 50-mile radius of The College of Health and Human Services (Clarion campus).

Clinical Evaluation

Clinical evaluation is a process for determining that nursing students are achieving the established goals identified in the clinical learning objectives. Because nursing is a practice profession, clinical experiences are essential and are regulated within an educational program by the state’s Nurse Practice Act. No individual can be certified as a graduate without successfully passing both the clinical and didactic portions of the educational program.

In addition to the statutory regulations regarding the safe practice of nursing, there are a number of professional ethical regulations or codes which also establish guidelines for safe practice and are recognized internationally (Patient’s Bill of Rights, International Council of Nurses Code for Nurses, American Nurses Association). If a student cannot demonstrate an ability to deliver care at the expected level required in a course, the faculty member has a responsibility and the authority to remove the student so as not to compromise safety and welfare of the assigned client.

As part of contractual agreements with clinical agencies, the institution may request a student not be assigned if their health, behavior, or performance is found unacceptable to the standard of the institution.

Clinical agencies may, at any time, request additional requirements be met prior to participation in a clinical experience at that agency. This may include, but is not limited to, substance abuse testing.

Clinical evaluation within the BSN program at Clarion University of Pennsylvania measures the student's ability in relation to established standards and objectives, **not** in comparison to the performance of other students.

The Clinical Evaluation Tool is a means by which students will have ongoing evaluation of their clinical progress during clinical rotations. Anecdotal notes are written, by nursing faculty and a graded (pass/fail) clinical evaluation is given at mid-term and end of the semester. The grade considers both the anecdotal record and evidence of progress over time. Students must receive a "pass" grade at the conclusion of each clinical rotation in order to progress/graduate.

Students receiving a "needs improvement" or an "unsatisfactory" on anecdotal notes or at each clinical rotation in order to progress/graduate.

Students receiving a "needs improvement" or an "unsatisfactory" on anecdotal notes or at mid-term clinical evaluation must make an appointment to meet with the appropriate faculty member within one week to initiate a learning contract. See Retention Policy and Procedure for additional information.

NOTE: During all clinical rotations, students are expected to evaluate themselves (mid-term and final). This self-perception of progress is reviewed with the faculty in light of the faculty's evaluation and differences are discussed. Students are encouraged to comment in writing on their evaluation.

At Clarion University, clinical performance is based on the following outcomes:

1. Integrate scholarly inquiry, research, and theory into evidence-based nursing practice
2. Promote health and well-being for individuals, families, and communities including vulnerable and diverse populations
3. Provide leadership to initiate change within communities, the profession of nursing, and the healthcare delivery system
4. Apply clinical thinking skills to professional nursing practice
5. Communicate effectively with others in a variety of settings
6. Demonstrate professionalism in nursing practice

Administration of Medications

1. All students must pass a written medication administration test **prior** to being permitted to pass medications in the clinical area. Specific details are provided at the beginning of the semester. See Math Exam Policy (Appendix K).
2. Students are expected to assume responsibility for their own learning and client safety by:
 - a. reading a variety of resources.
 - b. preparing adequate pre-clinical references for medications to be given.
 - c. assimilating information necessary for safe functioning in the clinical setting.

- d. questioning the clinical instructor when uncertain about any medication.
 - e. prior to passing medications in the clinical area, students must successfully pass the medication skills test.
3. All students must seek direct supervision of the clinical instructor, or their designee, when administering:
 - a. intravenous solutions
 - b. parenteral medications
 - c. narcotics
 - d. heparin
 - e. insulin
 4. First year students must seek direct supervision of the clinical instructor when:
 - a. administering all medications.
 - b. calculating drug dosages.

Safety Procedures

Blood borne pathogen precautions:

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 Department of Nursing 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 and transmission based 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 via the web at <https://www.cdc.gov/>

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 Department of Nursing 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: <https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html>

Disaster and Safety Protocols at Clinical Facilities

All students are expected to follow the Emergency ‘CODE’ protocols established at each clinical facility. Facility specific protocols will be reviewed during clinical orientation. In the case of an actual bomb threat or actual fire, the students are to gather as a group with their instructor, destination prearranged, and will immediately leave the facility.

STUDENT LIFE

Student Identification Cards

Clarion University student identification cards are used to access meal plans, library services, and gain entrance to residence halls, campus activities, and the recreation center. Student IDs can also purchase goods and materials with Eagle Dollars. [Residence Life Services](#), 218 Becht Hall, Clarion, PA 16214, 814-393-2352

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.

Student Employment

If students are employed in health agencies, they may not be employed as registered or practical nurses unless they are currently licensed. Student employment is only on a voluntary basis. Wages for employment shall be within the range of the salary scale for the position.

Residence facilities are available on campus. More information is available at: www.clarion.edu/student-life/living-at-clarion/campus-housing/ or by contacting: Residence Life Services, 236 Egbert Hall, Clarion, PA 16214, 814-393-2352

Meals

All students living on campus are required to have a meal plan. There are many dining options on the Clarion University campus. More information is available at: [Dining Options](#)

Recreational Facilities and Student Life

All students have access to extensive recreational facilities and activities at Clarion University. The recreation center offers space for sports and exercise. Aerobics and group fitness activities are offered throughout the academic year. Students also have opportunities to participate in intramural activities. More information is available at: [Recreational Facilities and Student Life](#)

Health Insurance

Students are encouraged to carry private health insurance. In an attempt to offer students an affordable health insurance option, Clarion University has collaborated with nine other universities in the State System of Higher Education to offer an economical and comprehensive insurance policy administered by Consolidated Health Plans to those students not otherwise covered. Consolidated Health Plans' web-site is www.consolidatedhealthplan.com. Students are required to have medical insurance coverage to participate in university-sanctioned and/or approved activities, including intercollegiate sport.

Counseling Services

The Department of Counseling Services offers professional and confidential counseling for developmental, educational and career goals. Counseling creates an opportunity to address concerns about personal, social and emotional growth to enhance a successful university experience. Please contact: Department of Counseling Services, 256 Becht Hall, (814) 393-2255.

Writing Center

The writing center is available to assist students with the mechanics of collegiate writing. More information is available at: [Writing Center](#)

Parking Regulations

Students enrolled in the BSN Program are eligible for parking privileges at the Clarion campus. The cost of the permit will be added to the tuition bill from Clarion University. Complete information regarding parking permits and regulations can be found at: [Transportation and Parking](#)

Grade Appeal Process

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* at the [Conduct Policies and Judicial Services](#)

CLARION UNIVERSITY BACHELOR OF SCIENCE

CLARION UNIVERSITY OF PENNSYLVANIA Degree: B.S. Nursing Department of Nursing Advisor Worksheet

Name _____ TRANSFER* _____ ** _____
 Student ID # _____ CUP: _____ Date _____ Cr _____ Gr _____ Date _____ Cr _____ Gr _____ Date _____ Cr _____ Gr _____
 CUP Entrance Date _____
 Program Entrance Date _____
 Advisor _____

GENERAL EDUCATION REQUIREMENTS - 56 CREDITS

Please refer to the approved list of Gen. Ed. courses that appear in the newspaper schedule.

<p>I. LIBERAL EDUCATION SKILLS - 12 CREDITS CR. GR.</p> <p>A. English Composition (3-6 credits) ENG 111 Writing II 3 _____</p> <p>B. Mathematics Requirement (3 credits) Math 117 Math for Health Sciences 3 _____ (Per University Gen Ed Req- Math >110)</p> <p>C. Credits to total 12 in Category I, selected from at least two of the following: Academic Support, Communication, Computer Information Science, Elementary Foreign Language, English Composition, Logic, Mathematics, & Speech Communication. IQ 1XX Inquiry Seminar 3 _____</p> <p>II. LIBERAL KNOWLEDGE - 27 CREDITS</p> <p>A. Physical and Biological Sciences (9 credits) selected from at least two of the following: Biology, Chemistry, Earth Science, Mathematics, Physical Science & Physics. BIOL251 Anatomy & Physiology I 3 _____ BIOL252 Anatomy & Physiology II 3 _____ PHSC 111 Physical Science Chemistry 3 _____</p> <p>B. Social and Behavioral Sciences (9 credits) selected from at least two of the following: Anthropology, Economics, Geography, History, Political Science, Psychology, Social Work, Sociology, and Women's Studies. PSY 211 General Psychology 3 _____ PSY 310 Developmental Psych 3 _____ SOC 211 Principles of Soc. 3 _____</p> <p>C. Arts and Humanities (9 credits) selected from at least two of the following: Art, English Language and Literature, Humanities, Intermediate Foreign Language and Cultures, Music, Philosophy, Speech and Theater. PHIL 301 Bioethics 3 _____ _____ _____ 3 _____ _____ _____ 3 _____</p> <p>III. HEALTH AND PERSONAL PERFORMANCE (3 credits) NFSS 111 Health & Wellness 2 _____ _____ _____ 1 _____</p> <p>IV. GEN. ED. ELECTIVES (9 credits) SOC 352 The Family 3 _____ BIOL260 Microbiology 3 _____ MATH 221 Statistics 3 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____</p>	<p>V. REQUIREMENTS IN NURSING MAJOR (64 credits) Cr. Gr.</p> <p>NURS 150 Fundamental Skills in Nursing 3 _____ NURS 152 Fundamental Skills Clinical lab 1 _____ NURS 160 Organizational Skills for Success 1 _____ NURS 170 Health Prof. Through Nursing Process 3 _____ NURS 172 H.P. through Neg Process Clin lab 1 _____ NURS 250 Health Assessment across Lifespan 3 _____ NURS 252 Health Assessment across Lifespan lab 1 _____ NURS 270 Pharmacotherapeutics 3 _____ NURS 272 Pharmacotherapeutics Lab 1 _____ NURS 310 Health Promotion: Adult I 3 _____ NURS 312 Health Promotion: Adult I Clinical Lab 1 _____ NURS 330 Health Promotion: Adult II 3 _____ NURS 332 Health Promotion: Adult II Clinical Lab 1 _____ NURS 348 Leadership in Nursing 3 _____ NURS 350 Health Promotion in the Community 2 _____ NURS 370 H.P. Women, Children & Families 4 _____ NURS 372 H.P. Women, Child & Families Clin. Lab 1 _____ NURS 388 Nursing Research 3 _____ NURS 390 Psychosocial Health 3 _____ NURS 402 Health Promotion for Aging Adults 1 _____ NURS 404 Professional Role Development 2 _____ NURS 406 Clinical I 5 _____ NURS 412 Women, Children & Families Clinical 2 _____ NURS 414 Psychosocial Health Clinical 1 _____ NURS 416 Clinical II 5 _____ NURS 465 Capstone I: Topics in Research 2 _____ NURS 466 Capstone II: Topics in Research 2 _____ NURS 467 Clinical Preceptorship 3 _____</p> <p>VI. Electives- General Education (5 credits) and Nursing Major to total at least 120 credits. BIOL261 A&P I lab 1 _____ BIOL262 A&P II lab 1 _____ BIOL224 Human Biology 3 _____</p> <p>A minimum "C" grade in ENG 111, all Sciences and math courses is required.</p> <p>A minimum grade of "B" in all Nursing courses is required.</p> <p>Suggested Gen. Ed. & Free Elective Courses: CIS 217 Application of Microcomputers CMST 113 Public Speaking CMST 217 Listening CMST 300 Communication in Organizations BIOL 225 Human Genetics PHIL 111 Logic PSY 300 Cross-Cultural Psychology</p>
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Summary of Program Requirements

Non- Major Requirements (56 credit hours)

University General Educational Requirements – minimum of 48 credit hours; general education courses required within the major are listed for each category; all general courses are three credit hours unless specified; BSN curriculum includes 38 credit hours of required general education courses (highlighted below in bold text) and 15 credit hours to be selected by the student. Unless specified, all courses listed are 3 credit hours.

I. Liberal Education Skills 12 credit hours to include:

(in writing, mathematics, and communication)

- A. College Writing and information literacy (**Eng 111¹**)
- B. A mathematics course (**Math 117**)
- C. Inquiry Seminar (**IQ-1XX**)

II. Liberal Knowledge 27 credit hours distributed among three categories:

(with focus on society, its individuals, culture, and environment)

- A. Physical and biological sciences—9 credits (**Bio 251, Bio 261, PHSC 111**)
 - B. Social and behavioral sciences—9 credits (**Psy 211², Psy 260, Soc 211**)
 - C. Arts and humanities—9 credits (**Phil 301, A & H elective, A & H elective**)
- At least two disciplines must be represented within each of the three categories.

III. Health and Personal Performance 3 credit hours to include:

(with focus on wellness, creative activities, and use of leisure time)

- A. Health and wellness (one course)—2 credits (to be selected by student)
- B. Personal performance (one course)—1 credit (to be selected by student)

IV. General Education Electives:

(for further exploration of areas of interest and continued broadening of studies)-sufficient course work to bring the total for general education to 48 credits from an approved list in areas of skills or liberal knowledge. These may not be in your major, and only one additional hour of personal performance is permitted. (**SOC 352; BIO 260, Math 221**)

VI. Free Electives:

Sufficient course work to bring general education and nursing major to total at least 120 credit hours (**BIO 252, BIO 262, Free Elective 3 cr**)

¹ 1st Year Values Flag Course

² 1st Year Values Flag Course

Major Requirements (64 credit hours)

NURS 150: Fundamental Skills in Nursing	3 cr
NURS 152: Fundamental Skills Clinical Lab	1 cr
NURS 160: Organizational Skills for Success	1 cr
NURS 170: Health Prom. through Nursing Process	2 cr
NURS 172: H.P. through Nursing Process Clinical Lab	1 cr
NURS 250: Health Assessment across Lifespan	3 cr
NURS 252: Health Assessment across Lifespan Lab	1 cr
NURS 270: Pharmacotherapeutics	3 cr
NURS 272: Pharmacotherapeutics Clinical Lab	1 cr
NURS 310: Health Promotion: Adults I	3 cr
NURS 312: Health Promotion: Adults I Clinical Lab	1 cr
NURS 330: Health Promotion: Adults II	3 cr
NURS 332: Health Promotion: Adults II Clinical Lab	2 cr
NURS 348: Nursing Leadership in Health Care Environment	3 cr
NURS 350: Health Promotion in the Community	2 cr
NURS 370: H.P. Women, Children & Families	4 cr
NURS 372: H.P. Women, Children & Families Clinical Lab	1 cr
NURS 388: Nursing Research ³	3 cr
NURS 390: Psychosocial Health	3 cr
NURS 402: Health Prom. For Aging Adults	1 cr
NURS 404: Professional Role Development	2 cr
NURS 406: H.P. Adult I Clinical	5 cr
NURS 412: Women, Children & Families Clinical	2 cr
NURS 414: Psychosocial Health Clinical	1 cr
NURS 416: H.P. Adult II Clinical	5 cr
65NURS 465: Capstone I: Topics in Research	2 cr
NURS 466: Capstone II: Topics in Research ⁴	2 cr
NURS 467: Clinical Preceptorship	3 cr

Graduation Requirements

Total = 120 credit hours

³ Writing Intensive Flag Course; Quantitative Reasoning Flag Course

⁴ Applied Information Literacy Flag Course

**Required Nursing Courses by Academic Year
Descriptions****Freshman Year:****NURS 150: Fundamental Skills in Nursing**

This course introduces students to the essential skills required in professional nursing practice. Students will begin to examine the professional, legal, and ethical standards of practice. Therapeutic strategies are presented for the integration of assessment, communication and safety skills necessary for promoting health in clients of all ages. Required competencies for licensure are introduced. (Fall annually; 3 credits)

NURS 152: Fundamental Skills in Nursing Clinical Lab

Skills presented in theory portion of this course will be practiced in the lab experience of the course. Emphasis is placed on interactions between students and clients through clinical simulations. (Fall annually; 1 credit/ 3 contact hours)

NURS 160: Organizational Skills for Success

This course focuses on thinking as a skill and its practical application in education and clinical practice. Opportunities are provided for students to transfer these skills to personal learning styles, test taking and strategies for success. (Fall annually; 1 credit)

NURS 170: Health Promotion through the Nursing Process

This course introduces students to the principles of the nursing process that provide the building blocks for all nursing care models. The course explores each phase of the nursing process. Health promotion of clients with specific health care needs will be used to demonstrate the nursing process. Students will apply the nursing process in the development of a patient and family health education plan. Emphasis is placed on the principles of delegation, accountability, and prioritization. (Spring annually; 3 credits)

NURS 172: Health Promotion through the Nursing Process Clinical Laboratory

This introductory laboratory course provides students the opportunity to demonstrate the principles of the nursing process. Students will apply each phase of the nursing process in care of clients with specific actual and potential alterations in health status. Students will complete a health literacy assessment, identify health education needs of a client, and develop a patient education plan. Concepts of prioritization, accountability, and delegation will be emphasized. (Spring annually; 1 credit)

Sophomore Year:**NURS 250: Health Assessment across the Lifespan**

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health assessment of individuals and families across the lifespan. Concepts of physical, psychosocial, spiritual, cultural, familial, and environmental assessments will be examined. Emphasis is placed on health beliefs of clients and families and factors that affect health promotion practices (3 credits).

NURS 252: Health Assessment Across the Lifespan Clinical Laboratory

This course provides students with the opportunity to demonstrate a systematic assessment of individuals and families across the lifespan. Students will demonstrate physical, psychosocial, spiritual, cultural, familial, and environmental assessment. Students will identify variations from normal assessment findings. Students will identify factors that affect health promotion practices. (Fall annually; 1 credit)

NURS 270: Pharmacotherapeutics

Pharmacotherapeutic aspects of nursing care are introduced and substantiated by evidence-based findings to promote health. Emphasis is placed on the use of the nursing process in safe administration of medications and patient education. The impact of technology and economic forces as well as collaboration with the health care team will be discussed. Ethical, legal, and cultural considerations will be explored. (Spring annually; 3 credits).

NURS 272: Pharmacotherapeutics Clinical Laboratory

This course provides students the opportunity to demonstrate the use of the nursing process in safe medication administration in a laboratory setting. Cultural, ethical, and legal issues will be explored. Students will develop an individualized health education plan with an emphasis on pharmacotherapeutics. (Spring annually; 1 credit).

NURS 310: Health Promotion: Adults I

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health education related to the care of acutely and critically ill adult experiencing alterations in health. Concepts and issues are discussed related to the complex physiological and psychosocial concerns during actual or potential acute alterations in adult clients. Emphasis is on individuals with acute and life-threatening illnesses. Professional nursing interventions are identified which facilitate health promotion for the adult client and family. Opportunities are provided for the student, as client advocate, to apply the acquired evidenced-based knowledge to the care of clients within the health care environment. (Spring annually; 3 credits)

NURS 312: Health Promotion: Adults I Acute Care Clinical Lab

The focus of this lab experience is on the skill development required to care for adults experiencing acute and/or life-threatening alterations in health. Specific assessments, treatment protocols, and other nursing skills presented in theory portion of this course will be practiced in this lab experience. Emphasis is placed on skill development and interactions between students and clients through clinical simulations. (Spring annually; 1 credit)

Junior Year:**NURS 330: Health Promotion: Adults II**

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health education related to the care of older adults and adults experiencing chronic alterations in health. Concepts and issues related to complex physiological and psychosocial alterations in adult clients are examined. Emphasis is on elderly clients and individuals with chronic illnesses. Professional nursing interventions are identified which facilitate health promotion for the adult client and family. Opportunities are provided for the student, as client advocate, to apply the acquired

evidenced-based knowledge to the care of clients within the health care environment. (Fall annually; 3 credits)

NURS 332: Health Promotion: Adult II Chronic Care Clinical Lab

The focus of this lab experience is on the application of the nursing process in the care of older adults and adults experiencing chronic alterations in health. Specific assessments, treatment protocols, and other nursing skills presented in theory portion of this course will be practiced in this lab experience. Emphasis is placed on skill development and interactions between students and clients through clinical simulations. (Fall annually; 1 credit)

NURS 348: Nursing Leadership in the Healthcare Environment

The conceptual focus of this course is the nurse as a leader in a rapidly changing and complex healthcare environment. Concepts and issues related to nursing leadership, conflict resolution, and change are examined. Students will explore concepts of ethics, safety, and quality improvement within the healthcare organization. Concepts of prioritization, delegation, accountability, and advocacy will be emphasized. (Fall annually; 3 credits).

NURS 350: Health Promotion in the Community

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health education related to the care of individuals, families, and populations within the community setting. Concepts and issues related to public health, epidemiology, and environment are examined. Students will also explore concepts of global health, disasters, and violence. Professional nursing interventions are identified which facilitate health promotion for communities. Opportunities are provided for the student, as client advocate, to apply evidence-based knowledge to the care of clients in the health care environment. An emphasis is placed on vulnerability and social justice. Assignments will provide students with the opportunity to practice skills related to the course content. (Fall annually; 2 credits)

NURS 370: Health Promotion for Women, Children, and Families

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health education related to the care of women, children, and families. Concepts and issues related to human development and family-centered care are explored. Emphasis is on women's reproductive health, the birth experience, infants, children, and the family unit. Professional nursing interventions are identified which facilitate health promotion for the childbearing family. Opportunities are provided for the student, as client advocate, to apply the acquired evidenced-based knowledge to the care childbearing families that is developmentally and culturally appropriate. Health promotion interventions targeting socially vulnerable populations will be explored. Related pharmacology information will also be presented. (Spring semester; 4 credits)

NURS 372: Health Promotion for Women, Children, and Families Clinical Lab

The focus of this lab experience is on the skill development required to care for women, children, and child-bearing families in various health care settings and the community. Specific assessments, treatment protocols, and other nursing skills presented in theory portion of this course will be practiced in this lab experience. Emphasis is placed on skill development and interactions between students and child-bearing families through clinical simulations. (Spring Semester annually; 1 credit/3 contact hours)

NURS 388: Nursing Research

This advanced research course emphasizes the role of research in developing evidence-based nursing practice. Students will explore the principles of systematic method of research while applying skills developed for clinical thinking, group process, and information literacy. The course focuses on the ways research influences decisions in professional nursing and directs nursing care. As consumers of research, students will have an opportunity to critique current research for applicability to professional nursing practice. As novice producers of research, students will work in groups to develop a research proposal of value to nursing. (Spring annually; 3 credit hours)

NURS 390: Psychosocial Health

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health education related to the care of client and families experiencing alterations in psychosocial health. Psychosocial health concepts and issues are examined. Professional nursing interventions are identified which facilitate health promotion for the client and family. Opportunities are provided for the student, as client advocate, to apply evidence-based knowledge to the care of clients in the health care environment. Related pharmacotherapeutic topics will be presented. Emphasis is placed on therapeutic use of self and client advocacy. Assignments will provide students with the opportunity to practice skills related to the course content. (Spring annually; 3 credits)

NURS 402: Health Promotion for Aging Adults

The purpose of this course is to introduce students to various healthcare environments. Observational experiences in selected healthcare agencies provide students with patient contact and the opportunity to gain insight into the healthcare system. During this experience, students will gain an understanding of the role of the professional nurse within various healthcare environments. Emphasis will be placed on the role of the nurse as an advocate for aging adults. (Fall annually; 1 credit)

Senior Year:**NURS 404: Professional Role Development**

This course is designed to help transition the student to the role of the professional nurse and prepare the nurse to lead in complex environments. The course will introduce students to the nurse's role in healthcare policy, regulatory compliance and quality improvement. Other topics include advocacy, continuity of care, ethical practice, information technology, and case management. (Fall annually; 2 credits)

NURS 406: Health Promotion: Adults I Clinical

This course provides an opportunity for clinical application of holistic care of adults experiencing acute and/or life-threatening alterations in health. Emphasis is on health promotion, disease management, and injury prevention. Students have an opportunity to develop assessment and therapeutic communications skills while caring for adult clients and their families. Nursing interventions and health education plans are developed through the nursing process. Safe delivery of professional nursing care and pharmacological therapies are demonstrated. (Fall annually and as needed; 5 credits, 10 week term; 225 clinical hours)

NURS 412: Health Promotion for Women, Children, and Families Clinical

This course provides an opportunity for clinical application of holistic care of women, children, and families. Emphasis is on health promotion, disease management, risk reduction and injury prevention

in childbearing families. Students have an opportunity to develop assessment and therapeutic communications skills while caring for clients and their families. Nursing interventions and health education plans are developed through the nursing process. Safe delivery of professional nursing care and pharmacological therapies are demonstrated. (Fall annually and as needed; 2 credits, 5 week term; 90 clinical hours)

NURS 414: Psychosocial Health Nursing Clinical

This course provides an opportunity for clinical application of individuals and families experiencing alterations in psychosocial health with emphasis on health promotion, disease management, and injury prevention. Students have an opportunity to develop assessment and therapeutic communications skills while caring for clients and families. Nursing interventions and health education plans are developed through the nursing process. Safe delivery of professional nursing care will be demonstrated. (Spring annually and as needed; 1 credit, 5 week term; 45 clinical hours)

NURS 416: Health Promotion: Adult II Clinical

This course provides an opportunity for clinical application of holistic care of older adults and adults experiencing chronic alterations in health. Emphasis is on health promotion, disease management, risk reduction, and injury prevention. Students have an opportunity to develop assessment and therapeutic communications skills while caring for adult clients and their families. Nursing interventions and health education plans are developed through the nursing process. Safe delivery of professional nursing care and pharmacological therapies are demonstrated. (Spring annually and as needed; 5 credits, 5 week term; 225 clinical hours)

NURS 418 Health Promotion in Communities Clinical

This course provides an opportunity for clinical application of holistic care of individuals, families, and populations within a community setting. Emphasis is on health promotion, disease management, risk reduction and injury prevention in the community setting. Students have an opportunity to develop assessment and therapeutic communications skills while caring for individuals, families, and populations. Concepts of vulnerability and social justice will be highlighted. Nursing interventions and health promotion plans are developed through application of nursing process. (Spring annually and as needed; 3 credits, 5 week term; 225 clinical hours)

NURS 465 Capstone I: Topics in Nursing Research

This capstone course is designed to provide students with a culminating learning experience that reinforces, integrates, and synthesizes knowledge gained through general education and nursing coursework. Emphasis is on actively engaging students to identify questions of concern in professional nursing practice and foster students' ability to systematically answer these important questions through empirical observation. This course is completed in small groups over the students' final two semesters of the program. The goals of this portion of the course include group process, question identification, proposal development, instrument identification, and obtaining Institutional Review Board approval. (Fall annually; 2 credits)

NURS 466 Capstone II: Topics in Nursing Research

This capstone course is designed to provide students with a culminating learning experience that reinforces, integrates, and synthesizes knowledge gained through general education and nursing coursework. Emphasis is on actively engaging students to identify questions of concern in professional nursing practice and foster students' ability to systematically answer these important questions through in empirical observation. This course is completed in small groups over the

students' final two semesters of the program. The goals of this portion of the course include data collection, data analysis, and completion of the written research report. Dissemination of research findings from capstone project will be completed through both an oral presentation and a poster display. (Spring annually; 2 credits)

NURS 467: Clinical Preceptorship

This course is the culminating clinical experience designed to support the students' transition to professional nursing practice. Students will work with an individual preceptor to integrate knowledge and skills gained throughout the program. Students have an opportunity to advance assessment and communications skills while caring for a select population. Emphasis is placed on refining nursing process skills in the safe delivery of professional nursing care. (Spring annually and as needed; 3 credits, 5 week term; 135 clinical hours)

APPENDIX A**AMERICAN NURSES ASSOCIATION
SCOPE AND STANDARDS OF PRACTICE (2010)**

The Standards of Professional Nursing Practice consists of Standards of Practice and Standards of Professional Performance, which include the following:

Standards of Practice for the Registered Nurse

1. **Assessment** – Collects comprehensive data pertinent to the healthcare consumer’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 healthcare consumer or the situation
4. **Planning** – Develops a plan that prescribes strategies and alternatives to attain expected outcomes
5. **Implementation** – Implements the identified plan
 - a. **Coordination of Care:** Coordinates care delivery
 - b. **Health Teaching and Health Promotion:** Employs strategies to promote health and a safe environment
 - c. **Consultation:** (Advanced Practice)
 - d. **Prescriptive Authority and Treatment**(Advanced Practice).
6. **Evaluation** – Evaluates progress towards attainment of outcomes
7. **Ethics:** Practices ethically
8. **Education** – Attains knowledge and competence that reflects current nursing practice
9. **Evidence-Based Practice and Research:** Integrates evidence and research findings into practice
10. **Quality of Practice** – Contributes to the quality of nursing practice
11. **Communication:** Communicates effectively in all areas of practice
12. **Leadership** – Demonstrates leadership in the professional practice setting and the profession
13. **Collaboration** – Collaborates with healthcare consumer, family and others in the conduct of nursing practice

14. Professional Practice Evaluation - Evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations

15. Resource Utilization – Utilizes appropriate resources to plan and provide nursing services that are safe, effective and financially responsible

16. Environmental Health - Practices in an environmentally safe and health manner

APPENDIX B**SIMULATION LAB POLICIES AND PROCEDURES****CHHS Simulation Lab Mission Statement**

The College of Health Sciences and Human Services Simulation Lab helps demonstrate the core values of the BSN program by providing a state-of-the-art simulation-based research and training center that will assist students in the advancement of quality patient care and safety. This aim will be accomplished through enhancement of multidisciplinary health care research and education, thus fulfilling these goals:

1. To work in cooperation with Clarion University School of Health and Human Sciences in creating a safe environment for patients by using simulation and other state of the art educational technology in the training and assessment of the healthcare system professionals.
2. To provide a well-equipped, state-of-the-art teaching, ideal learning, and research environment and area for independent and supervised practice, throughout the students' academic career.
3. To provide resources and to promote the acquisition of basic as well as advanced skills and / or behaviors that are considered essential for undergraduate nursing students and advanced practice roles to master.
4. Evaluation of the learner outcomes such as knowledge gained, self-efficacy, behavioral changes, technology competency, and procedural accuracy that change or occur as a result of simulation-based education.

Simulation Lab Environment

The College of Health and Human Services Simulation Lab is considered a professional environment. All lab users shall respect the privacy, rights, privileges, health, and safety of others.

Expected Behavior

The College of Health and Human Services Simulation Lab environment is non-threatening and professional, thus enhancing learning. Users are expected to remain respectful at all times. Because the scenarios can appear life-like, anxiety levels can escalate. During simulation, especially the debriefing segment, individuals are asked to refrain from negative comments that are meant to demoralize. This is an open learning environment. Positive feedback and suggestions for improvement are encouraged. The staff encourages the learners to think out loud and work as a team.

Treatment Rooms

If a real individual (actor/actress) is used as a standardized patient, then shoes must be removed prior to bed access. No other individuals are allowed in bed while a simulation mannequin is in the bed.

Food or Drink

No food or drink is permitted in the Simulation Lab, including the control rooms.

Writing utensils

The use of pens can damage the simulation mannequins. Please use pencils in the appropriate areas within the simulation area.

Simulation Control Room/Audio-Visual Equipment

The control room is only to be accessed by faculty or individuals that are granted permission specifically by the Simulation Lab Coordinator and/or designees (faculty members). The audio/visual equipment, including the laptops, is for simulation purposes only. Only individuals that are trained on the KBPort system may access and manipulate the audio/visual equipment.

Communication Devices: The Department of Nursing recognizes the extensive use and benefit of cellular phones and other communication devices, beepers, pagers, iPhones, texting, etc. However, use of these devices creates disruption and distraction. The use of these devices is strictly forbidden during a simulation. Please advise those who may need to contact you in an emergency to call the Department of Nursing (814-676-6591, ext 1851). Any messages will be promptly delivered to you. Violation of this policy will result in disciplinary action and/or an unsatisfactory evaluation.

Universal Precautions

Proper cleaning of hands using hand sanitizer will be evaluated prior to using simulation. Hand sanitizer is to be used in the simulation environment in the same manner as the clinical environment. If health care institutional protocol would indicate, then don masks, gloves, and gowns in accordance with the scenario when practicing in the simulation center.

Tobacco: Use of cigarettes, cigars, pipes, chewing tobacco or smokeless and/or electronic cigarettes, is not allowed in the Simulation Lab at any time.

Pre Scenario Activities

As directed by your faculty/instructor, institution or association, all assigned pre-scenario activities should be completed prior to the simulation experience. Lack of preparation may result in an inability to participate in the scenario. Arrive 15 minutes prior to your simulation time dressed appropriately.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: <http://risecenter.rmu.edu/sites/RISE/policies/environment.asp>

Access to Sim Lab

The Simulation Lab Coordinator, College of Health and Human Services faculty, Administration, and CUP Campus Police are the only personnel allocated unlimited access. All other faculty and students must contact the appropriate personnel as listed above for access.

Faculty members/instructors must schedule instructional time via email prior to utilizing simulation rooms. The Simulation Lab Coordinator and/or designee will grant approval.

All users in the simulation center are required to maintain a clean environment. The simulation course instructor is responsible for ensuring that the lab is ready for the next clinical group.

Students must be supervised at all times while in the simulation center. The scheduled faculty member/instructor must be available throughout the instructional session. The scheduled faculty member/instructor or Sim Lab Coordinator and/or designee (faculty) must exit last to ensure the doors are locked.

Students and/or faculty members/instructors are accountable for any damages incurred to the models or equipment while using the lab.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from website: <http://risecenter.rmu.edu/sites/RISE/policies/access.asp>

Simulation Laboratory Dress Code

Students of Clarion University Nursing Program are to follow the Guidelines for Professional Appearance Policy when practicing in the Simulation Lab.

Students should dress in clinical attire in accordance with their policy and procedures per clinical instructors. Students are to wear appropriate clinical attire – navy blue scrubs – pants and tops, individuals may also choose to wear a scrub jacket (navy) - neat in appearance and bring necessary equipment (stethoscope, watch, pencil) for simulation experiences. No flip-flops or sandals are to be worn in the simulation area due to possible injury to feet due to heavy equipment or sharp objects. Closed toe shoes are required. Hair should be off face, appearance should be neat and organized and appropriate closed toe shoes should be worn. Stethoscopes and reference material can be used to help reference during simulation if permitted by the clinical instructor. Simulation experiences should be treated as realistic clinical experiences.

The dress code is considered to be a part of being prepared for clinical. Failure to dress appropriately will result in an unsatisfactory for accountability and responsibility for the assigned clinical experience.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: <http://risecenter.rmu.edu/sites/RISE/policies/dressCode.asp>

Care of Simulation Laboratory Supplies

All users have a vested interest in the maintenance of the lab and the equipment that is used within this environment. Failure to properly maintain and clean the environment and supplies is considered neglectful and may result in the loss of simulation center privileges as determined by the Simulation Lab Coordinator and/or faculty.

The mannequins are very heavy. Use good judgment and proper body mechanics when manipulating the mannequins. Avoid using sharp instruments as much as possible around the mannequins.

Leave the area as you would leave your clinical area. The simulation center must remain neat, uncluttered, safe, and prepared for the next users of the simulation center. This includes, but is not limited to the following:

- All beds must be remade.
- Clean all supplies after use in the simulation experience. For example, urinals and bedpans should be drained, cleaned, and dried. Equipment is wiped clean.
- Clean the desk area.
- Chairs should be pushed in and organized.
- Organize materials on tables and in cabinets.
- Return all supplies to the appropriate areas. Dispose of all used supplies (i.e. wet gauze).
- Properly dispose of any sharps in the appropriate sharps containers.
- Return equipment to the appropriate storage area.
- Placed soiled linen in the hamper. Please re-fold clean linens that can be re-used.
- Staff/instructors are to remain in the area until all others have exited.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: <http://risecenter.rmu.edu/sites/RISE/policies/careOfSupplies.asp>

Clarion University Student Hospital SIMULATION ADVISORY

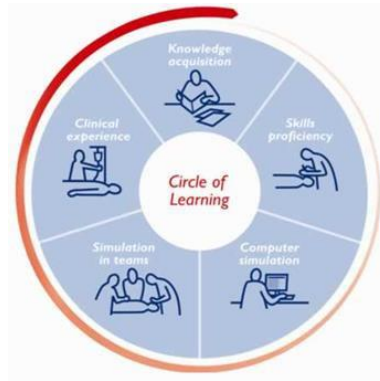
Simulation is meant to create an environment that present nursing students with problem-solving experiences that require ‘real time’ assessment and interventions in a nonthreatening, supportive learning environment. As a setting for the provision of learning experiences, Clarion University Student Hospital is striving to provide learning experiences nursing students may or may not encounter in the clinical environment.

A Simulator’s Bill of Rights

These rights can be exercised on the simulator / “patient’s” behalf by the nursing instructors at Clarion University.

1. Students have the right to be able to “suspend disbelief” during the simulation. This means being able to act (pretend!) as if the mannequin is a real person and the simulation a real event!
2. The simulator / patient has the right to respectful and considerate care.
3. Simulator / patient has the right to know the identity of physicians, student nurses, and others involved in their care.
4. The simulator / patient has the right to and is encouraged to obtain from nursing students relevant, current, and understandable information concerning diagnosis, treatment, and prognosis related to their “care.”
5. The simulator / patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action.
6. The simulator / patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
7. The simulator / patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted in order to protect each simulator / patient's privacy.
8. The simulator / patient has the right to expect that all communication and records pertaining to their care will be treated as confidential by the student (**review HIPPA practices**). The simulator/ patient has the right to expect that Clarion University Student Hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
9. Clarion University Student Hospital is mandated to advise simulator “patient” of their rights under state law and hospital policy to make informed medical choices, ask if the simulator “patient” has an advance directive, and include that information in patient records.

Conclusion: The purpose of the simulation is meant to help bridge the gap between what is learned in nursing theory/lab and practice in the clinical setting. This is a time to put together all of the things you are learning in theory (how & why), assessment skills, nursing lab skills and clinical skills. One of the major benefits of using simulation is that it provides the opportunity for active / interactive learning without any risks to patient safety and leads to improvements in patient care. The nursing instructors at Venango College of Clarion University work together to help provide this learning experience, and as explained in the introductory letter, this is not a graded experience, but one meant to help students learn.



References:

American Hospital Association. (1998). Patient Bill of Rights. Retrieved September 14, 2011, from website: American Hospital Association Home Page http://www.aha.org/search?q=Patient+Bill+of+Rights&site=redesign_aha_org|HPOE

Jefferies, P. (2007). Getting in S.T.E.P.with Simulations. Retrieved from <http://www.thefreelibrary.com/Getting+in+S.T.E.P.+with+simulations%3a+simulations+take+educator...-a0177991434>

APPENDIX C
SIMULATION LABORATORY DOCUMENTS

CLARION UNIVERSITY
BSN PROGRAM
CONFIDENTIALITY AGREEMENT
Simulation/skills laboratory

As a nursing student enrolled in the BSN Program at Clarion University, I will actively be participating in clinical nursing simulations. I understand that the content of these simulations will be kept confidential in order to maintain the integrity of the learning experience for me and my fellow students. It would be unethical for me to share any information regarding simulation scenarios with my fellow students. I will also be observing fellow students within the clinical simulation laboratory, and I will not discuss their performance with anyone outside of the simulation laboratory.

I fully understand and acknowledge that the unauthorized release, mishandling of confidential information or inappropriate exchange of information is prohibited, and serious consequences may occur if I violate this agreement. I will exemplify Clarion Nursing Department's values of integrity, respect for human dignity, and confidentiality.

Student name (Print)_____

Student signature_____

Date_____

NURS: _____



**CLARION UNIVERSITY
BSN PROGRAM
PHOTOGRAPHY AGREEMENT
Simulation/skills laboratory**

As a nursing student enrolled in the BSN program at Clarion University, I will actively be participating in clinical nursing simulations. I understand that photographs including video recording may be taken during the simulation experience. I agree that the nursing faculty at Clarion University may photograph me during the simulation and use these photographs for the benefit of the simulation experience and Clarion University Simulation Lab.

Student name (print):

Student signature:

Date:

NURS:

APPENDIX D

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 E

BSN Student Handbook Acknowledgement Form

I have read the contents of the Bachelor of Science in Nursing Student Handbook and had the opportunity to ask questions. I agree to abide by all program and clinical policies as outlined in this handbook and Clarion University Undergraduate Catalog.

I understand that violation of these policies may result in disciplinary action, including dismissal from the BSN program.

A signed copy of this form will be placed in my nursing student file.

Student Name (print): _____

Student Signature (sign) _____

Date: _____

APPENDIX F

CORE PERFORMANCE STANDARDS FOR ASN/BSN STUDENTS

Students must be able to meet the core performance standards with or without reasonable accommodations or modifications in order to be admitted to and graduate from the nursing program and successfully complete its related clinical assignments. Students who are absent from the program due to injuries, certain illnesses (generally illnesses lasting more than one day), surgery, and childbirth will be required to have this form signed by their health care provider and submitted to the Chair of the nursing program before they are able to attend clinical and/or class.

The student and health care provider are asked to acknowledge that the student meets the following requirements. If restrictions are required, they must be specific and provided in writing (i.e. John Smith may not lift more than 10 pounds for the next two weeks).

The student must satisfactorily:

Possess the necessary sensory abilities required for performing physical assessment and maintaining client safety. *Example: Obtain and read vital signs, perform palpation functions of physical examination, hear heart sounds, auscultate breath sounds, visualize accurate medication dosages, read syringe markings, administer injectable and intravenous medications, detect odors indicating unsafe or changing clinical environmental conditions.

Communicate and interact with others. *Example: Explain treatment procedures, teach clients about health care, observe client responses to interventions, document in writing nursing assessments, interventions and client responses. Read and comprehend technical textbooks, periodicals, policy and procedure manuals, student handbook, etc. with an ongoing capacity to learn new information and skills.

Possess and use intellectual/critical thinking skills satisfactorily for clinical judgment. *Example: Identify cause-effect relationships in clinical situations, develop nursing care plans, interpret verbal and written orders accurately, make decisions in synthesizing client data, prioritize and deliver appropriate client care. Derive accurate mathematical answers for the administration of correct dosages of medications; count pulse and respiratory rates.

Demonstrate required motor skills. *Example: Perform cardio-pulmonary resuscitation and other clinical procedures necessary for nursing care, provide routine bedside care, assist with moving and ambulating clients, **lift and/or support at least 50 pounds**, calibrate and use equipment and monitors. Be capable of **full manual dexterity** of upper extremities, unrestricted movement of lower extremities, as well as neck, shoulders, back, and hips. Be able to bend and squat to touch the floor.

Demonstrate interpersonal abilities required to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

*Example: Establish rapport with clients, family, peers, and other health team members.

Demonstrate appropriate behavioral/social skills. *Example: Demonstrate flexibility, calmness, and clear thinking in stressful environments and in unexpected situations; interact with sensitivity and caring with clients of diverse backgrounds.

*Examples include but are not limited to those stated.

Health Care Provider Statement:

My signature indicates that I have read the above document, discussed it with the student, and believe that the student is able to perform the core performance standards as listed on pages 1 and 2 of this document. ***Please note: Students must be able to perform all of these duties with or without reasonable accommodations in order to attend clinical and/or class.**

If restrictions or accommodations are required please list those in the space provided. Be as specific as possible.

Restrictions or Accommodations Required: (include length of restrictions i.e. 3 weeks or until further follow-up with health care provider)

Signature of Health Care Provider

Date

**CORE PERFORMANCE STANDARDS
AGREEMENT**

Student Statement

My signature indicates that I have read the above document, discussed it with my health care provider, and believe that I am able to perform the core performance standards as listed, with or without reasonable accommodations, as outlined by my health care provider. I understand that if I am unable to meet the qualifications and conditions for application into the Associate of Science or Bachelor of Science in Nursing program it is my obligation to contact the Chair of the Department of Nursing 814-393-1258, 1801 West First Street, Oil City, PA 16301. I also agree that the Chair of the Department of Nursing may contact my health care provider to verify or clarify the information contained on this form.

If at any time prior to, during, or after admission to the Associate of Science or Bachelor of Science in Nursing Program I believe that I need to be accommodated due to a disability, prolonged illness, injury, childbirth, etc., it is my responsibility to notify by telephone and in writing the Chair of the Department of Nursing (see above). The Director of Student Affairs should also be notified if accommodations are needed for learning disabilities: 814-676-6591, ext. 1270, Clarion University of Pennsylvania, 1801 West First Street, Oil City, PA 16301.

***Please note: Students must be able to perform all duties outlined in the Core Performance Standards with or without reasonable accommodations in order to attend clinical and/or class.**

Signature of Student

Date

Student's Printed Name

APPENDIX G

**CLARION UNIVERSITY OF PENNSYLVANIA
DEPARTMENT OF NURSING
EVENT REPORT**

An event is any happening related to student performance, which is not consistent with the educational practices of the Nursing Program, or one in which the safety of the individual is jeopardized.

Date of Event:

Student:

Level of Student:

Educator:

DESCRIPTION OF EVENT-By the student

Signature_____

DESCRIPTION OF EVENT-By the educator

Signature_____

OUTCOME OF EVENT

REPORT OF STUDENT CONFERENCE:

Date:

RECOMMENDATION:

Date:

Reviewed by (signature):

Date:

**APPENDIX H
PLAN FOR SUCCESS CONTRACT and RETENTION ALGORITHM**

**CONTRACT
PLAN FOR SUCCESS**

Student Name: _____ **Date:** _____

Comments: (e.g. test scores/attendance/clinical issues)

Recommendations:

_____ Student Success Center

_____ Peer led study session

_____ Read textbook and other required materials

_____ Review notes within 24 hours of class & review all notes each week

_____ Practice relaxation techniques / thinking about thinking

_____ Use flashcards, care maps, concept maps, or other visual helps

_____ Practice NCLEX questions

_____ Complete case studies RT:

_____ Limit extracurricular activities / implement time management strategies

_____ Meet with instructor weekly to review course content / concepts

_____ Contact Office of Student Affairs regarding potential disability related accommodations

_____ Other: _____

Signature of Faculty Member:

Signature of Student:

***Give student a copy and keep a copy for the student's record.**

APPENDIX F

Exam / Quiz / Test Policy

All Clarion University's Nursing Program courses have faculty-generated unit and final exams. Prior to any exams, students are encouraged as needed to seek clarification of the concepts from faculty and Nursing Program tutors.

Students are expected to demonstrate honesty and integrity and are not to utilize textbooks, notecards or personal assistance during the exam process.

Prior to the exam: Access to cell phones is not allowed during an exam; students are to have their cellphones turned off and laid in front of them flipped screen down during exams. All books, coats, backpacks and other belongings will be placed at the front or sides of the classroom. No hats with brims or sunglasses are permitted during the exam.

During an exam: At the discretion of the faculty teaching the theory class, the student(s) may be given a piece of paper to be used as scratch paper. Once the student(s) have the scratch paper, they are *not* allowed to make / copy any notes or access any outside resources to make notes (this includes accessing information on D2L). The student must turn in the scratch paper at the end of the exam prior to leaving the room or the student will receive a zero on the exam. Additionally, students may not have any textbooks or notebooks on the desk at any time. Only nursing issued calculators, scratch paper, and pencils are permitted. Bottled water or drinks without a label may be permitted only if approved by faculty prior to the exam.

“Select All that Apply” (SATA) Questions

- In order to help prepare you for the NCLEX faculty utilize "Select All That Apply" questions on all Nursing Program exams. At the discretion of the faculty teaching the course, the student may be given partial credit for the correct portion of the answer.

Computer Testing

- Each unit exam will be administered on the related D2L course site.
- Class sections will be administered an exam from a test bank of questions approved by the faculty.
- At the discretion of the faculty teaching the theory class, that faculty will decide whether or not students will be able to go back and review previous questions.
- Exams will automatically be submitted at the end of the time limit indicated, whether or not the student has answered every question.
- Faculty teaching the theory course will determine whether students will be able to review the correct answers after the exam is completed.
- Faculty teaching the theory course will determine if rationales will be given immediately after the exam for the questions that were missed by the student. This will occur only after all students have taken the exam. If course faculty chooses to not allow students to view rationales immediately after submission of exam, then that faculty will determine when students can review rationales for questions missed.
- The student is required to leave the room once the answer review has been completed, or if there is no review, then immediately after submission of exam. Please be courteous to those students still taking the exam.
- Once a thorough item analysis is completed by the course faculty, the exam results will be posted to the related D2L course site.

Academic Honesty regarding cheating

1. Students enrolled in Clarion University nursing programs, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.
2. Definitions: (as used in this rule):
 1. "Cheat" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to earn undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:
 - a. Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use;
 - b. Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;
 - c. Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor;
 - d. Securing, giving or exchanging information during examinations;
 - e. Presenting data or other material gathered by another person or group as one's own;
 - f. Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;
 - g. Cooperating with another to do one or more of the above; and
 - h. Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - i. Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.

Group Exam Reviews

At the discretion of the instructor, a group exam review may be held on a date determined by course faculty. During the review, faculty selected questions and/or concepts will be presented for better student understanding. This group exam review will be the only opportunity to review exam questions. During exam reviews, students are not to have any materials on their desk including textbooks, papers, writing utensils, cell phones, laptops, recording devices or any other items to be determined by faculty. All exam reviews will be conducted in a professional and orderly manner in a controlled environment. Respect and courtesy are to be demonstrated by both students and faculty. Failure to conduct oneself in a professional and courteous manner will result in the immediate discontinuation of the exam review.

Tardiness

If a student is late, he/she will only be allowed the allotted time remaining to complete the exam. Time limits for online exams will be enforced. Examinations and/or quizzes are scheduled to be given during the regularly scheduled class time; unless otherwise identified by the instructor. This includes quizzes / exams on D2L, paper exams, and any HESI testing. It is expected that the student will complete the exam/quiz during the scheduled class time. Unless the student has an identified and documented learning disability *prior* to the exam/quiz, there

will be no extra time allotted for the completion of the exam/quiz. The examination schedule is posted well in advance of the actual test date, and therefore, students are expected to take the examination on the scheduled day. In addition, a comprehensive final examination will be given during “finals” week. Only excused absences will be accepted. Makeup of an examination will be scheduled at the **convenience of the instructor**. Students are expected to schedule an appointment to meet with the instructor to review an exam within **one** week of receiving grades for that examination. However, due to large class size, it is at the discretion of the instructor when review of the exam is scheduled. In case of the need to use paper tests, students are cautioned to mark the SCAN-TRON answer sheet carefully. Any changed answers may result in a reading error and loss of that point. NO SCAN-TRON sheets will be returned to the students.

The instructor is not required to give make-up examinations and/or quizzes, nor accept class work missed as a result of an unexcused absence.

Disability Support: If you are a student with a documented disability and require accommodations in order to complete the requirements of this course, please contact the Office of Student Affairs – Venango College of Clarion University *or* the Office of Student Affairs of Clarion University as soon as possible so that they may assist you in providing appropriate verification of the requested accommodations.

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, Residence Hall Handbook, Student Rights, Regulations, and Procedures Online handbook, and ASN / BSN handbook. Among the conduct regulations addressed are acts of academic integrity, 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.” Academic dishonesty will not be tolerated in this class and will be dealt with in a serious and formal manner. Penalty for academic dishonesty in this course may result in failure of the course for this semester. Course withdrawals to avoid such a failure will not be permitted. Please review Clarion’s **Academic Honesty Policy** at [Clarion University Academic Honesty Policy](#) and the **ASN / BSN4Y Handbook**.

I have read and understand the testing policy for Clarion University.

Print your name

Date

Signature

References for the development of this policy include:

National League for Nursing. (2012). The fair testing imperative in nursing education. Retrieved from: http://www.nln.org/docs/default-source/about/nln-vision-series-%28position-statements%29/nlnvision_4.pdf

Kent State University. (2018). Policy register. Retrieved from: <https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism>

APPENDIX J

Social Media Policy

Purpose: The Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The Department of Nursing's presence or participation on social media sites is guided by university policy. This policy applies to Department of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. According to the American Nurses Association (ANA) (2012), distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media.

General Information: Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, Twitter, Facebook, YouTube, Snap Chat, InstaGram, and MySpace, etc.

Reference resources should be used to clarify the nurse's role and responsibilities. Please review the National Council State Boards of Nursing's (NCSBN) White Paper: A Nurse's Guide to Use of Social Media and the American Nurses Association's (ANA) Principles for Social Networking and 6 Tips for Nurses Using Social Media (2012). See website for the ANA used as a reference: <http://nursingworld.org/Nurses-MostHonestEthicalProfession>

The intent of this policy is for the protection of sensitive and confidential information. As new technologies and social networking tools emerge this policy may/will need to be updated. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations. As a nursing student you will want to represent the University and the School in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

Policy: In your role as a nursing student it is your responsibility to protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a nursing student.

- It is expected that during clinical and classes use of electronic devices employed for social media will be used only as authorized by faculty.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. The Department of Nursing recognizes the

- extensive use and benefit of cellular phones and other communication devices, beepers, pagers, blackberries, etc. However, use of these devices creates disruption and distraction. The use of these devices is strictly forbidden during class. Please advise those who may need to contact you in an emergency to call the Department of Nursing (814-676-6591, ext. 1252 for Venango and ext. 1851 for Clarion). Any messages will be promptly delivered to you. Violation of this policy will result in disciplinary action and/or an unsatisfactory evaluation.
- Use of electronic devices, e.g., computers, notebooks, etc. during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
 - No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student.
 - Be aware of your association with Clarion University of Pennsylvania in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Clarion University's behalf, unless you are authorized to do so in writing.
 - HIPAA and FERPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
 - Additionally, it is understood that students must adhere to the academic honesty policy of Clarion University. Students are not allowed to post any lecture material, or material related to exam questions or quizzes on social media.
 - Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

Procedure/Considerations

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a Clarion University nursing student through postings and personal web pages,

you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.

- Nursing is one of the most trusted professions in the United States. Therefore, nursing students are preparing for a profession, which provides services to a public that also expects high standards of behavior.
- Respect your audience; please do not assume that everyone agrees with you.
- Adhere to all applicable university privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, slanderous, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

Consequences

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

By signing this Social Media Policy, I understand and agree to abide by the contents of this policy. I also understand the consequences of potential dismissal from the nursing program for violating this policy.

Name: _____ Date: _____

Signature: _____

References:

The Social Media Policy for Clarion University School of Health Sciences is adopted / adapted from Social Media Policy, the Student Handbook of Clarion University, and the Student Handbook of Purdue University of Nursing retrieved from:

http://hilo.hawaii.edu/depts/nursing/social_media_policy.php

American Nurses Association. (2011). Fact sheet: Navigating the world of social media. Retrieved from:

<http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/Fact-Sheet-Navigating-the-World-of-Social-Media.pdf>

Department of Education. (2015). Family Educational Rights and Privacy Act (FERPA).

Retrieved from: <http://www2.ed.gov/policy/gen/guie/fpco/ferpa/index.html>

National Council State Board of Nursing. (2011). NCSBN White Paper: A nurse's guide to use of social media. Retrieved from: https://www.ncsbn.org/Social_Media.pdf

APPENDIX K
Math Exam Policy

Math Exam Policy:

The math exam must be completed and passed with a 95% score or better. All students will have three attempts to pass the math exam, if the first attempt is unsuccessful then the student must contact learning support services and initiate tutoring services as soon as possible. The student will be permitted to take the next math exam per the predetermined schedule listed below and must complete tutoring services after each unsuccessful math exam.

BSN students starting the full program in the first semester must take the math exams as follows: the 1st exam must be taken week 13 of NURS 270 / 272, the 2nd exam must be taken week 15 of NURS 270/272. Students being unsuccessful on the 2nd exam must meet with BSN Coordinator to develop a plan for success'

All students who are unsuccessful with the first math exam are required to complete tutoring services at the learning support center and must also complete the *Learning Support Center Tutoring Session Agreement* form in order to take the second math exam. The *Learning Support Center Tutoring Session Agreement* form must be turned in to the designated instructor administering the math exam. The second math exam will be administered by a designated nursing instructor according to times/dates that are available with their schedules. The student must arrange for a time and date for the second math exam.

.Students successfully completing the math exam in NURS 270/272 must also be successful on the 3rd exam which is taken week 1 of NURS 406/412/414. A student will not be permitted to pass medications in NURS 406 / 412/ 414 until the 3rd math exam is passed with a score of 95% or higher. A student who does not pass the math exam after three attempts, therefore cannot administer medications in NURS 406 / 412 / 414. Any students unsuccessful on the 3rd math exam will be unable to meet the requirements of NURS 406/412/414 due to medication administration being a component of the course expectations.

I have read, understand, and agree to abide by the above math exam policy:

Student name (Print)

Date

Student signature

Learning Support Center Tutoring Session Agreement

(Print student's name) _____

(Student's signature here) _____ agrees to complete the recommended sessions of tutoring in preparation for his/her next math exam per the agreement written below. Student must take the next math exam within two weeks from the first exam.

Student's tutor please fill out your recommendations with student's agreement below:

(List dates for tutoring sessions each week) _____

(List how many hours/minutes of tutoring for each session) _____

Please sign and date with each tutoring session the student attends below:

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

***Student must turn in this completed form to his/her nursing instructor administering the math exam.**

Student: _____
 Date Initialed: _____

Faculty: _____
 Course: _____

**CLARION UNIVERSITY OF PENNSYLVANIA
 DEPARTMENT OF NURSING
 BACHELOR OF SCIENCE IN NURSING**

Retention Algorithm

