Indiana University-Purdue University Fort Wayne
College of Health and Human Services
Department of Nursing

STUDENT INFORMATION MANUAL
Undergraduate Nursing Programs

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(Reviewed/Revised 7/15)

The IPFW Nursing Programs are accredited by Accreditation Commission for Education in Nursing (ACEN) formerly known as National League for Nursing Accrediting Commission (NLNAC)
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# Table of Contents

- **Introduction** .................................................................................................................. 1
- You Are Needed and Wanted .............................................................................................. 2
- **Philosophy** ...................................................................................................................... 3
- **Conceptual Framework** ..................................................................................................... 4
- Level and Program Outcome Objectives .............................................................................. 7
- Indiana University-Purdue University Fort Wayne ............................................................ 9
- Indiana University-Purdue University Fort Wayne - Organizational Chart .................... 9
- College of Health and Human Services ................................................................................ 10
- Department of Nursing ....................................................................................................... 11
- B.S. Program Information .................................................................................................... 12
- Pre-Nursing .......................................................................................................................... 12
- Transfer Students from Other Nursing Programs ............................................................. 13
- Criteria for Dismissal from Pre-nursing/ Ineligibility for Admission to Nursing ............... 13
- Criteria for Dismissal from Nursing ..................................................................................... 13
- Academic Regulations for All Nursing Students ................................................................. 14
- Degree Requirements ......................................................................................................... 14
- Validating Previous Knowledge and Experience .................................................................. 14
- Academic Advising .............................................................................................................. 14
- Participation ........................................................................................................................ 15
- Eligibility for Licensure ...................................................................................................... 15
- B.S with a Major in Nursing Curriculum ............................................................................ 15
- LPN’s from Unaccredited Schools/not NLNAC Accredited LPN School ............................ 16
- RN – B.S. Program ............................................................................................................... 16
- Services for Students ........................................................................................................... 19
- Technical Standards with Disability Statement .................................................................. 22
- Requirements for Undergraduate Clinical Nursing Courses ............................................. 23
- Annual Personal Disclosure for Students .......................................................................... 26
- TB Surveillance Record ....................................................................................................... 27
- Exposure Incident Policy and Procedures for Nursing Students and Faculty ..................... 28
- Student Uniforms ................................................................................................................ 30
- Library Services Available To Students .............................................................................. 32
- ATI Testing Information ..................................................................................................... 33
- Lasater Clinical Judgment .................................................................................................... 35
- Lasater Clinical Judgment Rubric ......................................................................................... 36
- Policy for the Establishment of Credit for Nursing Courses by Examination .................... 39
- Procedure for Requesting Establishment of Credit by Examination for Nursing Courses ...... 41
Withdrawal from a Class ........................................................................................................... 42
Nursing Grade Definitions ........................................................................................................ 43
College of Health and Human Services Student Appeals Information .................................. 44
College of Health and Human Services Student Appeals Procedure Checklist ................. 46
Nursing Codes of Conduct and Professional Misconduct Policy .......................................... 48
Department of Nursing Undergraduate Policies .................................................................... 49
Introduction

The information provided in this manual supplements the information in the Undergraduate Bulletin, IPFW Student Handbook), and IPFW Web site and provides additional information particular to the College of Health and Human Services and the Department of Nursing.

Changes in the program will be reflected in revised editions of any of the enclosed documents, which will be made available to students during academic advising, in nursing classes, at Department of Nursing Web site and/or transmitted electronically to students’ university e-mail accounts.

Curriculum and/or program requirements can change while students are enrolled in any particular program of study. Such changes may be due to state licensure, national certification or by some other regulatory body changes that then must be reflected in the curriculum so that students can meet the minimum requirements to qualify for licensure and/or be prepared for certification by various accrediting and certifying bodies. The Department will make every effort to notify students that such changes have occurred and how such changes may influence their program progression and/or timely completion.
You Are Needed and Wanted

Nursing students have the opportunity to impact decisions within nursing and on the campus by committee participation. Committee openings are announced in classes and posted on the nursing Web site. The Undergraduate Curriculum Committee is an example of one committee that invites and names a student representative and an alternate.

Decisions in the Undergraduate Curriculum Committee directly affect students and the educational requirements.
• Course Structure
• Course Sequencing
• Clinical Options

For additional information, please speak with a nursing professor.
Philosophy

The philosophy of the Department of Nursing is grounded in an awareness of the rapidly changing healthcare environment. Knowing this reality, students are prepared for practice using a perspective of on-going inquiry strategies that are based in evidence. Baccalaureate students are prepared as generalist nurses to provide patient-centered care. Master students are prepared in specialty practice (Women’s Health Nurse Practitioner, Adult Gerontology Primary Care Nurse Practitioner, Nursing Education, and Nurse Executive) and to provide patient-centered care. The nursing faculty believe that all individuals have inherent worth and dignity, are part of a larger social-cultural network, and are continually developing and adapting.

Learning is a life-long process which enables individuals to think critically in the appraisal and application of knowledge, skills, and values as these relate to self, others, and the environment. The faculty is responsible for creating a learning environment that facilitates the acquisition of the necessary knowledge and skills for professional nursing practice. Individuals must be actively involved in, and responsible for, their own learning. Through formal education and experiential learning, nurses can advance to professional practitioners at the undergraduate and graduate level.

Health or optimum adaptation is achieved through equilibrium of physical, psychological, social, cultural, developmental, and spiritual components. Perceptions of health and health goals are determined within a socio-cultural context and are influenced by knowledge, experiences, and values.

Nursing is an interpersonal process through which the nurse influences people toward understanding, attaining, maintaining, or regaining optimum health. Holistic and compassionate nursing practice incorporates knowledge and theory from nursing science, physical sciences, psychological and social sciences, humanities, and the arts to understand and address human needs. Nurses collaborate with other healthcare providers to promote optimal well-being.

Nurses must be knowledgeable about contemporary practice issues in assuming an active leadership role in promoting health and influencing delivery of care. Nursing faculty value professional growth and participate in opportunities that contribute service to the profession, university, students, and the community through academic study, scholarly work, and political action.

Revised 5/95, 5/98, 3/00, 11/02, 1/04, 12/04, 2/10
Conceptual Framework

The conceptual framework for the department of nursing at IPFW is the foundation of the curriculum. The goal of the nursing program is to prepare nurses who have the knowledge, skills, and judgment to provide competent care. Nurses must be prepared to work in complex, rapidly changing environments and thus commit to life-long learning relevant to the profession. The nursing meta-paradigm concepts described by nursing theorists are human beings, environment, nursing, and health. These metaparadigms form the structure of the curriculum and are the cornerstones for understanding the practice of nursing. Within this structure, faculty members prepare students to develop clinical moral reasoning skills to "think like a nurse" (Tanner, 2006, p. 204). A basic sense of what is good, right, and ethical is fundamental to nursing practice (ANA, 2010).

The following definitions of the meta-paradigm concepts form the basis for delivery of nursing care and teaching nursing students. Human beings as a concept refers to individuals within a culture, families, communities, and other groups. Environment can be viewed from a system perspective as a concept that refers to human beings continually interacting with energy both internally and externally. The environment refers to the local, national, and worldwide settings in which nursing occurs. The environment consists of cultural, social, political, and economic conditions. Health refers to the interaction of holistic human processes of living and dying. Nursing is defined as actions taken by nurses on behalf of or in conjunction with human beings and the goals and outcomes of these actions. As such, nursing is a mutual process between human beings and nurses in whatever environment and state of health that exist (Fawcett, 2005).

The education of nursing students is a dynamic and complex student-centered process that embraces the art and science of nursing. This student-centered process includes teaching ways of developing knowledge that reflects a process and outcome-driven, and evidence-based practice framework. This focus prepares a nurse who is able to manage patient care delivery today and in the future. Consequently, faculty create a learning environment that emphasizes nurses maintaining a life-long passion and enthusiasm as a nurse as described by Benner, Sutphen, Leonard, and Day (2010).

Faculty members are grounded by value-based principles of nursing education including nursing knowledge, nursing skills, nursing values, nursing meanings, and nursing experience as described by Webber (2002). Furthermore, faculty members embody and teach the ethics of nursing, altruism, autonomy, human dignity, integrity, and social justice as specified as by the American Association of the Colleges of Nursing (AACN,1998) and the American Nurses Association (ANA) (2010).

Success in nursing education occurs when students are engaged in learning value-based practice that integrates moral reasoning for knowing what is right in the delivery of care. The result of moral reasoning is an understanding of what is right and good in the care of human beings that is reflected in nursing actions. Learning and teaching in the nursing education environment involves understanding students’ learning preferences, using
updated technology and teaching strategies, and providing contextualized learning experiences (Benner, et al, 2010).

Scholarship and professionalism and are integrated into the curriculum to promote stewardship of the nursing discipline. Nursing scholarship requires a grounding in literacy and information technology where students learn to access and make sense of information and data. Students grow in applying the information appropriately to the situation with evaluating the efficacy of the process and the impact of nursing interventions. Professionalism evolves from nursing scholarship that is focused on nursing theory, research, and evidence-based practice. Students' growth toward professionalism and stewardship is facilitated by faculty members' expertise in nursing research, nursing theory, and application of nursing theory in practice. Students learn to apply current theoretical knowledge of the profession by identifying gaps in nursing phenomena, constructing new ideas, and developing relationships between practice, theory, and research.

The art and science of nursing is continually evolving in response to rapidly changing, complex healthcare environments. It is essential for students to understand the boundaries of practice and be prepared for the ever-changing innovations of healthcare. The focus of nursing has a longstanding tradition of serving human beings. The graduates of the program are prepared with knowledge and skills to contribute to quality improvement, collaborate with interdisciplinary team members, and to deliver safe and effective person-centered care. Thus, these graduates contribute to a growing body of knowledge regarding nursing care and uphold the nursing profession's contract with society that nursing care is safe, effective and of utmost quality care as described by the ANA (2010).

References
American Nurses Association (1998). The essentials of baccalaureate nursing education for professional nursing practice. Retrieved from C:\Users\Owner\AppData\Local\Temp\BaccEssentials08.pdf


Level and Program Outcome Objectives
Both baccalaureate programs prepare graduates to attain the following outcomes:
• Validate professionalism through awareness, assertiveness, accountability, and advocacy.
• Collaborate with interdisciplinary teams in the delivery of patient-centered care in complex healthcare environments.
• Formulate nursing practice decisions using critical thinking skills and evolving knowledge from nursing science, the biological and behavioral sciences, and the arts and humanities.
• Evaluate the effectiveness of health outcomes through the application of theory and evidence-based practice.
• Employ effective communication skills in partnering with individuals, families, communities and inter-professional health care teams to design and provide safe, evidence based patient-centered care.
• Leverage technology to synthesize information and knowledge from data to improve health care.

Professionalism

**Freshman**
Identify professional and ethical behaviors which are necessary for personal awareness and accountability.

**Sophomore**
Demonstrate professional growth which reflects awareness, assertiveness, and accountability.

**Junior**
Apply professional and ethical behaviors in practice through accountability, assertiveness, and advocacy.

**Senior/BS Outcome**
Validate professionalism through awareness, assertiveness, accountability, and advocacy.

Leadership / Interdisciplinary Teamwork

**Freshman**
Develop beginning leadership skills for the delivery of safe and effective care.

**Sophomore**
Prioritize the delivery of safe and effective care for patients with various levels of healthcare needs.

**Junior**
Demonstrate beginning leadership skills as a team member in the delivery of safe and effective patient care.

**Senior/BS Outcome**
Collaborate with the interdisciplinary team in the delivery of patient-centered care in a complex healthcare environment.

Critical Thinking / Clinical Reasoning

**Freshman**
Demonstrate beginning critical thinking skills in the delivery of nursing care

**Sophomore**
Incorporate critical thinking in the application of the nursing process as the basis of nursing practice.
Junior
Integrate critical thinking skills in addressing complex health related issues across the lifespan.

Senior/BS Outcome
Formulate nursing practice decisions using critical thinking skills and evolving knowledge from nursing science, the biological sciences, and the arts and humanities.

Evidence-Based Practice

Freshman
Examine principles of evidence-based practice in the delivery of patient-centered care to obtain optimal health outcomes.

Sophomore
Apply principles of evidence-based practice in delivery of culturally sensitive patient-centered care.

Junior
Integrate evidence-based practice in the delivery of safe and effective care to vulnerable populations.

Senior/BS Outcome
Evaluate the effectiveness of health outcomes through the application of theory and evidence-based practice.

Communication

Freshman
Demonstrate cultural awareness and therapeutic communication skills in healthcare settings.

Sophomore
Apply appropriate communication skills in the delivery of holistic healthcare.

Junior
Adapt communication to address the needs of vulnerable and diverse populations.

Senior/BS Outcome
Employ effective communication skills in partnering with individuals, families, communities and inter-professional health care teams to design and provide safe, evidence based patient-centered care.

Informatics

Freshman
Apply basic computer skills and information literacy in the delivery of healthcare.

Sophomore
Utilize clinical information systems to gather information that guides holistic nursing care.

Junior
Utilize instructional technology and information literacy skills to identify best practices to support evidence-based practice.

Senior/BS Outcome
Leverage technology to synthesize information and knowledge from data to improve healthcare.

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Indiana University-Purdue University Fort Wayne

Mission Statement

Indiana University-Purdue University Fort Wayne (IPFW) is a comprehensive university that provides local access to globally recognized baccalaureate and graduate programs that drive the intellectual, social, economic, and cultural advancement of our students and our region.

Values

IPFW values:

• Access to affordable and high-quality programs and services.
• The integrity, significance, and value of the Indiana University and Purdue University degrees.
• An environment of open intellectual inquiry, mutual respect, shared governance, and civility.
• An environment that enhances learning by recognizing the inherent worth of all individuals and celebrating differences of culture, background, and experience among all individuals and groups.
• The highest ethical standards of equity, fairness, transparency, and academic integrity.
• A multifaceted and mutually beneficial collaboration with Fort Wayne and the greater northeast Indiana region.

Vision

IPFW will be the university of choice for the citizens of northeast Indiana and beyond. It will be recognized for a transformative learning environment characterized by intensive mentoring, excellence in faculty scholarship and knowledge creation, integration of life and work experiences, and community engagement. IPFW will be known for exceptional retention, persistence, and graduation rates, respected signature programs, and graduates prepared to improve the quality of life in their communities as well as compete locally, regionally, and globally.

IPFW Mission, Values, and Vision
College of Health and Human Services

Mission Statement

The mission of the College of Health and Human Services is to provide the highest quality education to future and current health care and hospitality practitioners by providing a learning environment that supports the development of culturally competent caring, compassionate, and accountable professionals. Our undergraduate and graduate programs prepare graduates that are dedicated to the autonomy, dignity, and diversity of the people they serve.

The College is committed to excellence in teaching, service and scholarship and to the elimination of health disparities in our community. Our graduates will value life-long learning and have a professional work ethic based on professional standards and best practices. The College of Health and Human Services specifically identifies and addresses the ever-changing health and hospitality needs of the community served by Indiana University – Purdue University Fort Wayne (IPFW) through service, leadership and the development of knowledge.
Department of Nursing

Mission Statement
The mission of the IPFW Department of Nursing is to be a leader in providing excellence in undergraduate and graduate nursing education with distinction in nursing practice, scholarship, and service to the community.

Vision
The IPFW Department of Nursing will be the premier center for nursing education in northeast Indiana by:

- Providing timely and responsive healthcare education for a diverse community of learners
- Preparing and challenging students to achieve their highest potential in scholarship and professional nursing practice
- Improving the health and well-being of our citizens through student and faculty service.
- Contributing to the profession through academic study, research, knowledge dissemination, and political action.
B.S. Program Information

The IPFW Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, 866-747-9965.

IPFW Nursing Programs:
- Bachelor of Science (B.S.)
- Online RN to B.S. completion with a Major in Nursing

As a graduate of an IPFW pre-licensure nursing program, students will have attained the knowledge and skills needed to provide quality healthcare and the academic credentials required to take the National Council Licensure Examination (NCLEX-RN). Upon successful completion of this examination, the student will be eligible to practice as a registered nurse. The baccalaureate degree graduate is prepared at the professional level to function in a leadership role with other team members in varied and complex healthcare settings.

The Online RN to B.S. completion with a Major in Nursing curriculum is uniquely designed for associate degree or diploma registered nurses who wish to step up to bachelor’s degree.

Pre-Nursing

Admission to the nursing program from pre-nursing is limited and competitive. The Bachelor of Science program is competitive and the Department of Nursing may find it necessary to deny admission to a qualified applicant because of enrollment limits in the professional program. Depending on the number of qualified applicants, meeting minimum criteria for admission, including grade point averages, may not be sufficient to be accepted into the program of study. Department of Nursing does not keep a rolling waiting list from semester to semester. A new application is required for each application deadline date. Pre-nursing applicants must meet the following requirements:

- Be admitted to IPFW as a degree-seeking student (see Part 7, IPFW Undergraduate Bulletin)
- Complete 33 credit hours of pre-nursing curriculum with a grade of C- or better in each course. Students may retake any course one time and the most recent grade earned will be incorporated into the GPA calculations. To get the course repeat benefit, you must retake the same course at IPFW or another Purdue campus that uses the same course name and number. The pre-nursing curriculum includes:
  - PSY 12000
  - ENG W131
  - CHM 10400 or CHM 11100
  - BIOL 20300
  - COM 11400
  - ENG W233
  - BIOL 20400
  - FNN 30300
  - BIOL 22000
  - SOC S161 or ANTH E105

- Students must have completed courses in biology and pharmacology within five years of application.
- Students must have completed courses in chemistry and nutrition within 10 years of application.
- Have a minimum IPFW grade-point average (GPA) of 2.5 on a 4.0 scale in the pre-nursing curriculum. The GPA is calculated on only the 33 hours of pre-nursing curriculum taken at IPFW or at other Purdue University or Indiana University campuses. Applicants are ranked based on this GPA. This GPA does not include transfer courses.
- A minimum GPA does not guarantee admission. The actual GPA necessary for admission varies with the GPA distribution of the applicant pool and the number of available seats for admission.
• Applicants are required to take a preadmission examination. The examination is administered on specific dates and times. Applicants pay a testing fee.

• All transfer grades will be reviewed and evaluated in the admission process.

• First-priority consideration for program admission will be given to students who have completed 15 or more of the 33 pre-nursing curriculum hours at IPFW or at other Purdue University or Indiana University campuses. Six credit hours of a required science must be taken at a Purdue University or Indiana University campus for admission consideration.

• If additional seats are available, the second priority is given to students who have completed less than 15 of the 33 pre-nursing curriculum hours at IPFW or at other Purdue University or Indiana University campuses. Six credit hours of required science must be taken at a Purdue University or Indiana University campus for admission consideration.

• If additional seats are available, the third priority is given to students who have none of the 33 pre-nursing curriculum hours at IPFW or at other Purdue University or Indiana University campuses. In this case, the transfer GPA of the pre-nursing curriculum will be used for admission.

• Should a tie in applicants’ GPAs occur, rank ordering will be based upon the number of repeated courses at IPFW and grades earned in science courses at IPFW.

• Students will apply to enter the B.S. degree program.

• Students are admitted for a specific semester and are expected to enter that semester. Students who do not enter that semester must reapply for competitive program admission. Students who decline admission two times will no longer be considered.

• Students must apply by the following deadlines: May 1 (fall semester) or Dec. 1 (spring semester).

• Students who have not been accepted, but who are qualified, may reapply for admission.

• Credits in developmental courses (COAS W111, ENG W129, or MA 10900) do not apply toward either the pre-nursing or nursing curriculum.

• Admission into the Bachelor of Science with a major in Nursing program is competitive, and the Department of Nursing may find it necessary to deny admission to a qualified applicant because of enrollment limits in the professional program. Depending upon the number of qualified applicants, meeting minimum criteria for admission may not be sufficient to be accepted in the nursing major. The Department of Nursing does not keep a rolling wait list from semester to semester. A new application is required for each application deadline date.

Transfer Students from Other Nursing Programs

Transfer students from other NLNAC or CCNE accredited RN nursing programs may be considered for admission based on availability of space. Students must have completed 24 credit hours with a GPA of 3.5 (4.0 scale) or higher.

• Applicants are required to take a preadmission examination. The examination is administered on specific dates and times. Applicants pay a testing fee.

Criteria for Dismissal from Pre-nursing/ Ineligibility for Admission to Nursing

• A student who earns grades as described below will be ineligible for program admission for a period of five years after earning the last grade below C-. Receipt of the 2nd grade below C- in required non-NUR courses (ENG W131, COM 11400, PSY 12000, BIOL 20300, CHM 10400, ENG W233, SOC S161 or ANTH E105, FNN 30300, BIOL 22000, BIOL 20400, PCTX 20100) OR Receipt of the 2nd grade below C- in required NUR and/or Nursing Elective (NUR or CHHS) courses.

• A student who is dismissed may appeal the decision to the Department of Nursing. If a student is dismissed for failure to meet the university's minimum academic standards, application for readmission must follow the procedures established by the university. The Department of Nursing recognizes the Academic Renewal option.

• Dismissal from the nursing program may result from professional misconduct policy (see misconduct policy).

Criteria for Dismissal from Nursing

• A student shall be dismissed from the Nursing undergraduate major for a timeframe of five years under the following conditions:
• Receipt of the 2nd grade below C- in required non-NUR courses (ENG W131, COM 11400, PSY 12000, BIOL 20300, CHM 10400, ENG W233, SOC S161 or ANTH E105, FNN 30300, BIOL 22000, BIOL 20400, PCTX 20100) OR Receipt of the 2nd grade below C- in required Nursing Elective (NUR or CHHS) courses. The B6, B7, open elective, and COM 30000-40000 are excluded from students’ dismissal from program if they earn below a C-.
• A student who has been dismissed from the nursing program is ineligible for admission into the nursing program for a period of five years from the date of dismissal.
• Dismissal from the nursing program may result from professional misconduct policy (see misconduct policy).
• A student who is dismissed may appeal the decision to the Department of Nursing. If a student is dismissed for failure to meet the university's minimum academic standards, application for readmission must follow the procedures established by the university. The Department of Nursing recognizes the Academic Renewal option.

Academic Regulations for All Nursing Students

• If a student earns a grade below C- in a required nursing course, enrollment in another nursing course with a prerequisite of the failed course, cannot be completed until the failed course is repeated with an earned grade of C- or better.
• If a student earns a grade below C- in any nursing course, that course must be repeated in the subsequent semester and earn a grade of C- or better.
• If a student earns a grade below C- in any course required in the undergraduate nursing curriculum, that course must be repeated with an earned grade of C- or better.
• Dismissal from the undergraduate nursing program may result at any time if it is determined that inappropriate behavior of a nursing student places clients, other students, staff, faculty, or the university at risk for any harm or potential harm.
• A student who is dismissed may appeal the decision to the Department of Nursing. If dismissed for failure to meet the university’s minimum academic standards, application for readmission must follow the procedures established by the university. The Department of Nursing does provide the Academic Renewal option.
• A student who has been dismissed from the IPFW undergraduate nursing program or any other undergraduate nursing program and is readmitted, will be dismissed from the program if a failure of any one required course in the undergraduate nursing curriculum occurs.

Degree Requirements

• Students are expected to complete the B.S. program within six years after admission to the program.
• Students are required to complete the degree under the requirements specified in the Bulletin, Requirements for Degrees (see Part 7), and College of Health and Human Services (see Part 3), in effect at the time of admission to nursing.

Validating Previous Knowledge and Experience

• Previously acquired knowledge/experience may be validated by challenge examination(s). Contact a nursing or pre-nursing advisor for specific information and department guidelines.
• In all cases, eligibility for a challenge examination; the type of examination; testing procedures, date, time, and location; and evaluation of the performance will be determined by the IPFW Department of Nursing faculty.
• Decisions made by the department faculty with respect to the above are final. Only one attempt at an authorized challenge examination may be made.
• RN–B.S. students who are certified by a recognized nursing organization may seek credit towards a nursing elective. Certain certificates may be used as credit for required nursing courses.

Academic Advising

Opportunities to talk to nursing faculty are available during office hours, via email, or by appointment. Advising is personalized. Make an appointment to have your transcripts and nursing experience evaluated.
Participation

Nursing students have the opportunity to impact decisions within nursing and on the campus by committee participation. Committee openings are announced in classes and posted on the nursing Web site. The Undergraduate Curriculum Committee is an example of one committee that invites and names a student representative and an alternate.

Eligibility for Licensure

Upon successful completion of the B.S. program, the graduate is eligible for licensure as a registered nurse (RN). Any person who applies for examination and registration as a registered nurse in Indiana shall submit to the Health Professions Bureau of the Indiana State Board of Nurses written evidence, verified by oath, that he/she

- Has completed an approved high school course of study or equivalent as approved by the appropriate educational agency
- Has completed the prescribed curriculum in a state-accredited school of nursing and holds a diploma or certificate there from
- Has not been convicted of any act that would constitute grounds for disciplinary sanction under the state board rules and regulations or of any felony that has direct bearing on the individual's ability to practice competently.

B.S with a Major in Nursing Curriculum

B. S. Core – 73 Credits
NUR 10300 Professional Seminar I – 2 cr
NUR 11500 Nursing I: Introduction to Nursing – 5 cr
NUR 13000 Essential Clinical Skills – 2 cr
NUR 20200 Nursing II: Medical-Surgical Nursing of Adults – 6 cr
NUR 24100 Psychiatric Mental Health Nursing B – 4 cr
NUR 30900 Transcultural Healthcare – 3 cr
NUR 33400 Clinical Pathophysiology – 4 cr
NUR 33600 Nursing IIIIB: Medical-Surgical Nursing of Adults – 7 cr
NUR 33700 Statistics & Data Management in Healthcare – 3 cr
NUR 33900 Research in Healthcare – 3 cr
NUR 34400 Introduction Healthcare Informatics – 2 cr
NUR 36800 Maternity Nursing B – 3 cr
NUR 34600 Advanced Health Assessment – 2 cr
NUR 37700 Professional Seminar II – 3cr
NUR 37900 Caring for Children & Families B – 3 cr
NUR 41800 Community/Public Health Nursing – 5 cr
NUR 41900 Advanced Acute Care Nursing – 5 cr
NUR 42300 Professional Seminar III – 2 cr
NUR 43300 Advanced Concepts in Critical Thinking – 1 cr
NUR 44200 Leadership in Nursing – 5 cr
NUR Elective – 3 cr

Supporting courses – 49 Credits
ENG W131 English Composition – 3 cr
PSY 12000 Elementary Psychology – 3 cr
COM 11400 Fundamentals of Speech Communication – 3 cr
BIOL 20300 20400 Human Anatomy and Physiology – 8 cr
CHM 10400 Living Chemistry – 3 cr
PCTX 20100 Introductory Pharmacology – 4 cr
BIOL 22000 Introduction to Microbiology – 4 cr
FNN 30300 Essentials of Nutrition – 3 cr
SOC S161 Principles of Sociology – 3 cr
ENG W233 Intermediate Expository Writing – 3cr
Credits in communications at the 30000-40000 level – 3cr
General Education: Category B6 – 3 cr
General Education: Category B7 – 3 cr.
Open Elective - 3 cr
LPN’s from Unaccredited Schools/not NLNAC Accredited LPN School

- Can apply to B.S. through pre-nursing.
- Take challenge exams if hold current Indiana licensure as LPN. (See Policy for Establishment of Credit for Nursing Courses by Examination.
- May validate credit for NUR 11500 and 13000 before getting into nursing program.
- If no credits will transfer, need to re-take required courses at IPFW.
- Contact professors of course to attempt to test out.

RN – B.S. Program

Admission Criteria

Admission into the RN to B.S. completion program requires that the applicant be a graduate of an ACEN accredited associate degree or diploma program in nursing and have a minimum cumulative GPA of 2.3 on a 4.0 scale. Students entering the RN to B.S. Completion program must have obtained RN Licensure or be eligible to take the NCLEX. Students who are eligible to take the NCLEX must obtain their RN license by the end of the first semester in the program.

Including transfer hours from an associate-degree institution, students will need at least 122 credit hours to graduate:

Nursing credits from A.S. in nursing – 47 credit hours

Nursing Pre-requisite courses - 27 credit hours (see below)

Nursing courses in RN to B.S. – 33 credit hours

Non-nursing in RN to B.S. – 15 credit hours

Nursing Pre-requisite Courses (27 credit hours): The following courses may have been in your associate program. The courses need to appear on a Credit Transfer Report through IPFW Admissions. These courses are expected to be taken before you start your nursing coursework. However, up to 7 credit hours of nursing pre-requisite courses may be taken along with nursing coursework the first semester in the RN to B.S. program.

- ENG W131 Elementary Composition (3 cr.)
- PSY 12000 Elementary Psychology (3 cr.)
- BIOL 20300 Human Anatomy and Physiology (4 cr.)
- CHM 10400 Living Chemistry (3 cr.) or CHM 11100 General Chemistry (3 cr.)
- BIOL 20400 Human Anatomy and Physiology (4 cr.)
- SOC S161 Principles of Sociology (3 cr.)
- BIOL 22000 Microbiology for the Health Sciences (4 cr.)
- COM 11400 Fundamentals of Speech (3 cr.)
B.S. Completion Curriculum

B.S. Core – 33 Credits

NUR 30900 Transcultural Healthcare – 3 cr
NUR 33400 Clinical Pathophysiology – 4 cr
NUR 33700 Statistics & Data Management in Healthcare – 3 cr
NUR 33900 Research in Healthcare – 3 cr
NUR 34400 Introduction Healthcare Informatics – 2 cr
NUR 34600 Advanced Health Assessments – 2 cr
NUR 36101 RN to BS Transitional course – 1 credit
NUR 37700 Professional Seminar II – 3 cr
NUR 41800* Community/Public Health Nursing - 3 cr
NUR 41900* Advanced Acute Care Nursing - 3 cr
NUR 42300 Professional Seminar III – 2 cr
NUR 44200* Leadership in Nursing - 3 cr
NUR Elective – 3 cr
NUR 46100 RN to BS Capstone – 1 cr

Supporting Courses – 15 Credits

ENG W233 Intermediate Expository Writing – 3cr
Credits in communications at the 30000-40000 level – 3cr
General Education: Category B6 – 3 cr
General Education: Category B7 – 3cr
Open Elective (any course) – 3 cr

-All students begin with NUR 36101 RN to BS Transitional Course and NUR 3770 Professional Seminar. II.

-Out of the following courses, students will pick two: NUR 41800 Community/Public Health Nursing, NUR 41900 Advanced Acute Care Nursing or NUR 44200 Leadership in Nursing.

-In the last semester of the nursing courses, students will take NUR 46100 RN to BS Capstone Experience and NUR 42300 Prof Sem. III concurrently with the remaining one (of the two courses chosen): NUR 41800 Community/Public Health Nursing, NUR 41900 Advanced Acute Care Nursing or NUR 44200 Leadership in Nursing.

-Nursing experience is valued at IPFW. Upon enrollment or during advising sessions during the program, students are encouraged to consider options for testing out of courses that reflect previous nursing experience.
General Information

Communication

The official university communication is by IPFW e-mail using the university student email address. E-mail includes information sent to the nursing listserv. Students’ must maintain the mailbox, including sufficient space to receive e-mails. Students are responsible for information sent via e-mail.

Classes in the nursing program will be canceled:

A. At all instructional sites if IPFW is officially closed by the administration of the university, or
B. At the practicum or clinic site if it is closed by officials of that institution.

Decisions to close IPFW and practicum/clinic sites are left to the chief administrators of those respective facilities. In the event of inclement weather, listen to local radio or TV announcements, go to IPFW (a notice will appear at the top of the page), or call the campus weather emergency number, 260-481-6050 or 260-481-5770 for a recorded message.

Plagiarism

According to the American Psychiatric Association (2010), plagiarism is the representation of another author’s work as your own. Additional clarification of plagiarism is found in the following statements, from the American Psychological Association:

Quotation marks should be used to indicate the exact words of another author. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you will need to credit the source in the text. The key element of this principle is that an author does not present the work of another author as if it were his or her own work (p.349).

The Plagiarism Policy of the nursing department indicates that any student who plagiarizes has committed academic dishonesty and misconduct which may lead to dismissal from the program or college. Any student, who has been identified to have plagiarized, will receive a zero for that assignment.


Plagiarism Prevention Tools

In all nursing courses, the course professor has the discretion to submit a student’s paper to tools or commercial products that check student assignment submissions against various online databases to determine the originality. A student who requests not to have a paper submitted to such tools must submit copies of all the referenced materials included in the assignment to the course professor. Papers submitted to plagiarism tools become part of the searchable database.

Undergraduate Grading Scale

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<tr>
<td>92 – 100</td>
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<td>84 – 91</td>
<td>B</td>
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<tr>
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<td>66 – 74</td>
<td>D</td>
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<tr>
<td>65 &amp; Below</td>
<td>F</td>
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</tbody>
</table>

Rounding

To pass a nursing course, the student must achieve 75% on exams without rounding. Example: a grade of 74.9% will be recorded as 74%. The restriction of 75% on examinations removed from 2 upper division nursing courses: Statistics and Data Management in Healthcare and Research in Healthcare in addition to previous 8/22/08 policy that states: Restriction of 75% on examinations removed from 5 upper division nursing courses: Introduction Healthcare Informatics, nursing elective, Professional Seminar II, Professional Seminar III, Transcultural Healthcare.
Licensure Requirement

Students must have a 2.0 grade-point average to be eligible for graduation and to take the National Council Licensure Examination (NCLEX-RN). Purdue University is on a 4.0 scale.

Clinical Absence and Tardiness

In the case of illness or emergency that results in the student needing to miss clinical, it is the student’s responsibility to inform both the instructor and the clinical agency of absence. Attendance is required in all clinicals. Clinical absence must be made up. Repeated tardiness or not calling in for absence may result in clinical failure for unprofessional behavior. See the Absence Policy and Tardiness Policy in this manual.

Grade Appeals Policy

Please refer to the IPFW Student Handbook Planner, Grade Appeals Policy.

Student Conduct

Please refer to the IPFW Student Handbook Planner, Student Rights and Responsibilities. Also, refer to the Department of Nursing, Professional Misconduct Policy found in this manual.

Confidentiality

Maintenance of confidentiality is of primary importance in any method of patient data collection. Each student enrolled in a nursing course with an associated clinical must review the Purdue HIPAA training, HIPAA Quiz earning 100%, and turn in the signed confidentiality agreements of Purdue University.

No identifying patient information, including computer generated information, may be taken out of the agency. This includes such information as patient initials, date of admission, date of discharge, and social security number.

Documenting Research Papers

The American Psychological Association (APA) Style of documentation will be used for all papers written to fulfill requirements for courses in the Nursing Department. The Publication Manual of the American Psychological Association (6th Ed.), a required textbook, is available in the bookstore. The book is also available in the library.

Proper documentation for papers is part of the intellectual responsibility expected of college students. Complete and accurate citations enable the reader to locate and review the complete cited research, article, book, etc. Documentation also serves as a means of giving credit to the originator of the ideas or the research. To fail to give credit to the originator is plagiarism.

Computer skills

To be successful in traditional or online courses, students should be able to:
- navigate Blackboard and maneuver within that environment
- access, send, and receive email
- send, receive, save, and open an email with an attachment
- locate an Internet web site given a URL
- use an Internet search engine (such as Google) to research information
- create, save, and print text documents in Microsoft Word
- save, locate, name, and rename files on the computer hard drive or diskettes, jump drives CD roms

Services for Students

Services for Students with Disabilities:
If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Notify your instructor and contact the Director of Services for Students with Disabilities (Walb, Room 113, telephone number 481-6658), as soon as possible.

**The Writing Center:**
Helmke Library, Second Floor
Phone: 260-481-5740
Peer tutors who can help with all phases of the writing process

**Additional Resources for Writing:**

**APA Style**

**Purdue Online Writing (OWL) Lab**

**Helmke Library**

Health Sciences Librarian
Shannon Johnson
Phone: 260-481-6502

**Helmke Library Service Desk:**
Phone: 260-481-6505
Reference librarian help, books, journals, reference, interlibrary loan reserve readings for courses: Reserves Express

**Center for Academic Support & Advancement (CASA):**
KT G23
Phone: 260-481-6817
Study skills development, tutoring, STEPS short courses, supplemental instruction, ESL

**Career Services:**
KT 109
Phone: 260-481-0689
Assistance with on and off-campus job placement and internships

**Information Technology Services Help Desk:**
KT 206
Phone: 260-481-6030
Information on all aspects of computing at IPFW; hardware and software support (including Blackboard Vista 4); student e-mail accounts

**Studio M:**
WU 220
Phone: 260-481-0114
Curriculum-based multimedia lab for students that offers assistance customized to student needs and course requirements.

**Center for Women and Returning Adults:**
WU 120
Phone: 260-481-6029
Workshops, support groups, counseling, and other programs

**Multicultural Services:**
WU 118
Phone: 260-481-6921
Skills workshops, support groups, diversity training, counseling, mentoring, cultural heritage programs; ASAP program

**International Student Services:**
WU 145  
Phone: 260-481-6034 or 6923  
Visa and INS issues; help with housing, counseling

**Mastodon Advising Center (MAC):**
WU 145  
Phone: 260-481-6595  
Appointments with professional academic advisors; help with guiding students in deciding on their major and ultimately their career; help for exploring students, deciding students, and readmitted students; and various student resources.

**Dean of Students:**
WU 111  
Phone: 260-481-6601  
Student health insurance, mentoring, grade appeals; free short-term personal counseling and support

**Classroom Research**
Upon your entrance into the program you signed a consent form acknowledging your willingness to participate in research projects that faculty may conduct. If you do not wish to participate in a particular project, please contact your instructor.
Technical Standards with Disability Statement

Technical Standards For Admission and Retention of Students
The College of Health and Human Services professional program faculty have specified the following non-academic criteria (technical standards) that all applicants/students are expected to meet. These standards include the following five categories and may vary by degree program.

Observation:
The applicant/student must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component of the degree and to assess and comprehend the condition of all persons assigned to him or her for examination, diagnosis and treatment. Such observation and information usually requires the functional use of visual, auditory, and somatic sensations.

Communication:
The applicant/student must be able to communicate effectively and sensitively with persons in order to elicit information, describe changes in mood, activity and posture, assess non-verbal communications, and be able to effectively and efficiently receive from and transmit information to persons, fellow students, faculty and staff, and all members of the health care team. Communication skills include listening, speaking, reading and writing, as well as the observation skills described above.

Motor:
The applicant/student must have sufficient motor function to elicit information from persons by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tests; possess all skills necessary to carry out diagnostic or therapeutic procedures; be able to interpret appropriate examinations and procedures, and be able to execute motor movements reasonably required to provide general care and emergency treatment to persons.

Intellectual/Conceptual, Integrative, and Quantitative Abilities:
The applicant/student must be able to measure, calculate, reason, analyze, evaluate, and synthesize. Problem solving, the critical skill demanded of allied health practitioners, requires all of these intellectual abilities. In addition, the applicant/student must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. The applicant/student must have the capacity to perform these problem solving skills in a timely fashion.

Behavioral and Social Attributes:
The applicant/student must possess the emotional health required for full utilization of his or her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to care of persons; and the development of mature, sensitive and effective relationships with persons and others. Applicants must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many persons. Compassion, integrity, concern for others, commitment and motivation are personal qualities which each applicant/student should possess.

Disabilities Statement:
If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (Walb, room 113, telephone number 481-6658), as soon as possible to work out the details. For more information, please visit the web site for SSD.

2007
Requirements for Undergraduate Clinical Nursing Courses

Clinical Requirements Policy

A student who has not met clinical agency requirements within the required time frame of August 15 (fall semester), December 15 (spring semester, May 1 (summer I and II) will be dropped from clinical course(s) and any co- requisite course(s). Being removed from the course(s) may result in forfeit of financial aid.

Neither class nor clinical space will be held for any student dropped by the deadline of August 15 (fall semester), December 15 (spring semester, or May 1 (summer I and II), therefore, if the class is full you will not be able to register.

Clinical requirements must be turned in to the nursing department office by the policy deadlines. Clinical Requirements must remain valid through the end of the semester.

TB/Mantoux

- Each student must submit proof of completed TB screening by Policy deadlines.
- A student with a positive reaction to the TB skin test must submit the TB Surveillance Record Positive Reactor Checklist

Cardiopulmonary Resuscitation (CPR)

- Each student must submit proof of completed CPR by Policy deadline.
- CPR must be Professional Rescuer or Healthcare Provider. One online CPR is approved by the Department of Nursing: Corporate Health and Prevention Online.
- **Hepatitis B**
  - The series of three Hepatitis B injections, is required with the application to the undergraduate nursing programs.

Flu Vaccine

- In accordance with recommendations by the Center for Disease Control and local healthcare organizations where students will be attending, nursing students enrolled in clinicals or practicums are required to obtain an annual flu immunization. The date for receiving the flu immunization will be announced each fall semester.

Substance Abuse Screen

- Each student enrolled in a clinical course is required to undergo a substance abuse screen at least every 12 months to test for the presence of alcohol, drugs, or other controlled substance.
- If any substance abuse test reveals that a student is engaging in the illegal use of drugs, is otherwise impaired and unable to perform one or more essential functions of the job with or without reasonable accommodation as may be required by law, or pose a direct threat to the health or safety of others, the student will fail the nursing course, be dismissed from the Department of Nursing, and from the College of Health and Human Services.
- Disclosure of prescribed medications must be supported by prescription documentation.
• Upon failure of the substance abuse screen, one retest, at the student’s expense, immediately after receiving notification of the failed substance abuse screen will be permitted.
• A subsequent failure of the substance abuse screen results in immediate course failure and dismissal from the Department of Nursing and from the College of Health and Human Services for a minimum of 5 years.
• Any licensed nursing student failing the retest substance abuse screen (or if the retest is refused) will be reported to the Indiana State Board of Nursing.
• Any student dismissed from the Department of Nursing due to failure of the substance abuse screen, will be directed to the Dean of Students.
• After five years, application for readmission to the Department of Nursing will be considered with documentation of continuous compliance with a recovery treatment program.

Additionally, a student may undergo a substance abuse screen to test for the presence of alcohol, drugs, or other controlled substances;
• following an injury occurring at the clinical site;
• when a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the clinical site involving students or others working in the area to which students have been assigned;
• at random intervals, when students appear to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances;
• when there is reasonable cause or suspicion to believe that students are under the influence of alcohol, drugs, or other controlled substances;
• and upon the return of students following a period of absence from providing services of more than 30 days, and when the students have illegally or improperly used controlled substances and have successfully completed a rehabilitation program, all except to the extent prohibited by law.

Contact any of the following Health Services departments to arrange a time to begin the substance abuse screening process.
• IPFW Center for Healthy Living, WU 234, $20 fee
• RediMed Clinics
  There is a $10.00 fee, payable to the facility at the time of the screening. A check or cash will be accepted. Bring your IPFW Student ID card~ the Mastodon card.
• Parkview Occupational Health: 373-9300
  There is a fee, payable to the facility at the time of the screening. Please visit the following web page that reveals the pricing: http://www.ipfw.edu/departments/chhs/depts/nursing/resources/frequently-asked-questions.html .

  Parkview Occupation Health is open 24 hours per day from 7Am on Monday to 7Am on Saturday. No appointment is necessary.

Student Professional Liability Insurance

All students in the clinical area are required to carry professional liability insurance. This insurance covers the person only in the clinical area while in the student role. Hospital insurance policies do not cover students. This insurance can be obtained through:
• Group policy through the University. Insurance available through the University will automatically be charged to your IPFW account once per year. The cost per school year is approximately $15.00 (amount subject to change). Insurance charged during fall semester is valid through July 31st of the academic year. Insurance charged for the spring semester is valid through July 31st of the academic year.
Explanation of University Student Professional Liability Coverage

Special coverage is available to students who, as part of their course requirements, work with members of the public, either on or off campus. As all students in these situations are exposed to potential liability, our office does recommend purchase of this coverage. Purdue Insurance Services Enterprise provides coverage for the following:

- Liability arising out of real or alleged wrongful acts.
- Payment of all court costs.
- Expert legal counsel and claims adjusters.

It covers a student for activities related to his/her normal curriculum, studies, and assignments 24 hours a day--in or out of school--including vacations and days off. Coverage does not apply to activities not considered to be a part of a student’s academic requirements.

Limits of Liability are:
- $1,000,000/$3,000,000 (Pays up to a total of $3,000,000 in any one year)
- If a claim is presented years after a wrongful act is alleged to have occurred, coverage will respond so long as the policy was in effect when the act occurred.
- The policy period is from June 1 through May 31 of the following year.

9/04/lm, Revised 12/12

Healthcare Insurance Coverage

Students who attend nursing clinicals at Lutheran Health Network facilities must submit proof of having healthcare insurance. Students should submit a copy of their insurance card to the nursing department office by the clinical requirements deadline. Students who attend clinicals in organizational settings other than Lutheran Health Network are not required to have health insurance coverage.

Student Check: Healthcare Student Background Check

- Each student needs to complete the Student Check: Healthcare Student Background Check upon admission to the nursing program. In subsequent years, students must submit an Annual Personal Disclosure form. (Please see the following Annual Personal Disclosure form which is also available on the IPFW Nursing Website).
Indiana University-Purdue University Fort Wayne
College of Health and Human Services
Department of Nursing

Annual Personal Disclosure for Students

Date Submitted: _______________________________________________________

Student’s Name printed: ________________________________________________

Student’s signature: __________________________________________________

Upon admission to the Department of Nursing, students have completed the required background checks using either Student Check or Certified Background. These background companies included checks of driving record, background and OIG/GSA/SDN.

Following the initial requirements, all students will respond to the following questions on an annual basis. Failure to provide accurate truthful responses will subject student to possible removal from clinical experiences. Affirmative responses/ violations will be forwarded to the clinical agency representative for review.

Have you (the student) pleaded guilty, “no contest” or been convicted of a crime or violated parole since the date background reports were first submitted at the beginning of your clinicals?

YES___ NO ___

If YES, name the crime or parole violation, the name of the court and any sentence or punishment. (A “YES” answer is not an automatic bar to continued clinicals but must be reviewed.)

Created: 4/30/09, Revised 11/10
Your Health Record indicates that you are a positive reactor to the TB skin test. A positive skin test generally means that at some point in time contact has been made with the tuberculosis bacteria.

According to the policy of the Department of Nursing, you will need to return this TB Surveillance Record annually to the secretary in the HHS Student Success Center each year by August 15 (fall semester), December 15 (spring semester), May 1 (summer I and II). Review the following questionnaire and indicate any symptoms which apply. If at any time during the year symptoms develop, contact your health care provider and the secretary in the Department of Nursing.

Have you experienced any of the following symptoms?

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<th>Yes</th>
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___________________________________  ________________  
(Student signature)                (Date)

___________________________________  _________________________
(Printed name)

09/04/1m, revised 12/09, 10/10, 7/12
Exposure Incident Policy and Procedures for Nursing Students and Faculty

Exposure incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of healthcare professionals (OSHA, 1991).

If a student or faculty member in any clinical setting (AS, BS, MS program) has an exposure incident, the following procedures will be followed:

1. The student will notify the clinical instructor immediately. In special cases a designated preceptor may be notified.
2. Make sure proper protocol (required by the clinical agency - hospital, clinic, home care, community setting, etc.) is followed and immediate care of the wound or splash is completed. Determine if the individual was able to squeeze blood from the wound. Parkview Occupational Health reports there is no need to do any testing if there was not blood-to-blood contact. Disinfection procedures will be adequate if skin was slightly punctured without blood.
3. The Purdue University Bloodborne Pathogens Exposure Incident Form will be completed and signed by both the clinical faculty member (or designated preceptor) and the individual who was potentially exposed to a bloodborne pathogen. Copies will be given to:
   a. Parkview Occupational Health or other healthcare facility where follow-up care was provided.
   b. The manager of IPFW- Radiology and Environmental Management.
   c. IPFW- Nursing Lab Coordinator who will keep confidential records. No information on the incident will be kept in the student’s academic file or faculty’s personal file. All information will remain confidential.
   d. The individual who was injured.
4. Additionally, the required institutional (hospital, clinic, home care, community setting, etc.) form/report will be completed.
5. The student or faculty member will be advised to be seen without delay (within one to two hours is recommended), free of charge, at Parkview Occupational Health (3103 E. State Street, 471-0411), Parkview Emergency Room, or IPFW Health and Wellness Clinic (2nd floor of the Walb Union) for counseling and appropriate care. Parkview Occupational Health and Parkview Emergency Room are open 24 hours a day. IPFW Health and Wellness Clinic is open Monday thru Friday with daytime hours available. IPFW - Radiology and Environmental Management will be billed for all services including medications, if indicated. If a student or faculty member chooses to be seen by another healthcare provider, the fees will be paid at the discretion of IPFW - Radiology and Environmental Management.
6. As soon as possible following the incident, the clinical faculty member needs to verbally report the exposure incident to the lead faculty member, who is responsible for the course.
7. Ensure that all clinical faculty members have a supply of the Purdue University Bloodborne Pathogens Exposure Incident Form and the Exposure Incident Policy and Policy with them in the clinical settings.
8. This policy and procedure will be reviewed annually during the first faculty mtg of fall semester.
9. Nursing faculty who are injured will need to complete Liberty Mutual’s incident form, as required by Worker’s Compensation. These forms can be obtained at the Human Resources Off.

8/01
Bloodborne Pathogens Exposure Incident Form

In the event of an exposure incident, two forms must be completed: 1) the Employer’s First Report of Injury worksheet for worker’s compensation, and 2) this form as required by OSHA. This form is intended to evaluate the control methods used to prevent employee exposure.

Name of Person Exposed ____________________________ Incident Date ________________

Location of Incident _____________________________ Incident Time ________________

Exposure Type (please check)  sharps injury _____ needle stick _____ splash to mucous

membranes _____ broken skin contact_____ Other ________________________________

Identification of Potentially Infectious Material(s):

Description of Incident:

Witnesses to Incident:

Describe engineering and work practice controls in use:

Describe protective equipment in use:

What is responsible for the failure of these controls?

What changes need to be made to prevent reoccurrence?

Has the exposed individual been advised to seek medical attention?

Report prepared by _____________________________ Position __________________________

Exposed individual’s signature to indicate concurrence with report __________________________

Copies: Radiological and Environmental Management (SB G50) - white copy
        Parkview Occupational Health - yellow copy
        Department Representative - pink copy
        Exposed Individual - goldenrod

Radiological and Environmental Management 481-5744
Indiana University - Purdue University Fort Wayne
College of Health and Human Services
Department Of Nursing

Student Uniforms

Required standards for nursing student uniforms for the undergraduate nursing program are as follows:

Uniforms and Name pin may be purchased at:
JAMES MEDICAL UNIFORMS
7821 Coldwater Rd.
Fort Wayne, IN 46825
Phone: 260-969-1827
Contact: Doug James

Uniform:
Specific styles have been designated for each item of the uniform apparel which includes top, pants or skirt (allow additional time when ordering skirt), and jacket.

An IPFW embroidered logo must be applied in a designated area on the left side of the uniform top and on the jacket. The IPFW embroidered logo will be applied by James Medical.

Use of a jacket is optional.

All components of the uniform must be indigo and be the style that is designated for that item.

Uniform: (in addition to current guidelines) Students may wear white short or long sleeve turtleneck or T-shirt with round neck under uniform top. A uniform lab jacket may also be worn over the uniform top. No other apparel is to be worn over the uniform top in the clinical setting.

Shoes: (new guidelines) Clean, walking shoes are to be worn by men and women. Must be solid white, black, or gray in color. No mesh or fabric, no “Crocs” of any style, and no open-toes or open heels.

Stockings: (new guidelines) White, navy, or black crew style socks or hose for men and women. No textured, footies, or “no show” styles.

Hair: (new guidelines) Women and mean hair should be styled modestly and natural looking. Hair should be off face, not touching shoulders, pulled back including pony tail. Headbands or pony tail elastics should be plain white, navy, or black and without adornment. Men’s facial hair should be neatly groomed.

UNIFORM MUST BE ORDERED AT LEAST 6 WEEKS PRIOR TO THE BEGINNING OF THE SEMESTER TO ASSURE AVAILABILITY FOR THE FIRST CLINICAL EXPERIENCE.

Name Pin will read as follows:
Jane Doe (first & last name on top line)
Nursing Student (on second line)
Pins:
NSA (Nursing Students Association) &/or Phi Theta Kappa Pins may be worn on student uniforms below the name pin.

Watch:
Watch with second hand

Cosmetics:
Natural looking

Fragrances:
Do not wear fragrances/perfumes

Tattoos:
Tattoos may not be visible; they must be covered when the student is in clinical.

Nails:
Moderately short, clean, well rounded, only CLEAR polish

Jewelry/Body Piercing:
Wedding rings and engagement rings only may be worn.
No earrings, except 2 small studs per ear.
No other visible pierced jewelry is allowed.
Any other visible jewelry must be removed.

FULL UNIFORM:
Full uniform consists of designated uniform, hose/socks, shoes, name pin, watch with second hand, and appropriate underclothing.

Stethoscope with diaphragm and bell attachments.

IPFW UNIFORM LOGO.
Library Services Available To Students

IPFW-Helmke Library

The resources of Helmke Library, IPFW, are easily accessible. Access to the automated catalog of the Indiana University Libraries, IUCAT, many online catalogs as well as periodical indexes and other services are available through the Helmke Library. For information regarding the Helmke Library refer to the Library web page.

St. Joseph Hospital Library Services

St. Joseph Medical Center allows free use of the library and its holdings. Facilities for computer searches are available. The library contains over 325 current journals and a collection of over 1,000 texts. Photocopying is free, but the librarians request that you notify them of the number of copies made.

Parkview Resource Library Services for Students

1) PRMC library is located on the 1st floor of the flagship hospital at 11109 Parkview Plaza Drive.
   - Phone 260-266-1444
   - Fax 260-266-1445
   - Email Julie.hughbanks@parkview.com or library@parkview.com
   - Hours M-F 8:00am-3:30pm
   - Staff Monday-Friday (generally)
   - Access Badge access or knock/call

2) Ridderheim Library is located in the basement of Parkview Randallia at 2200 Randallia Drive.
   - Phone 260-373-3690
   - Fax 260-373-3692
   - Email library@parkview.com
   - Hours M-F 8:00am-3:30pm
   - Staff Available Tuesdays and Wednesdays (generally)
   - Access If door is locked, you may borrow and return a key from the Operators next door

Computer stations with printer access are available at both locations. The printer is open to students printing less than 20 pages. Computers on the Parkview network have access to the following resources on the library webpage on TeamParkview (default home page): click on Reference Center folder and then Parkview Online Library link. User ID and password are posted next to each workstation for those who don’t have their own user ID/password.
   1) OVID Nursing Full-Text (searchable database that includes full-text for 54 nursing journals and access to 7 Joanna Briggs evidence-based nursing books)
   2) Micromedex – drug database
   3) Natural Standard – integrative medicine
   4) Up-to-date – medical topic reviews and patient education
   5) Cochrane Reviews – medical topic systematic reviews
   6) Rittenhouse R2 library – full-text medical, nursing, and allied health books
   7) Inspire Indiana – free resources for Indiana citizens include Medline, Health Source Nursing/Academic, and Student Resource Center. There are also medical and nursing ebooks full-text and a Testing & Education Reference Center supporting NCLEX, EMT, Nursing & Allied Health entrance exam, et al.

Library staff may assist with basic searching skills and accessing full-text articles as time permits.

Revised 12/12
ATI Testing Information

Assessment Technologies Institute (ATI) is a testing company that offers comprehensive examinations for schools of nursing in the United States.

ATI Tests B.S. Generic testing schedule

Pre-Admission - TEAS (Proctored)
Orientation - Critical Thinking-Entrance (Proctored)
NUR 11500 - Fundamentals of Nursing (Non-proctored)
NUR 13000 - Skills Modules
NUR 20200 - Pharmacology (Non-proctored)
NUR 24100 - Mental Health (Non-proctored)
NUR 33600 - Medical/Surgical (Non-proctored)
NUR 36800 - Maternal Newborn (Non-proctored)
NUR 37900 - Nursing Care of Children (Non-proctored)
NUR 41800 - Community Health (Non-proctored)
NUR 44200 - Pharmacology (Proctored)
    Nursing Leadership & Management (Non-proctored)

NUR 41900 - Medical/Surgical (proctored)
NUR 43300 - Comprehensive Predictor (Proctored)
    Critical Thinking – Exit (Proctored)
    Targeted (Med-Surg (Non-proctored)

Virtual ATI - Upon completion of the degree students will participate in a virtual review before scheduling the NCLEX-RN exam.

NOTES: Proctored Test 2nd retakes and subsequent retakes will incur the following additional costs students:
Pharmacology $27.00
Medical/Surgical $34.00
Comprehensive Predictor $48.00
Minimum ATI scores

Non-proctored (practice):
Minimum score -- 90%
An earned score of 90% is defined by ATI as “considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.”

If 90% not earn on non-proctored:
1. Meet with the course instructor and utilize ATI review book.
2. Must allow at least three days between retake of test.
3. ATI student transcript must accompany test results given to the course instructor.
4. If unable to earn 90%, Incomplete (I) for course until achieve 90% in retake (as many times as necessary) of non-proctored test.

Proctored:
Minimum Score -- Level II
An earned score of Level II or below is defined by ATI as “considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.”

If Level II proficiency is not earned on proctored tests (exception RN Comprehensive Predictor):
1. Meet with the course instructor, utilize ATI review book, and take ATI practice tests.
2. Must allow at least 3 days between each retake of the test.
3. ATI student transcript must accompany test results given to the course instructor.
4. If unable to earn Level II proficiency, Incomplete (I) for course until achieve Level II proficiency (may take as many times as necessary but at the student’s expense).

RN Comprehensive Predictor (Proctored):
Minimum Score -- 95% predicted probability of passing the NCLEX-RN
If a grade of less than 95% predicted probability of passing the NCLEX-RN is earned on the RN Comprehensive Predictor, a student must:
1. Meet with the course instructor, utilize ATI review book, and take ATI practice tests.
2. Must allow at least 3 days between each retake of the test.
3. ATI student transcript must accompany test results given to the course instructor.
4. If unable to earn 95% predicted probability of passing the NCLEX-RN, Incomplete (I) for course until achieve 95% predicted probability of passing the NCLEX-RN (may take as many times as necessary but at student’s expense) on the RN Comprehensive Predictor.

** Virtual-ATI-enrollment occurs at the completion of the program with the review following.
1/11 NR
Lasater Clinical Judgment

The IPFW Department of Nursing faculty use a set of criteria to evaluate student performance in the simulation labs and clinical experiences called the Lasater Clinical Judgment Rubric. Dr. Kathie Lasater (2007) developed the rubric to assist evaluation of nursing students’ actions during simulation, and it is based on Tanner’s (2006) Clinical Judgment Model. The rubric has 11 dimensions and 4 levels within each dimension to rate students on how they handle patient care situations.

As a student, you should become familiar with the rubric and its criteria to help you understand your role as a nurse. In NUR 43300 Advanced Critical Thinking, nursing faculty will evaluate your care of simulated patients. You must achieve a rating of competent within the rubric to graduate from the program. You will not be expected to perform at this level in the beginning of the program, but rather it is a goal for exiting the program.

Lasater Clinical Judgment Rubric

Effective NOTICING involves:

Dimension – Focused Observation
Beginning (1) – Confused by the clinical situation and the amount & kind of data; observations not organized and important data missed, &/or assessment errors made
Developing (2) – Attempts to monitor a variety of subjective & objective data but overwhelmed by the array of data; focuses on most obvious data, missing some important information
Accomplished (3) – Regularly observes & monitors variety of data, subjective & objective; most useful information noticed; may miss most subtle signs
Exemplary (4) – Focuses observations appropriately; observes & monitors wide variety of objective & subjective data to uncover any useful information

Effective NOTICING involves:
Dimension - Recognizing deviations from expected patterns
Beginning (1) - Focuses on 1 thing at a time & misses most patterns & deviations from expectations; misses opportunities to refine assessment
Developing (2) - Identifies obvious patterns & deviations, missing some important information; unsure how to continue assessment
Accomplished (3) - Recognizes most obvious patterns & deviations in data & uses these to continually assess
Exemplary (4) - Recognizes subtle patterns & deviations from expected patterns in data & uses these to guide assessment

Effective NOTICING involves:
Dimension – Information seeking
Beginning (1) - Is ineffective in seeking information; relies mostly on objective data; has difficulty interacting with patient & SO & fails to collect important subjective data
Developing (2) - Makes limited efforts to seek additional information from patient & SO; often seems not to know what information to seek &/or pursues unrelated information
Accomplished (3) - Actively seeks subjective information about patient’s situation from the patient & SO to support planning interventions; occasionally doesn’t pursue important leads
Exemplary (4) - Assertively seeks information to plan intervention; carefully collects useful subjective data from observing & interacting with the patient & SO

Effective INTREPRETING involves:

Dimension - Prioritizing data
Beginning (1) - Has difficulty focusing & appears not to know which data are most important to the diagnosis; attempts to attend to all available data
Developing (2) - Makes an effort to prioritize data & focus on most important, but also attends to less relevant or useful data
Accomplished (3) - Generally focuses on most important data & seeks further relevant information but also may try to attend to less pertinent data
Exemplary (4) - Focuses on the most relevant & important data useful for explaining patient’s condition
Effective **INTERPRETING** involves:

**Dimension - Making sense of data**
Beginning (1) - Even in simple, common, or familiar situations, has difficulty interpreting or making sense of data; has trouble distinguishing among competing explanations & appropriate interventions, requiring assistance both in diagnosing problems & developing interventions
Developing (2) - In simple, common, or familiar situations, is able to compare the patient’s data patterns with those known & to develop or explain intervention plans; has difficulty, however, with even moderately difficult data or situations that are within the expectations of students; inappropriately requires advice or assistance
Accomplished (3) - In most situations, interprets patient’s data patterns & compares with known patterns to develop an intervention plan & rationale; exceptions are rare or in complicated cases where it’s appropriate to seek guidance of specialist or more experience nurse
Exemplary (4) - Even when facing complex, conflicting, or confusing data, able to (a) note & make sense of patterns in patient’s data, (b) compare these with known patterns (from nsg knowledge base, EBP, personal experience, & intuition), & (c) develop plans for interventions that can be justified in terms of their likelihood of success

Effective **RESPONDING** involves:

**Dimension - Calm, confident manner**
Beginning (1) - Except in simple & routine situations, is stressed & disorganized, lacks control, makes patients & SO; anxious or less able to cooperate
Developing (2) - Is tentative in leader role; reassures patients & families in routine & relatively simple situations, but becomes stressed & disorganized easily
Accomplished (3) - Generally displays leadership & confidence & is able to control or calm most situations; may show stress in particularly difficulty or complex situations
Exemplary (4) - Assumes responsibility; delegates team assignments; assesses patients & reassures them & their SO

Effective **RESPONDING** involves:

**Dimension - Clear communication**
Beginning (1) - Has difficulty communicating; explanations are confusing; directions are unclear or contradictory; patients & SO are made confused or anxious & are not reassured
Developing (2) - Shows some communication ability (e.g., giving directions); communication with patients, SO, & team members is only partly successful; displays caring but not competence
Accomplished (3) - Generally communicates well; explains carefully to patients; gives clear directions to team; could be more effective in establishing rapport
Exemplary (4) - Communicates effectively; explains interventions; calms & reassures patients & SO; directs & involves team members, explaining & giving directions; checks for understanding

Effective **RESPONDING** involves:

**Dimension - Well-planned intervention/flexibility**
Beginning (1) - Focuses on developing single intervention, addressing a likely solution, but may be vague, confusing, &/or incomplete; some monitoring may occur
Developing (2) - Develops interventions on basis of most obvious data; monitors progress but unable to make adjustments as indicated by patient’s response
Accomplished (3) - Develops interventions on basis of relevant patient data; monitors progress regularly but doesn’t expect to have to change treatments
Exemplary (4) - Interventions are tailored for individual patient; monitors patient progress closely & is able to adjust treatment as indicated by patient response
Effective **RESPONDING** involves:
Dimension - Being skillful
Beginning (1) - Is unable to select &/or perform nursing skills
Developing (2) - Is hesitant or ineffective in using nursing skills
Accomplished (3) - Displays proficiency in use of most nursing skills, could improve speed or accuracy
Exemplary (4) - Shows mastery of nursing skills

Effective **REFLECTION** involves:

Dimension - Evaluation/self-analysis
Beginning (1) - Even prompted evaluations are brief, cursory, & not used to improve performance; justifies personal decisions & choices without evaluating them
Developing (2) - Even when prompted, briefly verbalizes most obvious evaluations; has difficulty imagining alternative choices; is self-protective in evaluating personal choices
Accomplished (3) - Evaluates & analyzes personal clinical performance with minimal prompting, primarily about major events or decisions; key decision points identified, & alternatives considered
Exemplary (4) - Independently evaluates & analyzes personal clinical performance, noting decision points, elaborating alternatives, & accurately evaluating choices against alternatives

Effective **REFLECTION** involves:
Dimension - Commitment to improvement
Beginning (1) - Appears uninterested in improving performance or is unable to do so; rarely reflects; is uncritical of self or overly critical (given level of development); is unable to see flaws or need for improvement
Developing (2) - Demonstrates awareness of need for ongoing improvement & makes some effort to learn from experience & improve performance but tends to state obvious & needs external evaluation
Accomplished (3) - Demonstrates a desire to improve nursing performance; reflects on & evaluates experiences; identifies strengths & weaknesses; could be more systematic in evaluating weaknesses
Exemplary (4) - Demonstrates commitment to ongoing improvement; reflects on & critically evaluates nursing experiences; accurately identifies strengths & weaknesses & develops specific plans to eliminate weaknesses
Policy for the Establishment of Credit for Nursing Courses by Examination

As approved by the faculty, the policy for the establishment of credit for nursing courses by examination is as follows:

1. Courses available for challenge are determined by the Undergraduate Curriculum Committee of the Nursing Department.

2. The undergraduate nursing programs require that the student meet one of the following qualifications:
   A. Provide documentation of current Indiana licensure as a Licensed Practical Nurse (LPN) with experience in the nursing area which correlates to the course which the student is requesting to challenge (i.e., Medical-Surgical, Infant/Child, Psychiatric, etc.).
   B. Provide documentation of a military occupational status rating comparable to LPN education, including the following:
      Army: MOS rating of 91C20
      Navy: Hospital corpsman
      Air Force: Rating 902XO (Medical Service Specialist). The “X” will be substituted with a number to indicate the level of training but the basic training is equivalent to LPN education.
      Marine: None – the Marines utilize the navy for medical needs.
      Documentation of experience in the applicable nursing area (as in 1.A.) is also required.
   C. Since LPN education does not include Psychiatric Nursing, students will be considered on an individual basis for eligibility for the NUR 24100 challenge exam. The student would be expected to show prior educational preparation in psychology or a related field in addition to documentation of clinical experience in a psychiatric clinical setting working with a variety of clients with psychiatric disorders.
   D. The criteria for satisfactory clinical experience in the applicable nursing area will be the decision of the course faculty based on the documentation provided and as verified by the faculty. Verification may include letters and/or verbal assessment of clinical competency by former and/or current employment supervisors.

3. To apply for credit by examination, a student must meet the following University and Nursing Department requirements:
   A. Current enrollment in and admission to the University and the Nursing program
   B. Has received no grade in the course other than a “W” or “NC” (auditor/no credit).
   C. Is not currently taking the course.
   D. Have satisfied all prerequisites of the course prior to requesting eligibility for taking a challenge exam. Students wishing to challenge second-year nursing courses must have completed all first-year courses prior to taking the challenge exam for any second-year nursing course.
   E. Have no prior Ds or Fs in a required nursing course.

4. Written examinations may be taken once and must be successfully passed before attempting the clinical validation.

5. Written examinations may not be reviewed by the student once completed and turned in.

6. Failure of the written exam will necessitate taking the didactic and corresponding clinical course.

7. Clinical validation may be attempted only once.

8. RN-B.S. students who are certified by recognized nursing organizations may seek credit toward a nursing elective. Certain certificates may be used as credit for required nursing courses.
LPN’s from Unaccredited Schools / not NLNAC Accredited LPN School

- Can apply to B.S. through pre-nursing.
- Take challenge exam if hold current Indiana licensure as LPN.
- Can validate credit for NUR 11500 and NUR 13000 and attempt to test out of 20200 early in semester before getting into nursing program.
- If no credits will transfer, need to re-take everything at IPFW.
- Contact professors of courses to attempt to test out.
Procedure for Requesting Establishment of Credit by Examination for Nursing Courses

A. Student must meet University and department eligibility criteria for taking a nursing course challenge exam.

B. The student should schedule an appointment with the appropriate course coordinator to review eligibility and discuss documentation and verification procedure.

C. Once the student has been declared eligible by the faculty, the student should schedule a time to take the written challenge exam, and if, eligible, the clinical validation.

D. Challenge exams should be scheduled during the regular fall or spring semesters as no opportunities for clinical validation are available between May and mid-August.

E. Students who do not take the challenge exam at the agreed upon time may forfeit their right to take or reschedule the exam.

Transfer Courses

It is the student’s responsibility to have sent to the IPFW Admissions Office an official transcript of any course, such as correspondence or distance that may be used to fulfill requirements in the nursing program. All transfer courses must be completed prior to the beginning of the last semester in the program. This allows the credit from the transfer course to be added to the official Purdue transcript. The student must also submit the transcript of the course to the secretary in the Department of Nursing.

The grade earned in a transfer course will not be calculated in the grade index. It will appear on the transcript as credit, not a grade. A grade of C or above must be earned for the course credit to transfer.

It is the student’s responsibility to discuss with a nursing advisor whether a course will be accepted to fulfill the IPFW nursing curriculum requirement.

Withdrawal from a Class

I. **THROUGH WEEK 4 OF CLASSES**
A student may officially withdraw from a via OASIS Web registration system or by submitting a completed schedule-revision (drop/add) form with appropriate signatures to the registrar’s office. The course is not recorded on the student’s record.

II. **WEEKS 5–9**
A student may officially withdraw from a via OASIS Web registration system or by submitting a completed schedule-revision (drop/add) form with appropriate signatures to the registrar’s office. A grade of W is recorded on the student’s record.

III. **WEEKS 10–16**
Courses cannot normally be dropped during this period. If a drop is approved, the course is recorded with a grade of W on your record. (Reason for withdrawing must be extraordinary, i.e. hospitalization)
1. Complete a Petition for Late Partial Withdrawal From Classes During Weeks 10-16. (This form is available in the Department of Nursing.) Follow the procedure outlined at the top of the form.
2. A signed Drop/Add card is also required.
3. Both forms must be processed at the Registrar’s office.

**NOTE: STUDENTS RECEIVING A FAILING GRADE ARE INELIGIBLE TO PARTICIPATE IN THE WITHDRAWAL PROCEDURE AFTER THE FIRST 9 WEEKS.**


**Auditing.** You may enroll as an auditor by noting “Auditor” (A) in the appropriate space on your registration form, and by completing the normal registration procedures established by your division/department. Regular course fees will be assessed. You will be assigned a grade of W or NC and will not receive academic credit for the course in which you enrolled as an auditor.

**Academic Probation**
Academic Standing (Academic Probation and Dismissal) Policy

- **Academic Probation:** If your Semester GPA or your Cumulative GPA is less than 2.0, you will be placed on Academic Probation.

- **Dismissal:** If you are on Academic Probation currently and both your Semester GPA and Cumulative GPA are less than 2.0, you will be dismissed by IPFW.

- **Back on Academic Probation:** If you are on Academic Probation currently and your Semester GPA or your Cumulative GPA is less than 2.0, you will be placed on Continued Probation.

- **Good Standing:** If your semester GPA and your cumulative GPA are 2.0 or greater, you are classified as Good Standing.

Please note: academic standing is only calculated at the end of the Fall and Spring semesters.
Nursing Grade Definitions

I. Definition need
   With quality teaching as the hallmark of the School, a standard definition of grades is needed to:
   1. Ensure that students are appropriately and consistently recognized for their academic efforts, and
   2. Provide our many associate faculty with grade definitions to provide consistency and fairness with the grades given by our full time faculty.

II. Grade definitions
   A Reflects superior performance far in excess of minimum academic requirements. The student consistently demonstrates superior abilities and a mastery of all phases of the course. The student receiving this grade would be expected to be an outstanding performer in his/her professional field. This grade should be awarded for truly exceptional performance.

   B Reflects performance consistently and significantly exceeding the course requirements. The student has demonstrated initiative and has performed very well in the course. The student frequently exceeds expectations that a student receiving this grade would perform very well in his/her professional field.

   C Performance is satisfactory, acceptable, meets and occasionally exceeds the course requirements. This grade is a performance standard expected of students. The student has performed the basic requirements of the course and has good understanding of the material covered. It is expected that a significant number of students would receive this grade. Upon graduation, the student would perform well in his/her professional field.

   D Performance is below the standard of the course, but not failing. Improvement would be needed in subsequent courses for graduation. The student has a fair grade and has done minimum passing work. It is expected that the student would have difficulty performing appropriately in his/her professional field. In required nursing courses this is not a passing grade.

   F Performance is deficient and must be improved substantially to meet the satisfactory grade requirements. The student has not demonstrated the ability to proceed with the academic program. This student needs additional counseling and help for continued effort in the program or redirection to another academic area. Not a passing grade in the University.
College of Health and Human Services Student Appeals Information

Student Appeals Policy

The Student Appeals Policy applies to all students enrolled in an IPFW College of Health and Human Services program or taking a course offered by the College. Students who have evidence or believe evidence exists that a course grade, similar evaluation, or student progression decision was made as a result of prejudice, caprice, or other improper conditions, such as mechanical error, may appeal that action. Complaints of discrimination or harassment do not follow under this policy and should be taken to the University Affirmative Action Officer. Students may seek advice by meeting with the University Dean of Students or the College of Health and Human Services Director of Student Success.

In appealing, the student must support, in writing, the allegation that an improper decision has been made and must specify the remedy sought. The student may seek the assistance of the IPFW Dean of Students in pursuing the appeal. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees. The advisor or friend may advise the student but may not speak for the student during meetings.

In the case of a grade appeal, a course grade can only be changed by a university authority upon the recommendation of the IPFW Grade Appeals Subcommittee or by the instructor any time prior to the Grade Appeals Subcommittee’s decision.

Members of the Student Appeals Committee

The College of Health and Human Services Student Appeals Committee is comprised of one faculty member from each department of the College. In an appeal case, the appeals committee member representing the student’s program or department shall be excluded from all hearings and proceedings.

Student Appeal Deadlines

An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned or the action being appealed occurred. Following initiation of an appeal, decisions at each step listed below must be reported within two calendar weeks, provided this deadline falls within the regular student year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step. Time lines may be extended at the agreement of all parties and by the Dean of the College if circumstances require an extension.

Student Appeal Process

An attempt should be made by the student to reconcile the concern or conflict with the faculty member before filing a formal written grievance. The student should schedule an appointment
with the course instructor to discuss the grade or action and try to resolve the issue. **If meeting with the faculty member does not resolve the issue, the student may seek informal mediation from the Program Director/Department Chair. If this mediation does not resolve the issue to the student’s satisfaction, the student may begin the formal Student Appeal Process.** Copies of College and University student appeals policies and the College appeals check list may be obtained by the student from faculty members, the College Dean’s office, and the College website. See [https://www.ipfw.edu/departments/chhs/resources/appeal.html](https://www.ipfw.edu/departments/chhs/resources/appeal.html)

**Steps in the Process of a Formal Student Appeal**

1. **Department Chair:** To begin the formal appeals process the student must submit, in writing, to the Department Chair the allegation that an improper decision or action was made and specify the remedy sought. A meeting with the student will be held to discuss the appeal. After meeting with the student, the Department Chair will send the decision concerning the appeal in writing to the student. If the appeal is not resolved to the student’s satisfaction, the student may proceed to Step 2.

2. **College:** If the grievance has not been resolved satisfactorily at Step 1, the student shall submit in writing the appeal to the Dean of the College of Health and Human Services. The Dean will notify the Chair of the College Student Appeals Committee regarding the appeal and forward the written appeal. The Committee Chair will request the student and the instructor to submit detailed, written documentation substantiating evidence regarding the grade or action in question. After reading the documentation submitted by both parties, the College committee will meet separately with the student and the course instructor to clarify questions regarding the case. Each party may bring an advisor or friend to the meeting with the committee. The advisor or friend may advise the student or course instructor, but may not speak for the student or course instructor during meetings. The College committee will deliberate and recommend to the College Dean a settlement of the grievance. The Committee Chair notifies the College Dean of the committee’s recommendation in writing. Copies of the recommendation are submitted to the student, instructor, instructor’s Department Chair, and the College’s Director of Student Success. The College Dean reviews the Committee’s recommendation and notifies the Dean of Students, student, instructor, instructor’s Department Chair, and the College’s Director of Student Success of the final decision of the College.

3. **Campus:** If the grievance has not been resolved at Step 2, the student may schedule an appointment with the IPFW Dean of Students, who will direct the student procedurally in submitting the case to the appropriate University appeals body.

College of Health and Human Services Student Appeals Procedure Checklist

(The student is responsible to obtain signatures at each level. The original form will be placed in the student’s file and a copy will be made for the student.)

The IPFW student appeals procedure requires that a student first try to resolve a dispute by talking with the course instructor. In most cases, an appeal can be resolved at this level if both student and course instructor are willing to reasonably discuss the student’s concerns.

I. Meeting with course instructor.

Date of meeting _________________________

This certifies that step one of the appeals procedure has been carried out.

Student:  ______________________________________________

Course Instructor: _______________________________________

Course Title and Number: __________________________________________________

Instructor’s Determination and Rationale: ______________________________________

________________________________________________________________________

If the student and course instructor are unable to resolve the appeal, the student may then appeal to the department chair, who may make an attempt to informally resolve the issue. This affords another opportunity for resolving the conflict.

II. Meeting with department chair.

Date of meeting _________________________

This certifies that step two of the appeals procedure has been carried out.

Student:  _____________________________________________________

Department Chair: ______________________________________________

Chair’s Determination and Rationale: ______________________________________

_______________________________________________________________________

Please print legibly.

Student:  _______________________________________________________________
If the conflict cannot be resolved between the student and the course instructor, even with the assistance of the department chair, the student has the option to appeal to the College of Health and Human Services Student Appeals Committee. A formal hearing is held in which both the student and the course instructor may present their case. The Chair of the College Student Appeals Committee will notify the student and the course instructor of the hearing.

III. Hearing with College committee.

To be completed at Committee meeting:

Date of meeting _________________________

This certifies that step three of the appeals procedure has been carried out.

Student: ________________________________________________

Chair or Vice Chair of the College Student Appeals Committee:
________________________________________________________________________

As a student, I wish to appeal against the following decision. State below the reason(s) you are appealing the decision. Be specific and complete. You may attach an additional page, if necessary. Provide any supporting documentation about your appeal that you feel is pertinent.

I am seeking the following remedy if my appeal is successful.

Nursing Codes of Conduct and Professional Misconduct Policy

Students are held to the standards of the Indiana Nurse Practice Act and as such, they are liable for their own actions. Behaviors of professional misconduct occurring at any time while the person is a student in the nursing program may result in disciplinary action that include, but are not limited to:

- Patient Abandonment and/or neglect
- Commission of fraudulent acts/documentation/ Accessing or documenting in the Cerner AES account of another student
- Breaching a patient's rights to privacy and confidentiality by disclosing Protected Health Information as specified by HIPAA regulations
- This breach includes accessing an electronic health record in an area where others can view it, printing of information at an unauthorized printer, and sharing patient or agency information details in social networking tools such as Facebook, Twitter, texting or photographing with a cell phone, and other electronic devices
- Theft of property from a clinical agency, client, others, or IPFW
- Disorderly conduct
- Verbal abuse that involves an expressed or implied threat to a person’s safety
- Physical abuse of any person
- Possession of a weapon
- Use, under the influence, and/or possession of a controlled substance while at a clinical agency
- Use, under the influence, and/or possession of alcohol while at a clinical agency
- Failure to report conviction of criminal activity
- Failed drug screen and/or possession of drugs or controlled substances
- Failed drug screen and/or possession of alcohol while at a clinical agency
- Failure to report an arrest with felony charges or a felony conviction.

Students are held to the standards of the American Nurses Association (ANA) Code of Ethics for Nurses as well as IPFW’s Code of Student Rights, Responsibilities, and Conduct and Purdue’s Student Regulations.

Students may be failed in a nursing course and/or dismissed from the Nursing Program for unprofessional conduct that jeopardizes the health and/or safety of patients/clients and/or others or has a potentially detrimental effect on the Department of Nursing.

Due to the serious consequence of certain unprofessional behaviors, procedures for dismissal from the program may be initiated. If the student is in a clinical setting at the time that professional misconduct occurs, the person will be immediately removed from the site. The student will be suspended from all clinical settings pending the outcome of the disciplinary process.

Revised 03/2015
Department of Nursing Undergraduate Policies

NOTE: Beginning with the fall 2010 semester, Course Number are 5-digits. For example, NUR 103 is now NUR 10300.

All existing policies apply when a 3-digit course number is listed.

Policies 2015

Date: 5/12/2015
Subject: Course Placements in Curriculum: NUR 33400, NUR 34600, NUR 37700
Motion: In order to improve student preparation and understanding of concepts, the following courses will be changed placed accordingly in the curriculum for the traditional and RN to BS students:
• NUR 33400 Clinical Pathophysiology moved to fifth semester.
• NUR 34600 Advanced Health Assessment moved to fourth semester.
• NUR 37700 Professional Seminar II: Concepts and Trends in Healthcare Delivery moved to sixth semester. Nursing elective moved to seventh semester.
Effective: Spring 2016

Date: 5/12/2015
Subject: LPN Admissions
Motion: LPN’s applying to our RN to BS program must have graduated from an accredited LPN program.
Effective: 5/12/2015 (In addition to 9/12/2014 policy).

Date: 4/17/2015
Subject: RN to BS Student Admission Criteria
Motion: Students admitted to the RN to BS program must have earned an associates degree from an accredited nursing program (ACEN- or previously NLNAC or CCNE).
Effective: 4/17/2015

Date: 4/17/2015
Subject: Drop Course/Withdrawal Policy
Motion: Remove “withdrawal from two nursing courses policy: Students who drop a nursing course when they are earning a grade below 75% and/or unsatisfactory clinical performance will have a hold placed on their record and they will not be able to register for clinical nursing (NUR) courses until the Monday following freshman registration week.”
“Students may only withdraw from the same nursing course one time due to a grade less than 75% and/or unsatisfactory clinical performance.”
Effective: 4/17/2015

Date: 2/13/2015
Subject: Application to Nursing Program – TEAS Test
Motion: Students must meet the following requirements when applying to the nursing program:
• The TEAS will be taken only one time each application period.
• The TEAS results from different attempts cannot be combined.
• Applicants must have earned at least a “Proficient” level in the overall score to be eligible for
admission.
• The applicant must have a minimal pre-nursing GPA
• The applicant must include a one-page essay reflection on the following questions:
  • Why did I decide to become a nurse?
  • What does being a nursing student at IPFW mean to me?
  • What are my goals?
  • How does my background and past experiences contribute to my success as a nurse?
Effective: Fall 2015 (Replaces policy 12/10/2010)

Policies 2014

Date: 11/21/2014
Subject: Student Clinical Dress Code

Motion: The following Student Clinical Dress Code was revised as follows and will become effective
Spring 2015:

Uniform: (in addition to current guidelines) Students may wear white short or long sleeve
turtleneck or T-shirt with round neck under uniform top. A uniform lab jacket may also be worn over the
uniform top. No other apparel is to be worn over the uniform top in the clinical setting.

Shoes: (new guidelines) Clean, walking shoes are to be worn by men and women. Must be solid white,
black, or gray in color. No mesh or fabric, no “Crocs” of any style, and no open-toes or open heels.

Stockings: (new guidelines) White, navy, or black crew style socks or hose for men and women. No
textured, footies, or “no show” styles.

Hair: (new guidelines) Women and men hair should be styled modestly and natural looking. Hair should
be off face, not touching shoulders, pulled back including pony tail. Headbands or pony tail elastics
should be plain white, navy, or black and without adornment. Men’s facial hair should be neatly
groomed.

Date: 9/19/2014
Subject: Policy for Dismissal from the Nursing Major

Motion: A student shall be dismissed from the Nursing undergraduate major for a timeframe of five
years under the following conditions: Receipt of the 2nd grade below C- in required non-NUR courses
(ENG W131, COM 11400, PSY 12000, BIOL 20300, CHM 10400, ENG W233, SOC S161 or ANTH E
105, FNN 30300, BIOL 22000, BIOL 20400, PCTX 20100)
OR
Receipt of the 2nd grade below C- in required NUR and/or Nursing Elective (NUR or CHHS) courses
Effective Date: October 7, 2014

Date: 5-9-14
Subject: Revised Program Senior Level Outcomes

Motion: The following Undergraduate Program Senior Level Outcomes were revised as follows:

Critical Thinking: Formulate nursing practice decisions using critical thinking skills and evolving
knowledge from nursing science, the biological and behavioral sciences, and the arts and humanities.

Evidence-Based Practice: Evaluate the effectiveness of health outcomes through the application of theory
and evidence-based practice.

Communication: Employ effective communication skills in partnering with individuals, families,
communities and inter-professional health care teams to design and provide safe, evidence based patient-
centered care
Effective Date: Fall 2014

Date: 5-9-14
Subject: Open Electives-C8
Motion: In order to meet the general education requirements, nursing students will choose from the Category 8 electives for the three credit open elective in the eight semester.
Effective Date: Fall 2014

Date: 5-9-14
Subject: Credit hour change for NUR 37700; Applied Pharmacology in Nursing; NUR 34400 change in semester
Motion: NUR 37700 Professional Seminar II: Concepts and Trends in Healthcare Delivery will become a two credit hour course instead of three credit hours. Applied Pharmacology in Nursing will be added as a one credit hour course required of all undergraduate nursing students, including RN to BS students, who enroll into the nursing program Fall 2014 and thereafter. The one credit Applied Pharmacology in Nursing course will be added to the sixth semester. NUR 34400 Introduction Healthcare Informatics will be moved to the fifth semester.
Effective Date: Fall 2014

Date: 2-21-14
Subject: NUR 10300
Motion: Students who drop NUR 11500 and/or NUR 13000 may continue taking NUR 10300 in the same semester.
Effective Date: Fall 2014

Policies 2013

Date: 11-15-13
Subject: E-Portfolio/Reflective Assignment
Motion: The e-portfolio requirement for NUR 42300 will be discontinued and replaced with a reflective paper assignment. Item rationale assignments required for the e-portfolio in each of the courses will be replaced with a reflective paper assignment that covers program outcomes
Effective Date: Replaces policy 5-8-12 E-Portfolio. Effective Spring 2014

Date: 9-3-13
Subject: Elective Nursing Course
Motion: Demystifying Diagnostics is a new one-credit hour nursing elective course that will be offered to Registered Nurses or generic undergraduate nursing students who have completed NUR 41800 and NUR 44200. Registered Nurses who successfully complete the course with a grade of C or higher may apply the credit toward the RN to BS program. All students taking the course may elect to take it with the fee established for receiving credit or non-credit.
Effective Date: Fall 2013

Date: 8-23-13
Subject: RN to B.S. Students Completion of Courses
Motion: RN to BS students may complete elective courses in the summer session after completing their
clinical and professional seminar courses in the spring semester.

**Effective Date:** Fall 2013

**Date:** 1-25-13  
**Subject:** Proctored Pharmacology Exam  
**Motion:** The ATI proctored Pharmacology Exam will be offered in NUR 36800. If a student achieves a level 2 or higher, the student is considered to have completed the requirement. If the level 2 has not been attained, the student has until Friday of the week prior to the beginning date of NUR 41800 or NUR 44200 to meet the requirement. If level 2 was not achieved by the Friday of the week prior to the beginning date of NUR 41800 or 44200, the student will be dropped from NUR 41800 and/or NUR 44200. The faculty will report to the advisers any students who do not meet the level 2 requirements.  
**Effective Date:** Spring 2013

**Date:** 1-25-2013  
**Subject:** L.P.N. to B.S.  
**Motion:** Pertaining only to LPN to BS Students: NUR 10300, Professional Seminar I, will be offered in concurrence with NUR 20200, NUR II Med. Surg Nursing of Adults, and NUR 24100, Psychiatric Mental Health Nursing. Pharmacology will be completed prior to entering the nursing program.  
**Effective Date:** Fall 2013

**Policies 2012**

Policies 2012  
**Date:** 9-14-12  
**Subject:** Discontinuing LPN-B.S. Track  
**Motion:** The nursing program will no longer continue the LPN-B.S. track. LPNs will be directed into admission to our generic B.S. program. LPNs have an opportunity to validate course credit for NUR 11500 and NUR 13000 after acceptance into the program.  
**Effective Date:** Fall 2012

**Date:** 9-14-12  
**Subject:** Validating Previous Knowledge and Experience  
**Motion:** Students admitted to the nursing program may challenge courses by validating previous knowledge and experience according to the following requirements: A. Contact a nursing advisor for specific information and department guidelines. B. In all cases, eligibility for a challenge examination; the type of examination; testing procedures, date, time, and location; and evaluation of the performance will be determined by the IPFW Department of Nursing faculty. C. Decisions made by the department faculty with respect to the above are final. Only one attempt at an authorized challenge examination may be made. D. RN-B.S. students who are certified by a recognized nursing organization may seek credit toward a nursing elective. Certain certificates may be used as credit for required nursing courses.  
**Effective Date:** Fall 2012

**Date:** 9-6-12  
**Subject:** Proctored Make-Up Tests Require Photo Identification  
**Motion:** Students will have to provide photo identification prior to taking a make-up test proctored by lab personnel, including math tests for clinical courses.  
**Effective Date:** 9-6-12
Date: 5/8/12  
Subject: Grade Rounding  
**Motion:** The student must achieve 75% on exams without rounding to pass a nursing course. There will be no rounding of grades on exams or the final course grade even though the student earns a 75% accumulative exams score.  
**Effective Date:** Fall 2012

Date: 4-9-12  
Subject: Demonstrating Competency Policy for Students Out of the Nursing Program  
**Motion:** If a student is out of the program for two consecutive semesters or more, the student must demonstrate theory and skill competencies in all previously completed clinical nursing courses by successfully passing proctored and non-proctored ATI exams, NUR 13000 Essential Clinical Skills, and selected simulations that demonstrate competency. Students may retake the ATI exam per department policy.  
**Effective Date:** Fall 2012

Date: 2-3-12  
Subject: Hepatitis B Series  
**Motion:** The hepatitis B vaccination series is required according to the current CDC guidelines for a 3-dose series of hepatitis B vaccine. “The second dose should be administered 1 month after the first dose; the third dose should be given at least 2 months after the second dose (and at least 4 months after the first dose). If the student has not completed the 3rd dose at the time of admission to the nursing program and the student’s healthcare provider prefers to administer a third dose six months after the second dose, then the student will need to obtain a hepatitis titer after 30 days of the second dose and provide the titer results. The student will need to bring proof of receiving the third dose after receiving it at the sixth month timeframe.  
**Effective Date:** Fall 2012, In addition to 12-1-11 policy “Hepatitis B”

Date: 2-3-12  
Subject: Mantoux Testing  
**Motion:** The nursing program will require chest x-rays for positive reactors to the Mantoux test according to the CDC guidelines: The student with a positive reaction will need a chest x-ray as part of the initial medical evaluation, but no subsequent x-rays are required unless indicated (i.e. comes in contact with a person who has TB or has current signs or symptoms).  
**Effective Date:** Fall 2012

**Policies 2011**

Date: 12-2-11  
Subject: Eight Hour Timeframe Between Work and Clinical Attendance  
**Motion:** Students enrolled in clinical courses will sign an agreement in each of their clinical courses that they will allow a period of at least eight hours since the end of their last work shift before attending their clinical.  
**Effective Date:** Spring 2012

Date: 12-1-11  
Subject: Hepatitis B  
**Motion:** Students applying to the nursing program will need to complete the Hepatitis B series of vaccinations or submit a note from their healthcare provider indicating reason for declining the immunization. Students declining the immunization will need to sign a declination form. Students’ who
have received the first and second dose and need to receive the third dose of Hepatitis B will be considered for admission on a one on one basis with the nursing department administration.

**Effective Date:** December 1, 2012

**Date:** 11-4-11  
**Subject:** Two D Policy  
**Motion:** Majority vote to continue with the current two D policy: If a student earns less than a C- in any pre-nursing or nursing courses, the student will be dismissed from the nursing program for a timeframe of five years.  
**Effective Date:** Fall 2011 (See 5-20-09 Academic Regulations Clarification of C- grades policy).

**Date:** 10-14-11  
**Subject:** Required Flu Immunizations  
**Motion:** In order to be in compliance with healthcare organizations’ current processes in planning for all nursing care providers to attain an annual flu vaccination, all nursing students will be required to obtain a flu vaccine or provide a note from the student’s healthcare provider indicating that the student should not receive the vaccine because of health reasons. Those students not receiving the flu vaccine and providing a note from their healthcare provider should also sign a declination form in the nursing department. The due dates for flu vaccinations will be determined by the nursing department each fall semester.  
**Effective Date:** Fall 2011

**Date:** 3-31-11  
**Subject:** Revised Professional Misconduct Policy  
**Motion:** Professional Misconduct Policy  
Students may be failed in a nursing course and/or dismissed from the Nursing Program for unprofessional conduct that jeopardizes the health and/or safety of patients/clients and/or others or has a potentially detrimental effect on the Department of Nursing. Due to the serious consequence of certain unprofessional behaviors, procedures for dismissal from the program may be initiated. If the student is in a clinical setting at the time that professional misconduct occurs, the person will be immediately removed from the site. The student will be suspended from all clinical settings pending the outcome of the disciplinary process.  
Students are held to the standards of the Indiana Nurse Practice Act and as such, they are liable for their own actions. Behaviors of professional misconduct occurring at any time while the person is a student in the nursing program may result in disciplinary action that include, but are not limited to:

- Patient Abandonment and/or neglect
- Commission of fraudulent acts/documentation
- Breaching a patient's rights to privacy and confidentiality by disclosing Protected Health Information as specified by HIPAA regulation.
- This breach includes accessing an electronic health record in an area where others can view it, printing of information at an unauthorized printer, and sharing patient or agency information details in social networking tools such as Facebook, Twitter, texting or photographing with a cell phone, and other electronic devices
- Accessing or documenting in the Cerner AES account of another student
- Theft of property from a clinical agency, client, others, or IPFW
- Disorderly conduct
- Verbal abuse that involves an expressed or implied threat to a person’s safety
- Physical abuse of any person
- Possession of a weapon
- Use, under the influence, and/or possession of a controlled substance while at a clinical agency
- Use, under the influence, and/or possession of alcohol while at a clinical agency
• Failure to report conviction of criminal activity
• Failed drug screen and/or possession of drugs or controlled substances
• Failed drug screen and/or possession of alcohol while at a clinical agency
• Failure to report an arrest with felony charges or a felony conviction.

Revised 03/2011

**Effective Date:** 3-31-11

**Policies 2010**

**Date:** 12-10-10  
**Subject:** ATI Pharmacology Proctored Exam  
**Motion:** Beginning the Spring 2011 semester, the Pharmacology proctored exam will be moved from the NUR 33600 course to the NUR 44200 course.  
**Effective Date:** 1-10-11 (Replaces 1-9-09 ATI Testing Benchmarks policy).

**Date:** 12-10-10  
**Subject:** ATI TEAS V Entrance Exam  
**Motion:** For the Spring 2011 semester, the national mean for the ATI TEAS V Exam will be accepted as the benchmark score considered as one criteria for students who are applying for admission to the nursing program.  
**Effective Date:** 1-10-11

**Date:** 8/16/10  
**Subject:** Summer Course Mandatory Requirement  
**Motion:** A student who has not met clinical agency requirements within the required time frame of August 15 (fall semester), December 15 (spring semester, May 15 (summer I and II) will be dropped from clinical course(s) and any co-requisite course(s). Being removed from the course(s) may result in forfeit of financial aid.  
Neither class nor clinical space will be held for any student dropped by the deadline of August 15 (fall semester), December 15 (spring semester, or May 1 (summer I and II), therefore, if the class is full you will not be able to register.  
THIS POLICY WILL BE FOLLOWED BY THE DEPARTMENT OF NURSING.  
**Effective Date:** 8/16/10 policy

**Date:** 2/02/10  
**Subject:** Academic Clarifications of grades below C-  
**Motion:** If a student earns a grade below C- in a required undergraduate nursing course, enrollment in another undergraduate nursing course with a prerequisite of the failed course, cannot be completed until the failed course is repeated with an earned grade of C- or better.  
• If a student earns a grade below C- in any undergraduate nursing course, that course must be repeated in the subsequent semester and earn a grade of C- or better.  
• If a student fails a required course and is registered to take NUR 240/241 in the summer, the student will be dropped from NUR 240/241. The student must complete the failed course in the following fall semester prior to proceeding in the curriculum.  
• If a student earns a C- in a clinical nursing course and if prerequisites are met, more than one clinical course per semester may be taken  
• If a student earns a grade below C- in any course (required or elective) in the undergraduate nursing curriculum, that course must be repeated with an earned grade of C- or better.  
• If a student earns two grades below C- in the same or any combination of two courses required in the undergraduate nursing curriculum, the student will be dismissed from the nursing program. A student
who has been dismissed from the undergraduate nursing program is ineligible for admission into the undergraduate nursing program for a period of five years from the date of dismissal.

- Dismissal from the undergraduate nursing program may result at any time if it is determined that inappropriate behavior of a nursing student places clients, other students, staff, faculty, or the university at risk for any harm or potential harm.
  - A student who is dismissed may appeal the decision to the Department of Nursing. If dismissed for failure to meet the university’s minimum academic standards, application for readmission must follow the procedures established by the university. The Department of Nursing does provide the Academic Renewal option.
  - A student, who has been dismissed from the IPFW undergraduate nursing program or any other undergraduate nursing program and is readmitted, will be dismissed from the program with a failure of any one course required in the undergraduate nursing curriculum

**Effective Date:** Spring 2010

**Date:** 1/7/10  
**Subject:** Non NCLEX Content Courses and Exams  
**Motion:** The restriction of 75% on examinations removed from 2 upper division nursing courses: Statistics and Data Management in Healthcare and Research in Healthcare in addition to previous 8/22/08 policy that states: Restriction of 75% on examinations removed from 5 upper division nursing courses: Introduction Healthcare Informatics, nursing elective, Professional Seminar II, Professional Seminar III, Transcultural Healthcare.  
**Effective Date:** Spring 2010

**Policies 2009**

**Date:** 9/25/09  
**Subject:** Admission to Nursing. Change in amount of pre nursing hours/courses.  
**Motion:** Admission to the nursing program from pre-nursing is limited and competitive. Pre-nursing applicants must meet the following requirements:
  - Be admitted to IPFW as a degree seeking student.
  - Complete 33 hours of pre-nursing curriculum with a grade of C- or better in each course. Courses may be repeated only one time. The pre-nursing curriculum includes:
    - PSY 120
    - ENG W131
    - CHM 104 or CHM 111 and CHM 112
    - BIOL 203
    - COM 114
    - ENG W233
    - BIOL 204
    - BIOL 220
    - NUR 309 or FNN 303
    - SOC S161
  - Have a minimum IPFW grade point average (GPA) of 2.5 on a 4.0 scale in the pre-nursing curriculum. The GPA is calculated on only the 33 hours of pre-nursing curriculum taken at IPFW or at other Purdue University or Indiana University campuses. Applicants are ranked based on this GPA. This GPA does not include transfer courses.
  - A minimum GPA does not guarantee admission. The actual GPA necessary for admission varies with the GPA distribution of the applicant pool and the number of available seats for admission.
• Applicants are required to take a pre-admission examination. The examination is administered on specific dates and times. Applicants pay a testing fee.
• All transfer grades will be reviewed and evaluated in the admission process.
• First priority consideration for program admission will be given to students who have completed 16 or more of the 33 pre-nursing curriculum hours at IPFW or at other Purdue University or Indiana University campuses. Six credit hours of a required science must be taken at a Purdue University or Indiana University campus for admission consideration.
  o If additional seats are available, the second priority is given to students who have completed less than 16 of the 33 pre-nursing curriculum hours at IPFW or at other Purdue University or Indiana University campuses. Six credit hours of a required science must be taken at a Purdue University or Indiana University campus for admission consideration.
  o If additional seats are available, the third priority is given to students who have none of the 33 pre-nursing curriculum hours at IPFW or at other Purdue University or Indiana University campuses. In this case, the transfer GPA of the pre-nursing curriculum will be used for admission.

**Effective Date:** Spring 2011

**Date:** 1/9/09
**Subject:** ATI testing benchmarks
**Motion:** Benchmarks ATI:
Proctored tests – Level II
RN Comprehensive Predictor (Proctored) – 95% predicted probability of passing the NCLEX-RN
Non-proctored (practice) tests – 90%

Orientation Critical Thinking Entrance (Proctored)
NUR 115 Fundamental of Nursing (Non-proctored)
NUR 130 Skills Modules
NUR 202 Pharmacology (Non-Proctored)
NUR 336 Pharmacology (Proctored)
  Medical/Surgical (Non-proctored)
NUR 368 Maternal Newborn (Non-proctored)
NUR 379 Nursing Care of Children (Proctored)
NUR 418 Community Health (Non-proctored)
NUR 442 Nursing Leadership & Management (Non-proctored)
NUR 419 Medical/Surgical (Proctored)
NUR 433 RN Comprehensive Predictor (Proctored)
  Critical Thinking Exit (Proctored)
  Focused RN Medical/Surgical (Non-proctored)
  Virtual-ATI

**Proctored tests**
If Level II proficiency is not earned on proctored (exception RN Comprehensive Predictor) tests:
1. Meet with the course instructor, utilize ATI review book, and take ATI practice tests.
2. Must allow at least 3 days between each retake of the test.
3. ATI student transcript must accompany test results given to the course instructor.
4. If unable to earn Level II proficiency, Incomplete (I) for course until achieve Level II proficiency (may take as many times as necessary but at students’ expense).

**RN Comprehensive Predictor**
If a grade of less than 95% predicted probability of passing the NCLEX-RN is earned on the RN Comprehensive Predictor, a student must:
1. Meet with the course instructor, utilize ATI review book, and take ATI practice tests.
2. Must allow at least 3 days between each retake of the test.
3. ATI student transcript must accompany test results given to the course instructor.
4. If unable to earn 95% predicted probability of passing the NCLEX-RN, Incomplete (I) for course until achieve 95% predicted probability of passing the NCLEX-RN (may take as many times as necessary but at students’ expense) on the RN Comprehensive Predictor.

Non-proctored (practice)
If a grade of less than 90% is earned on tests identified as non-proctored (practice):
1. Meet with the course instructor and utilize ATI review book.
2. Must allow at least 3 days between each retake of the test.
3. ATI student transcript must accompany test results given to the course instructor.

If unable to earn 90%, Incomplete (I) for course until achieve 90% in retake (as many times as necessary) of non-proctored test.

Effective Date: Spring 09

Policies 2008

Date: 12/12/08
Subject: Plagiarism Policy
Motion: The Plagiarism Policy of the nursing department indicates that any student who plagiarizes has committed academic dishonesty and misconduct which may lead to dismissal from the program or college. Any student, who has been identified to have plagiarized, will receive a zero for that assignment.
Effective Date: Spring 2009

Date: 12/12/08
Subject: Years to complete each degree
Motion: One admitted to the nursing program—the student will complete the course of study by:
Associate of Science—completion within 4 years, Baccalaureate of Science—completion within 6 years, Baccalaureate of Science RN-B.S.—completion within 6 years
Effective Date: Spring 2009

Policies 2007

Date: 9/28/07
Subject: NUR 377 Professional Seminar II RN-B.S. Completion
Motion: Upon admission to the RN-B.S. Completion program, NUR 377 is the first course taken. NUR 377 may NOT be taken prior to admission to the RN-B.S. Completion program.
Effective Date: Spring 2008

Date: 8/24/07
Subject: Sequencing NUR 442, NUR 418, and NUR 419 generic B.S. program
Motion: NUR 419 Advanced Acute Care Nursing required course in the last semester of the generic B.S. program. NUR 442 Leadership in Nursing and NUR 418 Community/Public Health Nursing are prerequisites to NUR 419.
Effective Date: Fall 2007

Date: 8/24/07
Subject: Sequencing NUR 442, NUR 418, and NUR 419 RN-B.S. Completion
Motion: Students in the RN-B.S. Completion program may take NUR 418 Community/Public Health
Nursing and/or NUR 442 Leadership in Nursing with NUR 419 Advanced Acute Care Nursing in whatever sequence is most appropriate for progression. Students in the RN to B.S. must complete the three theory courses, but are only required to complete two of the three clinical components.

**Effective Date:** Fall 2007

**Date:** 4/20/07  
**Subject:** Drop course Withdrawal  
**Motion:** Students who drop a nursing course when they are earning a grade below 75% and/or unsatisfactory clinical performance will have a hold placed on their record and they will not be able to register for clinical nursing (NUR) courses until the Monday following freshman registration week. Students may only withdraw from the same nursing course one time due to a grade less than 75% and/or unsatisfactory clinical performance.

**Effective Date:** Fall 2007

**Date:** 1/4/07  
**Subject:** Non-progression in nursing courses  
**Motion:** If a student does not complete a clinical undergraduate nursing course or NUR 130 for two consecutive semesters or more, the student must demonstrate theory and skill competency from the last completed undergraduate nursing course before progressing.

**Effective Date:** Spring 2007

**Date:** 1/4/07  
**Subject:** NUR 103  
**Motion:** As of fall 2007, NUR 103 is restricted to nursing students.

**Effective Date:** Fall 2007

**Policies 2006**

**Date:** 12/7/06  
**Subject:** Undergraduate, Clinical Attendance/Tardiness Policy  
**Motion:** Attendance is required in all clinicals. A student must notify the instructor in advance if unable to be present in a clinical. A clinical warning will be given the first time a student fails to notify the instructor of inability to attend the clinical. A subsequent failure to notify the instructor of inability to attend a clinical will result in a clinical failure for unprofessional behavior.

The student must contact the course professor to arrange for a make-up of any missed clinicals.

Clinical Tardiness  
A student will be placed on clinical warning if tardy twice to the clinical experience. Subsequent tardiness to the clinical experience will result in the student failing the course for unprofessional behavior.

**Effective Date:** 12/7/06

**Date:** 8/14/06  
**Subject:** Declared Public Emergency Policy  
**Motion:** In the event IPFW closes due to a declared public emergency, the following student options will be available:

- All nursing undergraduate courses will continue via WebCT or alternative delivery methods: telephone, internet or U.S. mail, as long as professors and students are available.
• Students may choose to complete the course work through independent study using the above communication techniques.
  o All assignments are available in the course manuals or in the course syllabi. Independent study can be completed by following the schedules and assignments in the manuals or syllabi.
• Students may choose to take an incomplete the course.
• Testing schedules will be determined after the university resumes classes to allow faculty to evaluate student needs.
• Clinical hours may be acquired by a student while working in a declared public emergency in a healthcare setting.
• Hours will be logged on the Declared Public Emergency Clinical Record, which is to be signed by a licensed preceptor. Hours will be counted hour for hour for the course currently being taken.
• Due to the nature of the emergency, students in specialty courses (i.e. Pediatrics, Obstetrics, or Psychiatric Mental Health) who log nursing care hours do not need to be providers of care in those exact specialties.
• A clinical journal will be completed by the students and turned in with the Declared Public Emergency Clinical Record.
• IPFW Avian Flu
Graduate students will receive an incomplete in their courses.

Effective Date: Immediate

Date: 5/8/06
Subject: Admission RN-B.S. Completion
Motion: Admission into the RN-B.S. nursing program requires that the applicant be a graduate of a state-accredited associate degree or diploma program in nursing and have a minimum cumulative GPA of 2.3 on a 4.0 scale. A current Indiana nursing license is required prior to taking the first clinical nursing course.

Credit required from the lower division includes:
• 30 credits nursing
• 12 credits in biological and physical sciences
  o Must include 3 credits of chemistry
• 6 credits in social sciences
• 3 credits in written communication skills
• 9 credits in electives
Effective Date: Spring 2006

Date: 5/8/06
Subject: Transfer Students from Other Nursing Programs
Motion: Transfer students from other NLNAC or CCNE accredited RN nursing programs may be considered for admission based on availability of space.
• Students must have completed 24 credit hours with a GPA of 3.5 (4.0 scale) or higher. Students who do not meet the credit or GPA requirements may be considered on an individual basis.
• Applicants are required to take a pre-admission examination. The examination is administered on specific dates and times. Applicants pay a testing fee.
Effective Date: Spring 2006

Date: 5/8/06
Subject: Nursing Uniform
Motion: Navy pant/skirt, navy V-neck top and navy short jacket (jacket optional) with IPFW patch on V-neck and jacket. No fragrances may be worn and all tattoos must be covered while in the clinical area.
Students may wear no more than two pair of small studs in their ears. No other facial piercing is allowed on the clinical setting. No clogs, no open-toed shoes are allowed on clinical. Shoes must be all white.

**Effective Date:** Spring 2006

**Date:** 5/8/06  
**Subject:** NUR 103, NUR 377, NUR 423, No challenge exams  
**Motion:** The professional seminar series NUR 103, 377, and 423 may not be challenged by test proficiency.  
**Effective Date:** Spring 2006

**Date:** 5/8/06  
**Subject:** NUR 103  
**Motion:** Pre-nursing students are eligible to take NUR 103.  
**Effective Date:** Spring 2006

**Policies 2004**

**Date:** 5/7/04  
**Subject:** Mandatory student meeting with below 75% on exam  
**Motion:** Students who earn a score below 75% on a course exam must meet with the professor prior to the next exam. If the student fails to meet with the professor, the student will not be allowed to take the next exam.  
**Effective Date:** Summer 04

**Policies 2003**

**Date:** 5/12/03  
**Subject:** Student not taking clinical nursing course semester of admission  
**Motion:** Students who do not take a clinical nursing course the semester of admission to the nursing program will be dropped from the program and must repeat the admission process to re-enter.  
**Effective Date:** Summer 2003

**Subject:** Clarification of uniform policy  
**Motion:** Students may wear white turtleneck white turtleneck or T-shirt with round neck under uniform top. No white sleeves may show below uniform sleeve. If long sleeves are worn, must be covered by uniform lab jacket.  
**Effective Date:** Spring 2003

**Policies 2000**

**Date:** 9/29/00  
**Subject:** Chemistry  
**Motion:** Students who have taken CHM 111 must take either CHM 112 or the new course (CHM 104) to complete their chemistry requirement. Students admitted to the A.S. program as of fall 2001 will follow the revised curriculum containing 3 credits of chemistry.  
**Effective Date:** Fall 2001

**Date:** 5/9/00  
**Subject:** Non-nursing courses  
**Motion:** FNN credits good for ten years.  
**Effective Date:** 5/9/00
llm 5/08, 12/08, 1/09, 5/09, 4/10
nr 8/10, 10/10, 3/11, 9/11, 12/11, 2/12, 4/12, 11/12, 8/14, 7/15