



**VILLANOVA**  
UNIVERSITY

M. Louise Fitzpatrick  
College of Nursing

# Undergraduate Handbook 2018 - 2019

*M. Louise Fitzpatrick*

*College of Nursing Offices*

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The M. Louise Fitzpatrick College of Nursing has incorporated professional standards of practice into Undergraduate and Graduate nursing curricula. Documents utilized for this purpose include but are not limited to:

Nursing: Scope and Standards of Practice (ANA, 2015)  
The Essentials of Master's Education in Nursing (AACN, 2011)  
The Essentials of Doctoral Education for Advanced Practice Nursing (AACN, 2006)  
Criteria for Evaluation of Nurse Practitioner Programs (NTF, 2012)  
Standards for Accreditation, Council on Accreditation of Nurse Anesthesia Educational Programs (2008)  
ANA Standards of Nursing Clinical Practice (ANA, 2010)  
Scope and Standards of Advanced Practice Registered Nursing (ANA)  
Scope and Standards of Practice for Pediatric Nursing 2nd Edition (2015)  
Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008)  
Standards and Guidelines for Professional Nursing Practice in the Care of Women and Newborns (AWHONN, 2009)  
Guidelines for Perinatal Care, 8th edition (2017) (American Academy of Pediatrics and American College of Obstetrics and Gynecologists)  
Genetics and Genomics Nursing: Scope and Standards of Practice (International Society of Nurses in Genetics. Inc. & the American Nurses Association) (2016)  
Nurse Practitioner Core Competencies (NONPF, 2011, Amended 2012)  
Nurse Practitioner Core Competencies Content (NONPF, 2014)  
ANA Code of Ethics (2015)  
Pediatric Nursing: Scope and Standards of Practice (ANA, NAPNAP, SPN, 2016)  
Public Health Nursing: Scope and Standards of Practice, 2nd edition (2013)  
Home Health Nursing: Scope and Standards of Practice, 2nd edition (2013)  
Wilson, L., Harper, D.C., Tami-Maury, I., Zarate, R., Salas, S., Farley, J., Ventura, C. (2012). Global health competencies for nurses in the Americas. *Journal of Professional Nursing*, 28 (4), 213-222  
American Psychiatric Nurses Association. (2014). *Psychiatric-Mental Health Nursing: Scope and Standards of Practice (2nd Edition)*

While this handbook was prepared based on the best information available at the time of publication, all information is subject to change without notice or obligation.

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The Student Handbook of the M. Louise Fitzpatrick College of Nursing prepared by a committee of students and faculty is designed to provide each student with information which will serve as a guide through completion of the academic program at Villanova.

The M. Louise Fitzpatrick College of Nursing is approved by the State Board of Nursing of Pennsylvania and the baccalaureate degree in nursing program is accredited by the Commission on Collegiate Nursing Education\*. The College maintains high standards and enjoys a fine reputation in the academic and professional community.

Students represent the College of Nursing on campus and contribute to its public image. In addition to useful information concerning the curriculum, student activities, facilities in the college and resources available, this handbook contains useful information about student responsibilities. It is to the student's benefit to read it thoroughly and to keep it handy as a reference throughout the program.

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# **INTRODUCTION**

## **Fact Sheet**

Villanova University, located in the Philadelphia suburbs, is a co-educational institution founded in 1842 by the Augustinian Order of the Roman Catholic Church.

The M. Louise Fitzpatrick College of Nursing was established in 1953, is approved by the State Board of Nursing of Pennsylvania and the baccalaureate degree in nursing program is accredited by the Commission on Collegiate Nursing Education.

The undergraduate student body of the College of Nursing numbers approximately 90 - 120 students per class.

The College of Nursing faculty has outstanding representation in local, state, and national professional organizations. The majority of the faculty is doctorally prepared.

Personalized attention is given to students through: an academic advisement system of 15-20 students per faculty member, and a faculty-student ratio of 1:8 students in the clinical agencies.

The College of Nursing is affiliated with more than 75 clinical and teaching agencies. These include large medical centers, community hospitals, extended care facilities, home health agencies, schools, industrial health centers, schools of nursing, senior citizen centers, and community health centers.

A state-of-the-art Simulation and Learning Resource Center provides the latest in multi-media and materials, as well as clinical simulation labs for health assessment, adult health, maternal/child health, anesthesia, and critical care. Full-time staff is employed to coordinate the center. Electronic recording of students' simulation experiences augments individualized learning and evaluation.

In 1981, the College of Nursing instituted a Master's Degree Program in Nursing designed to prepare students for leadership roles in nursing. The program has grown dramatically over the years in response to trends in health care and changing health care needs in society. From its early emphasis on the preparation of administrators and educators, the Graduate Program has expanded to prepare nurses for advanced practice roles as nurse practitioners and nurse anesthetists in an ever-changing health care environment. The Program's reputation for quality is reflected in the graduates and the roles they assume. Recently, U.S. News and World Report ranked the Graduate Nursing Program

among the "top 50" Graduate Nursing Programs in the country. Part-time and full-time study is available.

In 2003, the College of Nursing admitted its first students to an accelerated program specifically designed for college graduates with degrees in other disciplines. The BSNExpress incorporated the standard components of the nursing program in a concentrated time frame that begins in May of each year and ends in August of the following year.

In 2004, the College of Nursing initiated a Doctoral Program and awards a Ph.D. in Nursing. The program is designed to prepare nurses as educators and researchers for academic careers in higher education. In 2012, a post-master's Doctor of Nursing practice (DNP) was initiated for advanced practice nurses, such as nurse practitioners, registered nurse anesthetists, clinical nurse specialists, certified nurse midwives, and nursing administrators. Beginning in January 2019, a post-baccalaureate Doctor of Nursing Practice program for Nurse Anesthetists will begin. Although, RN students have been able to complete their BSN program on campus since 1953, in 2013, an online RN-BSN program was initiated.

The College of Nursing has a nationally accredited Program of Continuing Education. This program offers a wide variety of workshops, seminars, conferences, and short courses to over 700 nurses each year. An Annual Distinguished Lecture in Nursing is very well attended by the Philadelphia area nursing community.

There are many opportunities for student involvement in academic professional, and honors organizations. Examples include: The Undergraduate Nursing Senate, Student Nurses' Association of Pennsylvania (S.N.A.P.), Chi Eta Phi, Nurses without Borders, Sigma Theta Tau (Alpha Nu Chapter), and the graduate nursing organization (The Network). Students are active participants in all areas of the university.

Villanova graduates are sought after by employers of nurses in all parts of the country.

## **THE M. LOUISE FITZPATRICK COLLEGE OF NURSING**

Since 1953, the M. Louise Fitzpatrick College of Nursing of Villanova University has prepared graduates whose contributions influence the direction and values of health care delivery in an ever-changing society.

The College holds the belief that professional nursing provides a significant service to society through its concern with the promotion, maintenance and restoration of health.

Baccalaureate education prepares individuals for professional nursing practice in a variety of health settings and for continuous personal and educational growth, including entrance into graduate education in nursing.

The College of Nursing offers a program of study leading to the degree of Bachelor of Science in Nursing. The program integrates a liberal education with the ideals, knowledge, and skills of professional nursing practices under the direction of qualified faculty.

The M. Louise Fitzpatrick College of Nursing is approved by the State Board of Nursing of Pennsylvania and the baccalaureate degree in nursing program is accredited by the Commission on Collegiate Nursing Education<sup>1</sup>.

Upon completion of the prescribed program of study, graduates are eligible to take the National Council of State Boards of Nursing Licensure Examination (NCLEX) for licensure as a professional registered nurse.

Programs leading to a Master's Degree in Nursing, a Ph.D. in Nursing and a DNP in Nursing are also offered through the College of Nursing.

In 2008, the College of Nursing moved to its new home in Driscoll Hall.

In December 2017, the University President, the Rev. Peter M. Donohue, OSA, PhD, announced the naming of the College in memory of the Connelly Endowed Dean and Professor, M. Louise Fitzpatrick, PhD, RN, FAAN. Dean Fitzpatrick served as Dean for nearly 40 years. Only the second named college in Villanova University's history, the College was named the M. Louise Fitzpatrick College of Nursing.

The College of Nursing, cognizant of the diverse learning needs of individuals engaged in nursing practice, education and the administration of nursing and health care services, addresses these concerns through its Program in Continuing Education. A wide variety of workshops, seminars, conferences, and short courses are offered by experts in the field. Through this program, the College of Nursing collaborates with health practitioners and agencies in advancing and maintaining the quality of health care for people.

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<sup>1</sup> All nursing programs in Pennsylvania are periodically reviewed and revisited by the State Board of Nurse Examiners for purposes of State approval. Accreditation is renewed every ten years by the Commission on Collegiate Nursing Education. In preparation for accreditation, a comprehensive report is written by faculty with student participation and the representatives from the Commission on Collegiate Nursing Education visit campus.

## M. Louise Fitzpatrick College of Nursing Mission Statement

The M. Louise Fitzpatrick College of Nursing is a tangible expression of Villanova University's mission, tradition, and commitment to human service. As a major school of nursing under Catholic auspices, it carries responsibility for the education of nurses within the framework of Christian beliefs and values and the heritage of the Order of St. Augustine. The College of Nursing interprets nursing as a healing ministry emanated by love and demonstrated through service and the care of others. As a healing art as well as an applied science and practice discipline, nursing as taught at Villanova University emphasizes the concern for spiritual health as well as that of mind and body. Curricula reflect the integration of these elements and their application in clinical practice, and concern for others regardless of race, ethnicity, or religion. The College of Nursing educates individuals for service to a diverse society including all sectors and strata of the population; as such, graduates are prepared to assume roles in all settings where health care is delivered.

Within this context, nursing draws its worth and spirit from motives based on love of one's fellow men and women who are made in the image and likeness of God. As a social service to the community, nursing responds to the needs of the sick, poor and disabled, and promotes wellness as the pre-eminent goal of nursing care. The practice of nursing within a Christian environment requires that those who nurse recognize and respect the needs of each person and that they teach while they nurse to assist their patients and the community to achieve the highest possible level of wellness of body, mind, and spirit.

The College of Nursing, consistent with the mission of Villanova University, assumes responsibility for the education of individuals who will be prepared to provide a vital service to society and who are liberally educated, clinically competent, compassionate, and ethically motivated. The college is committed to providing high quality education in the liberal arts and sciences and expert preparation in the knowledge and clinical skills of professional nursing to qualified individuals who must be prepared and empowered to confront the health care demands of a complex and technologically advanced society.

The College views itself as an important locus of education, scholarship, and organizational leadership within Nursing's professional and educational communities. It views with great seriousness its prominent role within the constellation of collegiate nursing programs under Catholic auspices.

The College awards the Bachelor of Science in Nursing (BSN) degree and provides basic preparation in nursing to those who are studying for the first professional degree in the field. Such students include high school graduates with no prior college experience, registered nurses who have not yet attained the baccalaureate degree, college graduates with degrees in other disciplines who

have decided to study nursing, and adults who are studying for their first college degree.

The Graduate Program awards the Master of Science in Nursing (MSN) degree and provides preparation and leadership development in selected areas of advanced nursing practice, development of research skills, and knowledge of health policy. In addition, course options prepare individuals for positions as educators, nurse practitioners, and nurse anesthetists.

The Graduate Program administers the Doctor of Philosophy in Nursing (PhD) degree, which is designed to prepare nurses as educators and researchers for academic careers in higher education. The Doctoral Program at Villanova is unique in that it focuses on the application of advanced nursing knowledge and scholarly inquiry that address professional and practice concerns related to the learning process.

The Graduate Program also administers the Doctor of Nursing Practice (DNP) degree, which is a practice focused doctoral program designed for the Post-Master's Advanced Practice Registered Nurses (APRNs) to lead innovation in nursing practice and healthcare. A post-baccalaureate track in the DNP Program to prepare nurse anesthetists will begin in January 2019.

The Continuing Education Program is committed to providing quality programs that enhance the professional growth and update the knowledge base of nurses, other health care professionals, and the public on topics related to health care.

The M. Louise Fitzpatrick College of Nursing's emphasis on education in values and ethical principles is a pervasive and central theme and emanates from the Catholic and Augustinian tradition of the University. The faculty are expected to serve as role models and mentors for the professional development of students in the exercise of their academic responsibilities.

## **M. Louise Fitzpatrick College of Nursing Goals**

1. To serve the health needs of society through the education of competent nurses prepared at the undergraduate and graduate levels and through the provision of continuing education for practicing nurses all of whom value evidence-based practice.
2. To enhance the intellectual life and scholarly productivity of the College of Nursing.
3. To assure quality in instruction and student performance.
4. To provide leadership to the profession in the area of ethics, human

values, and spiritual dimensions of health care.

5. To ensure the economic viability of the College through cost effective operations and increased extramural funding.
6. To contribute to the goals of the university in the areas of academic excellence, technology, faculty development, student life, and service to the internal and external communities.
7. To foster a spirit of collaboration, community, and respect within the context of Catholic, Augustinian values.
8. To encourage professionalism among students through academic and co-curricular activities.
9. To continue to implement global and international health experiences with diverse populations and cultures.

### **M. Louise Fitzpatrick College of Nursing Philosophy**

The Philosophy of the M. Louise Fitzpatrick College of Nursing is in accord with the Philosophy of Villanova University as stated in its Mission Statement. While the Philosophy is rooted in the Catholic and Augustinian heritage of the university, the College of Nursing is welcoming and respectful of those from other faith traditions. We recognize human beings as unique and created by God. The faculty believes that human beings are physiological, psychological, social and spiritual beings, endowed with intellect, free will and inherent dignity. Human beings have the potential to direct, integrate, and/or adapt to their total environment in order to meet their needs.

The faculty believes that health is a state of physiological, psychological, social and spiritual well-being and not merely the absence of disease. Human beings do not assume a fixed position of health but have the potential for moving between wellness and illness in multiple dimensions. The faculty believes that health care is a right and they respect individuals' decisions related to their health care.

Nursing is a dynamic profession. Its focus is to assist individuals, families, and communities locally and globally at all points in the life cycle to maintain, restore and/or promote health. The nurse, as an accountable agent of health care, uses the nursing process to fulfill various functions of nursing: health promotion, health teaching, health counseling, and managing and providing nursing care. The nursing process involves assessing, planning, implementing and evaluating both the need for nursing care and the outcomes of nursing interventions. The faculty believes that the nursing profession is ever changing. Nurses are actively involved in planning and implementing changes enhanced by technology in

nursing practice. Nurses act as catalysts in stimulating deliberate and conscious planning for the improvement of society's health care through the use of evidence-based practice. Nurses serve as change agents and emerge as full partners, with other health disciplines, in leading and shaping health policy for a diverse, multicultural society and in functioning as advocates for the health care consumer.

The faculty believes that education provides students with opportunities to develop habits of critical, constructive thought so that they can make discriminating judgments in their search for truth. This type of intellectual development can best be attained in a highly technologic teaching-learning environment that fosters sharing of knowledge, skills and attitudes as well as scholarship toward the development of new knowledge. The faculty and students comprise a community of learners with the teacher as the facilitator and the students responsible for their own learning.

The faculty believes that the professional nurse is educated in an institution of higher learning which grants a Baccalaureate Degree in Nursing. Furthermore, the faculty believes that this educational program is an initial step in the ongoing process of continuing professional education and development. Through its Undergraduate Program, the Villanova University College of Nursing educates generalists who are prepared to practice nursing and demonstrate leadership in a variety of settings. The Graduate Program has as its priority the preparation of nurse educators, administrators, and advanced practice nurses. Master's degree graduates are educated to provide leadership and are qualified to enter doctoral programs. The Doctoral Program has as its focus the preparation of teacher-scholars.

## **THE CURRICULUM**

### **Organizing Framework for the M. Louise Fitzpatrick College of Nursing: Core Nursing Knowledge for the 21<sup>st</sup> Century**

The Villanova University M. Louise Fitzpatrick College of Nursing has a distinguished history of educating baccalaureate prepared nurses and is committed to facilitating student learning, research, and professional practice. The Organizing Framework of the undergraduate curriculum, entitled *Core Nursing Knowledge for the 21st Century*, reflects the mission of Villanova University, Catholic Augustinian values and traditions, and is congruent with the University Strategic plan. We maintain our commitment to academic excellence through the incorporation of professional standards of nursing education and practice that guide present and future nursing education locally, nationally, and globally. The curriculum was developed using current evidence and a design that reflects student-centered approaches and innovative teaching and learning strategies. This curriculum continues the rich heritage of the College of

Nursing's excellence in nursing education for our students and graduates to minister to patients, families, and the global community.

The interrelated elements of the Organizing Framework are based on the College of Nursing Philosophy and consist of *Foundational Knowledge*, *Core Nursing Knowledge*, and *Core Nursing Competencies*. These are necessary for the *Professional Formation* of Villanova nurses who, based on the principles of Catholic Social Teaching (CST), are competent, compassionate, inclusive, and motivated by a spirit of inquiry. *Foundational Knowledge* is grounded in liberal arts, sciences, and ethical precepts. *Core Nursing Knowledge* includes application of health promotion, disease prevention, and disease and care management concepts for individuals, families, communities, and populations throughout the world with attention to human dignity, rights and responsibilities, social justice, and solidarity in an interdependent world. The study of quality and patient safety, genetics, global health issues, health care policy, economics and the regulatory environment are integral to the *Core Nursing Knowledge*. Core Nursing Competencies, based upon the Quality and Safety Education for Nurses (QSEN) recommendations (Cronenwett, et.al, 2007), are the outcomes achieved by the graduate nurse from Villanova University that include evidence-based practice, patient-centered care, clinical reasoning, patient care skills, spiritually-centered care, cultural humility, information technology, and communication.

The curriculum fosters the *Professional Formation* and role transition of the student to the graduate nurse. The Villanova Nurse exemplifies professional values, accountability, social responsibility, advocacy, leadership, collegiality, interprofessional collaboration, scholarly analytical skills, and a service orientation. *Professional Formation* is the tangible expression of Villanova University's mission, tradition, and commitment to scholarly inquiry and human service. A Villanova nurse is an intellectually prepared, politically engaged, and globally-centered graduate ready to meet the healthcare needs of individuals, families, and communities locally and globally.

In keeping with Villanova University's Catholic Augustinian values, "Veritas, Unitas, Caritas" (truth, unity, love), the curriculum fosters lifelong learning, moral reflection, and commitment to service. The curriculum develops and nurtures the whole nurse intellectually, emotionally, spiritually, culturally, and socially in a global environment that respects all individuals and communities. The undergraduate curriculum provides a foundation for graduate study in nursing. Villanova University College of Nursing graduates are a diverse community of scholars, united and dedicated to the highest academic and professional standards.

### ***Foundational Knowledge***

Graduates of the Villanova University baccalaureate nursing program are



prepared through a curriculum rooted in the liberal arts and sciences that reflects the Augustinian mission and values-based tradition that is the hallmark of a Villanova education. As described in the AACN Essentials of Baccalaureate Education for Professional Nursing Practice (2008), a liberal arts education supports the graduate's ability to integrate knowledge from the arts and sciences to provide humanistic, quality care. Foundational knowledge is gained from courses selected from among the liberal arts, physical and biological sciences, behavioral and social sciences, philosophy and ethics. These courses expand students' exposure to other disciplines, facilitate their conversance with the world of ideas, and contribute to their development as liberally educated persons. They strengthen oral and written communication skills, foster respect for human dignity, facilitate the ability to think critically, inform self-development, and encourage an understanding of diversity and global challenges, essential to current and future nursing practice.

### ***Core Nursing Knowledge***

Graduates of the Villanova University baccalaureate nursing program are prepared to integrate an extensive core of nursing knowledge into professional practice. Using evidence-based knowledge, which includes genetics, pharmacology, pathophysiology, and nutrition, graduates make informed clinical decisions to assure quality patient outcomes. Graduates respond decisively to changes in the health care environment using knowledge of health care policy, economics, finance and regulatory issues that affect patient care and professional practice. Graduates provide quality care and leadership in health promotion, disease prevention and disease and care management of individuals, families, communities, and populations locally, nationally, and globally. Incorporated in the curriculum are experiences that develop an awareness of and an ability to respond to the global health care environment, including how current trends and issues such as, communicable and non-communicable diseases, health disparities and care of vulnerable populations, and genomics influence the delivery of nursing care. This core nursing knowledge prepares graduates as leaders within the health care system to care for those acute illness and chronic conditions.

### ***Definitions for Core Competencies***

The core competencies are the concepts that inform and guide the scope of the curriculum. These core nursing competencies include: evidence-based practice, patient-centered care, clinical reasoning, patient care skills, spiritually-centered care, cultural humility, information technology and application of patient care technology, and communication.

### ***Evidence-Based Practice***

Professional practice that integrates the best current evidence with clinical

expertise and patient/family preferences and values for delivery of optimal health care (IOM, 2003b, cited in AACN Essentials, 2008; Cromwell, et al., 2007).

### ***Patient-Centered Care***

Nursing care that recognizes the patient and family as a full partner and a source of control in decision making regarding health and wellness, and respects patient's preferences, values, and needs (IOM, 2003b, cited in AACN Essentials, 2008; Cromwell, et al., 2007).

### ***Clinical Reasoning***

The process used to assimilate information, analyze data, and take into account the context and concerns of the patient and family, as a clinical situation changes, to make decisions regarding patient care that fosters optimal outcomes (Benner, 2010; Simmons, Lanuza, Fonteyn, & Hicks, 2003 cited in AACN Essentials, 2008).

### ***Patient Care Skills***

The physical and psychosocial interventions that ensure the efficient, safe, and compassionate delivery of patient care (AACN Essentials, 2008).

### ***Spiritually-Centered Care***

Nursing care that, grounded in the principles of Catholic Social Teaching (CST), acknowledges the integration of body, mind, and spirit as they relate to health, and a sense of connection to self, others, and a higher power (American Nurses Association and Health Ministries Association, 2005, p.38, cited in AACN Essentials, 2008).

### ***Cultural Humility***

The provision of culturally sensitive care including openness, appreciation, acceptance, and flexibility; entails developing a respectful partnership with diverse individuals, groups and communities, and a life-long commitment to self-reflection (Trevalon & Murray-Garcia, 1998 as cited in AACN Essentials, 2008).

### ***Information Technology and Application of Patient Care Technology***

Patient-centered care that uses information and technology to communicate, manage knowledge, support decision-making, and mitigate error for optimal health care (AACN Essentials, 2008; Cromwell, et al., 2007).

## ***Communication***

The sharing of appropriate verbal and written information with patients, families, and members of the health care team to achieve quality, patient centered-care, which includes effective non-verbal behaviors (Cromwell, et al., 2007).

## ***Professional Formation***

The hallmark of Villanova nursing graduates includes the following aspects of professional formation: professional values, accountability, social responsibility, advocacy, leadership, collegiality, interprofessional collaboration, role transition, scholarly analytical skills, and service orientation.

## ***Professional Values***

Professional values involve acting with honesty and integrity. Honesty and acting ethically are two key elements of professional behavior, which have a significant impact on patient safety (AACN Essentials, 2008).

## ***Accountability***

Accountability means “to be answerable to oneself and others for one's own actions” (ANA, 2001, p. 16). Accountability is grounded in fidelity and respect for the patient.

## ***Social Responsibility***

Social responsibility is a commitment, which motivates nurses to promote local, national, and international efforts to meet health care needs; this is based upon a moral and ethical perspective for the greater good.

## ***Advocacy***

Advocacy is characterized by the nurses' respect for human dignity, nurses' primary commitment to the patient, and nurses' protection of patient privacy (2015 ANA Code of Ethics, Provision 3). This reflects attention to vulnerable populations with responsiveness to health disparities.

## ***Leadership***

Leadership is a “complex, multifaceted phenomenon [that involves the elements of] vision, communication skills, change, stewardship, and developing and renewing followers” (Grossman & Valiga, 2000, p. 11). Basic nursing leadership includes an awareness of complex systems and the impact of power,

politics, policy, and regulatory guidelines on these systems (AACN Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety).

### ***Collegiality***

Collegiality is the collaboration, cooperation and recognition of the interdependence among members of the nursing profession. This is demonstrated by supporting, assisting, mentoring and serving as role models for other nurses and nursing students.

### ***Interprofessional Collaboration***

Interprofessional collaboration is the process through which nurses and other members of the health care team work together to achieve quality patient care through shared decision-making, open communication and mutual respect.

### ***Role Transition***

Role transition is the process through which graduate nurses mature into the professional role through formal education, mentoring, and clinical experience.

### ***Scholarly Analytical Skills***

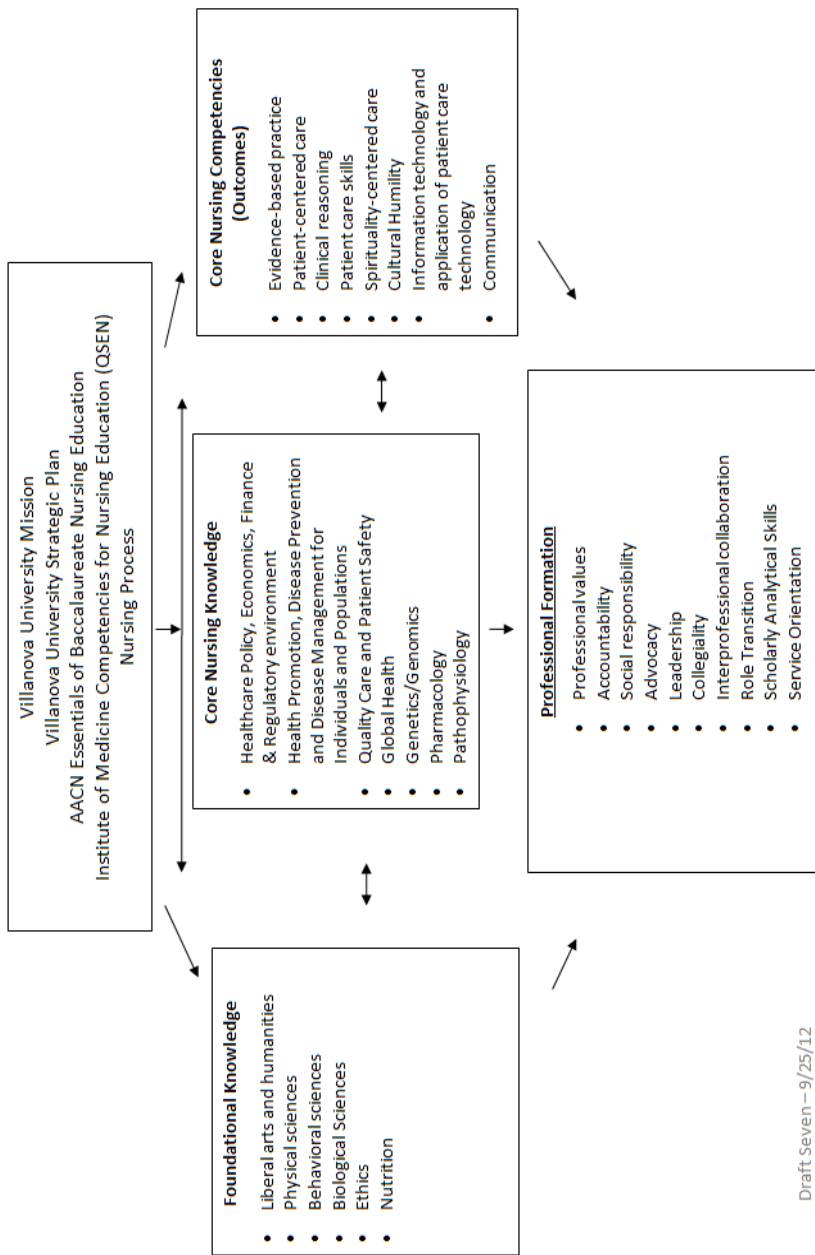
Scholarly analytical skills involve identification of practice issues, appraisal and integration of evidence and evaluation of outcomes. Reliable evidence is used to inform practice and make clinical judgments (AACN, 2008).

### ***Service Orientation***

Service orientation includes service both locally and globally, to learn from others, provide public service to the community, and the profession, and help create a more sustainable world.

Organizing Framework for the College of Nursing  
Core Nursing Knowledge for the 21<sup>st</sup> Century

Model uses a 3-pronged approach to the Curriculum Revision: content, learning experiences, and teaching strategies



## **BSN Program Outcomes**

At the completion of the program, the student will be able to:

1. Value the uniqueness and diversity among individuals, through the study of various disciplines and cultures within the context of Catholic Augustinian ideals.
2. Synthesize current, relevant sources of evidence to implement evidence-based nursing practice.
3. Deliver safe, competent, and compassionate patient-centered care with attention to quality improvement.
4. Use the nursing process to provide patient-centered care based on sound clinical reasoning.
5. Apply information and technology to provide optimal healthcare for individuals, groups, communities, and populations.
6. Provide respectful care that is culturally sensitive and spiritually-based to diverse individuals, groups, communities, and populations with particular attention to meeting the needs of vulnerable populations and those experiencing health disparities.
7. Incorporate a variety of modalities to communicate effectively to achieve quality, patient-centered care.
8. Demonstrate leadership to enhance health care outcomes, influence health policy and advance the nursing profession.
9. Internalize the values and ethics of the nursing profession, which includes advocacy, global awareness, accountability, social responsibility, and collegiality.
10. Demonstrate scholarly analytical skills to advance the science of nursing.

# Undergraduate Curriculum Plan

## Villanova University M. Louise Fitzpatrick College of Nursing Traditional Four Year BSN Students

<u>Freshman (Fall)</u>	<u>Credits</u>	<u>Freshman (Spring)</u>	<u>Credits</u>
NUR 1102 Introduction to Professional Nursing	2	NUR 1104 Introduction to Professional Nursing Practice	2
Augustine Cultural Seminar: <b>1000 Ancients</b>	3	Augustine Cultural Seminar: <b>1001 Student Moderns</b>	3
THL 1000 Christian Faith and Life	3	ENG 1050 The Literary Experience	3
PSY 1000 General Psychology	3	PHI 1000 Knowledge, Reality, Self	3
CHM 1131 General Chemistry I	3	SOC 1000 Intro to Sociology	3
CHM 1103 General Chemistry Lab I	<u>1</u>	CHM 1134 General Chemistry II	3
	15	CHM 1108 General Chemistry Lab II	<u>1</u>
			18
<u>Sophomore (Fall)</u>	<u>Credits</u>	<u>Sophomore (Spring)</u>	<u>Credits</u>
NUR 2204 Health Assessment	2	NUR 2206 Essentials of Nursing Practice	2
NUR 2205 Practicum in Health Assessment	1	NUR 2207 Prac in Essentials of Nsg Prac	2
BIO 1205 Human Anatomy & Physiology I	4	NUR 2810 Research and Scientific Evidence in Nsg Pra	3
<b><u>BIO 1181 Microbiology and Genetics</u></b>	<b><u>3</u></b>	<b><u>BIO 1206 Human Anatomy &amp; Physiol II</u></b>	<b><u>4</u></b>
<i>Courses to be taken either FALL OR SPRING</i>			
PSY 3200 Human Development	3	<b>*Elective</b>	3
NTR 2120 Principles of Nutrition		MAT 1250 Statistics in Health Care Research	3
	16		
<u>Junior (Fall)</u>	<u>Credits</u>	<u>Junior (Spring)</u>	<u>Credits</u>
NUR 3114 Nsg Care of Adults and Older Adults	6	NUR 3118 Nsg Care of Women & Childbearing Family	3
NUR 3115 Practicum in Nsg Care of Adults and Older Adults	6	NUR 3119 Practicum in Nsg Care of Women and Childbearing Families	3
NUR 3030 Concepts in Pharmacology	3	NUR 3120 Psychiatric and Mental Health Nursing	3
NUR 3108 Pathophysiology	<u>3</u>	NUR 3121 Practicum in Psychiatric and Mental Health Nursing	3
	18	NUR 3122 Imperatives for Global and Public Health	3
		PHI 2115 Ethics for Health Care Prof	<u>3</u>
			18
<u>Senior (Fall)</u>	<u>Credits</u>	<u>Senior (Spring)</u>	<u>Credits</u>
NUR 4104 Nsg. Care of Adults & Older Adults With Complex Health Problems	3	NUR 4112 Health Promotion & Home Health in the Community	3
NUR 4105 Practicum in Nsg. Care of Adults & Older Adults w/ Complex Health Problems	3	NUR 4113 Practicum in Health Promotion & Home Health in the Comm	5
NUR 4108 Nsg Care of Children and Adolescents	3	NUR 4116 Leadership & Management Health Care	2
NUR 4109 Practicum in Nsg Care of Children and Adolescents	3	NUR 4117 Field Work in Leadership & Management in Health Care	3
NUR 4114 Nursing and Health Policy	2	NUR 4200 Seminars in Selected Topics	1
<b>*Elective</b>	<u>3</u>	<b>*Elective</b>	<u>3</u>
	17		17
		Total Credits	136

**\* Students are required to select three elective courses: One upper level theology (in addition to THL 1000), one Social Studies (history, political science or economics) and one free elective in an area of the students' interest.**

July 12, 2018

## **Required Courses**

**CHEMISTRY** 8 required credits must be taken in freshman year prior to sophomore biology courses.

**AUGUSTINE AND CULTURE:** 6 required credits specified as  
**THE VILLANOVA SEMINAR** ACS 1000 and ACS 1001 and must be taken in freshman year.

**ENGLISH** 3 required credits are usually taken in freshman year.

**PSYCHOLOGY** 6 credits are specified on the plan and must be completed prior to junior year.

**THEOLOGY** 3 credits specified as THL 1000 and taken in freshman year. 3 additional elective credits may be taken at any level in the program.

**SOCIOLOGY** 3 credits specified as SOC 1000.

**PHILOSOPHY** 3 credits specified as PHI 1000.  
3 credits specified as PHI 2115 and taken only in junior or senior year.

**STATISTICS** 3 credits of statistics usually taken in sophomore year.

## **Elective Courses**

These may be placed at various points of the program.

**SOCIAL STUDIES** 3 elective credits – choice of history, political science, or economics.

**FREE ELECTIVE** 3 credits may be taken at any time in the program (unspecified) and should enhance student personal and professional growth.



## Global Health Minor

The College of Nursing offers a Global Health Minor which aims to educate students about the factors that influence health and the inter-disciplinary response to addressing global health challenges. The minor is open to all undergraduate students who are sophomore level or above. Minor consists of 15 credits which includes required and elective classes. Students who wish to participate in the Global Health Minor must meet with the Global Health Minor advisor, currently the Director of the Center for Global and Public Health in the College of Nursing, to discuss their course of study to assure that the student is able to meet all requirements.

## THE FACULTY

Faculty members facilitate learning, evaluate, and advise students in the College of Nursing concerning their academic and professional growth. A faculty advisor is assigned to each student upon entry into Villanova University M. Louise Fitzpatrick College of Nursing. The faculty member serves as the student's advisor throughout the student's college program. It is the student's responsibility to seek out his/her advisor for consultation related to plans for course of study, academic difficulties, and special problems that may arise.

All faculty members are master's prepared and the majority have doctorates. Faculty are actively involved in professional and community organizations such as the American Nurses' Association and National League for Nursing. Each has a particular area of clinical expertise from which he/she draws examples to enhance the student's learning. The faculty serve as resource people in both the classroom and clinical settings using lecture, discussion, group presentation and small group study, and by acting as role models. It is each student's responsibility to read, study and question further to enhance individual knowledge and to become a well-prepared, professional nurse.

Faculty members evaluate students in classroom and clinical settings. Examples of evaluative methods used in the classroom include essay and objective tests, scholarly papers, presentations, projects and participation in class. Clinical evaluations measure each student's ability to implement theoretical concepts in the clinical setting and the quality of performance determined by clinical preparations and work presentations, written work and projects.

Students are encouraged to contact professors if they have any questions concerning course work.

## **Professor Course Evaluation**

Each semester in every nursing course and at the completion of each clinical nursing rotation, each student is provided the opportunity to evaluate the professor(s) and course. The process is as follows:

Course and Teacher Survey (CATS) for classroom courses, are distributed electronically at the completion of the course.

The CATS forms for clinical courses are distributed to each clinical section and then collected by a designated student. The faculty member should not be in the room.

The student completes the evaluation form in a constructive, professional manner, and returns the evaluation in the provided envelope to the office of the Assistant Dean/ Undergraduate Program Director.

The CATS forms are sent to the Office of Planning and Institutional Research (OPIR) for processing.

The completed summation of the evaluations and all written comments included on the evaluation sheets are returned from OPIR to the individual professor. A summation of the evaluations and all written comments are given to the Dean and Undergraduate Program Director.

## **Complaints about Faculty and Grades**

Villanova University has a set of procedures for resolving student complaints about faculty performance or about grades. A student who has concerns about either of these issues should, if at all possible, discuss the problem directly with the faculty member. If this is not possible, the student should contact the faculty member's department chair or program director who will provide the student with a copy of the procedures and, if the student wishes, review the process involved. If the student is, for good reason, reluctant to contact the department chair, the student may also contact the Dean of the faculty member's college. A copy of the procedures is also available on request from the Office of the Provost, 103 Tolentine Hall 610-519-4525. The complete policy is found at <https://www1.villanova.edu/villanova/provost/resources/student/policies/appeals.html>

## **Grievance Procedure**

If a student has a grievance within a nursing course, he/she is advised to speak with the individual teaching the course. If the problem is not resolved at this level, it may be taken to the Course Leader, Program Director, and Dean in that order. Please carefully check the Grievance Procedure for important dates. [https://www1.villanova.edu/villanova/studentlife/be\\_empowered/disability\\_services/guidelines/grievance\\_procedure/formal.html](https://www1.villanova.edu/villanova/studentlife/be_empowered/disability_services/guidelines/grievance_procedure/formal.html)

## **Administration of the College of Nursing**

In addition to the Dean, Associate Dean, and Assistant Dean for College and Student Services, Assistant Deans and Program Directors carry responsibility for the management of the academic programs. Questions concerning courses in the College of Nursing should be directed to the appropriate program director.

## **Advisement System**

Every student entering the M. Louise Fitzpatrick College of Nursing is assigned a faculty advisor. It is the responsibility of the student to contact his/her advisor prior to each registration period and if he/she is experiencing any academic difficulty. Each student must take responsibility to meet with his/her advisor on an ongoing basis. This assures that academic requirements are fulfilled in the appropriate sequence. Advisors are available during posted office hours or by appointment. The names of the advisors are available from the Administrative Assistants at the College of Nursing. If the student experiences difficulty in contacting his/her advisor, there is a Nursing Student Resource Advisor available to see a student during regular office hours. The Program Directors, Assistant Dean for College and Student Services, Associate Dean, and Dean may also be contacted. The student has the opportunity to seek advisement from a faculty member other than his/her designated advisor.

## **The Value of Knowing the Advisor**

In addition to the academic planning, it is to the student's benefit to know his/her advisor. When references are required for employment purposes, advanced study following graduation, and letters of support related to campus-wide activities, it is the advisor who should be asked for assistance. The student should list the many activities and achievements that have been earned during each academic year as this will assist the advisor in presenting a total picture of the student's career. Advisors want to know each student. Meet with them often.

## **POLICIES AND PROCEDURES**

Policies and procedures of the University and the M. Louise Fitzpatrick College of Nursing are designed to assist the student in progression through the academic program. The Villanova University Catalog, the Student Handbook of the M. Louise Fitzpatrick College of Nursing and the Villanova University Student Handbook (The Blue Book) all contain vital information with which the student should become familiar. The student is held responsible for knowing and meeting the requirements that they contain. College students are expected to take responsibility in planning and participating actively in learning. Guidelines have been developed to assist each student in the process.

### **Academic Requirements for Retention and Graduation**

In addition to passing all courses taken, the student is also required to maintain a specified average leading to graduation with a college degree. The average is derived from the grades and credit hours of the courses taken and is known as the quality-point average. It is determined by multiplying the number of credits for each course attempted by the allotted quality points for the grades received and dividing the total quality points by the total credit hours attempted. Quality points for grades are as follows: A, 4; A-, 3.67; B+, 3.33; B, 3.0; B-, 2.67; C+, 2.33; C, 2.00; C-, 1.67; D+, 1.33; D, 1.00; D-, 0.67.

Grading Scale:	A	=	93 - 100
	A-	=	90 - 92
	B+	=	87 - 89
	B	=	83 - 86
	B-	=	80 - 82
	C+	=	77 - 79
	C	=	73 - 76
	C-	=	70 - 72
	D+	=	67 - 69
	D	=	63 - 66
	D-	=	60 - 62
	F	=	Below 60

### **Academic Policies**

Students are expected to abide by the policies and professional standards established by the M. Louise Fitzpatrick College of Nursing. The College of Nursing reserves the right to change program requirements without prior notice to reflect advances in the professional field. If a student withdraws from the College of Nursing and is readmitted at a later date, the requirements in effect at the time of readmission will be applied.

- A grade of "C" or better must be attained in all nursing courses for progress in the nursing major.
- Only one nursing course may be repeated in the curriculum. A failure (grade less than a "C") of a second nursing course will result in dismissal from the nursing program.
- BSNEExpress students who receive less than a "C" in a nursing course may continue to pursue a BSN in the traditional BSN program.
- Students who receive less than a "C" in BIO 1205, BIO 1206 or NTR 2120 must repeat the course(s).
- A required course may be repeated once prior to dismissal from the program.
- Students must achieve an examination average of 73% or better in all nursing theory courses that are paired with a lab or parallel clinical course. If the examination average is below 73%, the final course grade recorded will be the examination average. The course numbers are: NUR 2204, NUR 2206, NUR 3114, NUR 3118, NUR 3120, NUR 4104, NUR 4108, and NUR 4112. The student must also achieve a 73% or better in the overall course grade.
- Students must satisfactorily complete, in sequence, the required lower division courses, with a Q.P.A. of 2.5 in order to advance to junior level courses with a clinical component, i.e.: NUR 3114-3115.
- Students must successfully complete, in sequence, courses in the nursing major as indicated in the curriculum plan.
- The College of Nursing reserves the right to place on probation or withdraw any student whose performance is deemed unsatisfactory.
- Students for whom English is not their primary language and/or not the language spoken in the home or in the family of origin are encouraged to bring a non-medical translation dictionary to their examinations and may be given extended time for tests. Extended time is equivalent to time and one half of the usual testing time. Students are expected to self-identify to faculty or Course Leader as soon as possible at the beginning of each course.
- International students who are in the BSN program, but who are not expatriates residing permanently or working in the United States and will not sit for NCLEX but return to their countries, may have the

progression policies suspended, on a case by case basis, by action of the Dean of the College of Nursing and upon formal recommendation of the Program Director.

- Preparation for Registered Nurse Licensing Examination:
  - Students enrolled in the baccalaureate program leading to initial licensure as registered nurses are required to take a national licensing exam (NCLEX-RN) after completion of the baccalaureate degree. For the purpose of preparing students for this examination, standardized tests are administered and evaluated as part of final course grades beginning in the sophomore year; test costs are assumed by the student.
  - All senior nursing students are required to demonstrate successful achievement on a designated predictive NCLEX-RN readiness assessment examination prior to graduation. This examination, in combination with any required remediation, must be successfully completed as a prerequisite to certification by the College as part of the application process for state licensure.

## **Probation**

A student is placed on academic probation in the College of Nursing when:

- A required course is failed.
- A grade less than "C" is earned in science or nursing courses.
- The Q.P.A. is below 2.0 in any given semester.

A student on academic probation will normally be allowed only one semester to achieve the required quality-point average. While on academic probation it is recommended that the student be limited to a schedule of four courses with accompanying labs and it is also recommended that the student limit their extracurricular activities. Students must complete a mandatory intervention plan. Students who do not complete the plan will remain on academic probation.

Only credits earned within Villanova University or in formally approved inter-institutional programs will be considered in determining the cumulative quality-point average. Credits and grades earned in the summer at other colleges are not counted in the quality point average.

To qualify for a bachelor's degree, a student, in addition to completing all the studies prescribed for the degree sought, must earn a cumulative quality-point average of at least 2.00. The record of any student falling below 2.00 in any given semester will be reviewed by the Academic Standing Committee for appropriate action. The general guidelines for committee deliberations are as

follows:

Subject to probation or dismissal	--	All students less than 2.00
Subject to dismissal	--	Seniors less than 2.00 Juniors less than 1.95 Sophomores less than 1.80 Freshmen less than 1.60

Satisfactory progress toward the degree, as delineated above, is not to be equated with being a student in good standing. A student in good standing is one who has a cumulative quality-point average above 2.00.

A student must complete the final 30 credit hours of an academic program at Villanova.

## **Dismissal**

Students are usually permitted two semesters of probationary status prior to dismissal from the program. A dismissal from the College may be appealed in writing. Detailed instructions for appeal are outlined in the dismissal letter.

## **Academic Advancement Progression**

In circumstances involving those students who have entered Villanova University through the Academic Advancement Program, satisfactory progress of the student will be determined by the Academic Standing Committee and/or Dean of the College in which the student is matriculated. In the event that, due to poor high school preparation, additional time is necessary for the student to complete the requirements towards graduation, the student will be viewed as being in a five-year program. Satisfactory progress will be viewed accordingly.

## **Advanced Placement**

Students may obtain credit for college-level courses based on their high school performance on the Advanced Placement Examinations administered by The College Board. According to the current policy of the College of Nursing, credit may be awarded for courses in History, Chemistry, English, Biology, Psychology, Political Science, Statistics, Economics, and elective courses. Students must achieve a score of 4 or 5 on the AP Examination for credit to be awarded. Students admitted to the College of Nursing will be required to provide official notification to the Registrar's Office of earned AP credits to be transferred in by the completion of the first semester of enrollment.

After being awarded credit by means of the Advanced Placement Examinations

given in high school, the student has three options:

1. Not accepting the course credit, thereby taking the corresponding Villanova course.
2. Accepting the credit and taking additional courses.
3. Accepting the credit and not taking additional courses.

In other words, the awarding of course credit through Advanced Placement Examinations may or may not affect the student's academic program. The final choice is up to the student.

Freshmen and upperclassmen should contact the Assistant Dean/Director Undergraduate Program or her designee to explore the implications of Advanced Placement.

## **Registration Policies**

Courses taken in another university or college must be approved in advance by the Dean or Assistant Dean/Director Undergraduate Program of the College of Nursing or credit will not be accepted for the course. Written course descriptions must be submitted for approval.

Qualified students are encouraged to seek enrollment in Honors sections of courses.

## **Undergraduate Students Enrolling in Graduate Level Courses**

A junior or senior undergraduate BSN student may enroll in graduate level courses using the following guidelines:

1. Have a 3.0 Cumulative QPA
2. A 3.5 QPA is required to request enrollment in NUR 8904 Nursing Research
3. Complete the Request for *Request for Undergraduate Student Enrollment in Graduate Course* form.
4. Have written approval of the Assistant Dean/Director Undergraduate Program and advisor prior to submitting the signed request form to the Assistant Dean/Director Graduate Program.
5. Must have sufficient background and preparation for the course requested.
6. Approval may be granted for ONLY one graduate course per semester
7. A maximum of three courses (9 credits) can be counted towards both the BSN and MSN degrees.



## **Satisfactory/Unsatisfactory**

Students in the College of Nursing may take their free elective on a satisfactory/unsatisfactory basis. Approval is needed from the Assistant Dean/Director Undergraduate Program. The following regulations apply:

- The satisfactory/unsatisfactory grade will be shown on the student's official record.
- No grade points are awarded for passing the course; hence the QPA is not affected. The grade "S" is the grade of "C" or better.
- A student must declare election of the satisfactory/unsatisfactory option by the end of the drop/add period.

## **Admission to Closed Sections of Courses**

Students will not be permitted to enroll in closed sections.

Exceptions to this rule will be made only by the Assistant Dean/Director Undergraduate Program and only when a student must enroll in the specific section in order to complete his or her requirements which are necessary for progression in the program or graduation.

## **Program Requirements**

- An entrance physical examination, selected diagnostic tests, as well as designated immunizations are required of all Villanova students.
- Prior to entry into sophomore level clinical (NUR 2207), students are required to be certified in Basic Cardio-Pulmonary Resuscitation. Continuing re-certification is the responsibility of the student throughout the remainder of the program.
- Prior to entry into junior level clinical (NUR 3115), students are required to have a physical examination with selected diagnostic tests, immunizations, and titers as outlined by the College of Nursing.
- All materials concerning health examinations, diagnostic tests, immunizations, health screening and cardio-pulmonary resuscitation are course requirements. Failure to submit these materials on time may prevent a student from attending a clinical experience.
- All senior students are required to participate in standardized tests to assess nursing knowledge and readiness to take the licensure

examination. Cost is assumed by the students.

- Registered nurse students must maintain, and furnish, professional malpractice insurance coverage in accordance with the requirements set forth by regulatory bodies and by any sites attended for clinical. Students must also maintain a valid, unencumbered RN license in the appropriate jurisdiction(s) throughout the entirety of the educational experience.
- As a prerequisite to entry into clinical settings, all students are required to have criminal background checks that comply with the Older Adult Protective Services Act and Child Protective Services Law as well as urine drug screening, child abuse clearance and FBI fingerprinting. (See Appendix A for complete policy).

## Dean's List and Graduating with Honors

To qualify for the Dean's List in the M. Louise Fitzpatrick College of Nursing, a student must be a full-time student and achieve a semester quality point average of 3.5 in both the fall and spring semesters of that academic year, with no non-passing or missing grades on the semester report.

At graduation students receive honors of three kinds: summa cum laude, magna cum laude, cum laude -- after being approved for such honors by the faculty and administration of the University. To be eligible for these honors, students must attain a minimum cumulative quality point average of 3.90, 3.75, 3.50, respectively, and the last sixty credits of course work must have been taken at Villanova University.

## Grading System

At mid-semester and at the end of the semester grades are mailed to the student. The grade report at the end of the semester is part of the student's permanent record. Any inaccuracy in this record must be reported to the Registrar within two weeks of its receipt otherwise, the record will stand as it is.

A	Excellent	N	Incomplete
A-		(S)	Satisfactory: Assigned in Satisfactory/Unsatisfactory Courses
B+		SP	Satisfactory Progress (Mid-semester only)
B	Good	XF	Failed course because of absences (Freshmen only)
B-			
C+		WX	Approved withdrawal without penalty

C	Fair	W	Approved withdrawal with penalty
C-		(U)	Unsatisfactory: Assigned in Satisfactory/Unsatisfactory Courses
D+		AU	Audit
D	Passing	Y	Unofficial withdrawal from courses
D-		NG	No grade reported
F	Failure		

All grades except an “N” are permanent ones. The grade “N” is a temporary one used to indicate that the student’s work in a course has not been completed. An “N” grade must be removed and a grade substituted by the instructor according to the following schedule:

- For the fall semester, the last Friday in January will be the deadline for students to submit the work to the instructors.
- For the fall semester, the second Friday in February will be the final deadline for the grade change to be in the Registrar's Office.
- For the spring semester, the last Friday in June will be the deadline for students to submit the work to the instructors.
- For the spring semester, the second Friday in July will be the final deadline for the grade change to be in the Registrar's Office.

Please check the calendar for the actual dates. If a change is not reported, the "N" grade automatically becomes an "F" which is calculated as an "F" grade in the GPA.

The grade "WX" indicates an authorized withdrawal with the grade not considered in the calculation of the quality-point average. Authorization for such withdrawal may be given only by the student's Dean. The grade "W" also indicates an authorized withdrawal, but the grade is calculated as an "F" in determining the quality-point average. The grade "Y" is given when a student unofficially withdraws from a course. It is reflected in the average as an "F".

### **Authorized Withdrawal from a Course**

Until the final day for authorized withdrawal from courses, (for an exact date, see the academic calendar), a student may withdraw from a course without penalty and will receive the grade of "WX." After that date, a student seeking authorized withdrawal without penalty must petition the Assistant Dean/Director Undergraduate Program, who has sole authority to grant withdrawals without penalty.

Each college has different requirements, which may be found in each college's section of the University Catalog. Note that withdrawals without permission will receive a "W" grade, which is calculated as an "F" in computing one's quality point average. Withdrawal from a course may alter a student's degree completion date.

RN-BSN students should follow their program specific academic calendar and "WX" policies.

## **Scholastic Load**

A student must take a minimum of 9 credits a semester to be a full-time student. A normal scholastic load is defined by the program set forth in this bulletin. Permission to take courses in excess of the normal load may be obtained in exceptional circumstances with the written approval of the Assistant Dean/Director Undergraduate Program. Students applying for financial aid or campus housing must be enrolled in 12 credits.

## **Study Abroad Opportunities**

The M. Louise Fitzpatrick College of Nursing, in conjunction with the Office of Education Abroad offers a variety of opportunities for a nursing major to study abroad during his/her course of studies.

The College of Nursing has established a year-long study abroad program with the University of Manchester. Students in this program study abroad in their sophomore year in the School of Nursing at the University of Manchester, Manchester, England. The courses transfer to Villanova as the sophomore year of the nursing curriculum and no time is lost in the four-year course of studies.

The program requires some changes in the freshman course of study; any freshman who is interested should contact the Assistant Dean/Director Undergraduate Program or his/her academic advisor as early in the freshman year as possible. In addition, interested students must contact the Director of Education Abroad.

A nursing major may also participate in any of the summer or semester study abroad programs offered through the Education Abroad Program. However, since these are not nursing programs, students who participate may need to change their course of study and may graduate later than May of their graduation year. Any student interested in spending a summer or semester abroad should contact the Director of Education Abroad.

There are also elective courses in nursing which have an international experience as part of the course requirements and junior or senior nursing practicum courses

with optional portions of the clinical experiences at international sites.

## **Withdrawal from the University and Leave of Absence**

Students occasionally leave the University either on a temporary or on a full-time basis; the following policies apply:

### ***Leave of Absence (LOA)***

Students who plan to leave the University on a temporary basis should request a leave of absence. Official leave of absence from the University must be authorized by the Dean of the appropriate college. To affect a leave of absence, a student must submit to the Dean a formal letter, or the appropriate college form, and should then have an interview with the Dean. The request for a leave of absence may be countersigned by the student's parents or legal guardian. The parents or guardians may, if they wish and if authorized by the student, submit the official request for a leave of absence. In consultation with the student, the parents, and other campus offices as applicable, the Dean will determine what issues should be addressed during the period of the leave. Leave of absence should normally be for no more than a year. When the student feels that he or she is ready to return to the University, the student should request an interview (which may be by telephone) with the college Dean. To guarantee the student's success, the Dean will determine whether the issues that occasioned the request for leave have been addressed. Assuming that the issues have been resolved, the student will then be returned to active status. If the student does not return to the University within the time originally requested (normally no longer than a year), the student will be considered as having withdrawn from the University.

### ***Medical Leave of Absence (MLOA)***

A student may experience physical or psychological conditions that significantly impair the student's ability to function successfully or safely in his or her role as a student. In such cases, the student may decide that time away from the University for treatment and recovery can help restore functioning to a level that will enable the student to return to the University and perform successfully in and out of the classroom. The University has an interest in students receiving appropriate care not only for their own wellbeing, but also for the wellbeing of the larger community with whom the student interacts.

When a student initiates a MLOA, Villanova University may establish criteria regarding the student's eligibility for returning to the campus community. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the need for the MLOA has been sufficiently treated or ameliorated to the point where it will no longer adversely affect the student's or the community's safety or functioning.

### **Criteria for Approval of a MLOA**

Three steps are required for approval of a MLOA.

- The student must schedule an appointment with the Student Health Center or the University Counseling Center for a MLOA evaluation.
- The student must schedule an appointment with the Dean of Students or appropriate academic Dean in the student's college to discuss and review the MLOA request.
- The student must complete the MLOA Request Form and submit one copy to the Dean of Students or the appropriate academic Dean.

The MLOA request may be made at any time during the semester but must be completed no later than the last day of classes in a semester, including the requisite evaluation and any related paperwork for the Dean's office. Requests not completed by the last day of classes will be considered late requests and will be considered for the following semester barring exceptional circumstances.

The Dean of Students or the academic Dean's office will make the final determination whether the MLOA will be granted, in consultation with University's health professionals. The Dean's office granting the leave will specify the terms of the MLOA including conditions for return to the University following the leave. At a minimum, a MLOA will be for one semester and, depending on the timing of the request and the nature of the circumstances, the MLOA may involve additional semesters to allow sufficient time for full recovery, a sustained period of stability, and to increase the student's opportunity for success upon his/her return to the University. When the student seeks to return to the University, the Dean's office granting the leave will determine whether the student has satisfied the conditions and is permitted to return.

### ***Withdrawal from the University***

Students who wish to leave and who do not plan to return to the University should request a Withdrawal. Official withdrawal from the University must be authorized by the Dean of the appropriate college. In order to affect an official withdrawal, a student must submit to the Dean a formal letter, or the appropriate college form, and then have an interview with the Dean. The letter of withdrawal may be countersigned by the student's parents or legal guardian. The parents or guardians may, if they wish and if authorized by the student, submit the official letter of withdrawal. Students who request an official withdrawal during the semester may be eligible for refund of some or all of the tuition paid for that semester. A student who has withdrawn from the University who wishes to return, must apply directly to the college the student wishes to attend

(admission is granted at the sole discretion of the Dean of that college).

### ***Unauthorized Withdrawal***

Students who leave the University without authorization will be treated as having withdrawn from the University. They may not return to the University without reapplying directly to one of Villanova's colleges.

### **Transfer Students**

The criteria used to evaluate applications from transfer students include: (1) complete transcripts of secondary schools and college records; (2) quality point average at the institution currently attending; (3) scores earned on such nationally standardized tests as SATs or ACTs; and (4) evidence of honorable withdrawal from the current institution. Transfer students with a 3.0 QPA are considered for admission to the College on a limited basis.

Transfer credit towards undergraduate degrees will, in general, be granted for appropriate academic work completed with a grade "C" or better (or equivalent) at a regionally accredited institution. Quality-grade points for work taken elsewhere are not included in the calculation of the student's cumulative average used to determine advancement at Villanova and eligibility for graduation. The final thirty credits (senior year) of a degree program and at least half of all major courses must be taken at Villanova.

Candidates for admission from junior colleges, community colleges, or institutes are judged basically by the same regulations pertaining to applicants from four-year institutions. Credits will be granted, as above, for appropriate courses completed in a two-year program, provided that the institution is regionally accredited or a candidate for such accreditation. Transfer students from two-year programs must be aware also that graduation after two years of study at Villanova cannot be guaranteed because of the complexities of scheduling and the fulfillment of the requirements of Villanova's program.

Applications for transfer of credit from a non-accredited institution are considered on an individual basis. Credit is granted for those courses, which upon investigation, prove to be equivalent to courses offered at Villanova University and in which the transfer applicant has earned satisfactory grades. In all cases the University reserves the right to require a written examination in the course or courses in question before transfer credit will be granted.

## **Transfer Credit from Another University**

Once a student has matriculated in a degree program at Villanova University, credit for courses from other universities may only be transferred to Villanova under certain circumstances.

### ***Four-Year University***

- Normally, once a student has been matriculated at Villanova, no credits may be transferred from two-year institutions of higher education. However, new transfer students, either from other four-year institutions or from two-year institutions, may seek to transfer credits from two-year institutions. Normally, nursing courses do not transfer.

### ***International Studies***

- Course taken in colleges and universities in other countries will be transferred for credit, assuming that they are approved by Villanova's Education Abroad Office and the Dean of the student's college or his/her designee.

### ***Summer Courses***

- No summer course may be taken at another institution, domestic or foreign, for transfer or credit back to Villanova without pre-approval by the Dean of the student's college or his/her designee.
- Villanova normally does not approve transfer of credits for courses taken during the summer at other colleges and universities if the same or comparable (for purposes of filling requirements) courses are available at Villanova in a distance education mode during the summer.

### ***Leave of Absence***

- Normally, Villanova will not pre-approve courses or transfer credits back to Villanova for students who will be on a University leave of absence when they enroll in such courses.

### ***Withdrawals and Dismissals***

- Students, who have withdrawn from the University or are dismissed from the University for academic reasons, frequently continue their academic work at other colleges and universities. Villanova does not pre-approve courses to be taken at another University after a student has been dismissed or has withdrawn. If these students apply for readmission to the University, courses taken at other colleges and



universities will be evaluated for transfer credit by the Dean of the college to which the student is seeking readmission or his/her designee. Acceptance of any such credits is at the sole discretion of the Dean.

### ***Suspension***

- Normally, Villanova will not pre-approve courses or transfer credits back to Villanova for students who have been suspended for violations of the Student Code of Conduct when they enroll in such courses.

### **RN-BSN Online Program Studies**

Students enrolled in the RN-BSN Online Program achieve advanced standing in the undergraduate program through transfer of applicable college credits and through successful completion of required assessment exams in nursing. This mechanism is described below.

### ***State Authorization for Online Education Programs***

Colleges and universities that provide online coursework or programs must have approval in every state where they are providing online educational programs. Villanova University has been approved by the state of Pennsylvania to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Participation in NC-SARA enables students in all NC-SARA member states to enroll in online programs offered by the College of Nursing, subject to any professional licensure requirements.

Certain enrollment restrictions may apply to programs offered by the College of Nursing, given the intricate relationship with the state boards of nursing. In addition, it is a student's responsibility to secure externship or clinical experiences required for select programs. At no time, is the student's preferred clinical site guaranteed. It is possible that an agreement may not be able to be signed and an alternate site or sites may need to be negotiated. Any associated delays in the securing assignments and associated agreements could postpone associated coursework. For questions, please contact the Nurse Faculty Coordinator.

## ***Admission Requirements***

As of spring 2018, no additional students will be admitted to the RN-BSN Online Program as the program will be ending in fall 2021.

All **registered nurse** students are **expected** to have the following on file prior to enrollment in clinical nursing courses:

- Annual Health Examination, Laboratory Studies, Urine Drug Screen and Current Immunizations.
- Current CPR Certification
- Current R.N. License
- Current Malpractice Insurance Certificate
- Students will obtain and maintain at all times, at their sole cost and expense, health insurance that is sufficient to cover their health care needs and consistent with any requirements by the University, clinical agencies and applicable laws, rules, regulations and orders. The University is not responsible for costs related to hospitalization due to illness or accident.

## ***Transfer of Liberal Education Course Credit***

Up to 50 credits in applicable liberal education courses may be transferred from accredited colleges or universities. A grade of "C" or better must have been earned, and courses must be evaluated as equivalent to appropriate Villanova courses.

## ***CLEP Policy***

Students in the College of Nursing's RN-BSN Online Program can gain credits by means of the CLEP Subject Examinations as long as:

- The credit is applicable to the BSN degree for RN students
- Credit is given for the Subject Examinations and NOT for the CLEP General Examinations

NOTE that Villanova University considers credit earned through CLEP Subject Examinations as transfer credit. No more than 9 credits may be earned through the College Level Examination Program (CLEP). A score of 60 or higher on the subject examination is required to earn credit according to the schedule below.

Students are responsible for having an original report of the CLEP score sent directly to the Villanova University College of Nursing for RN-BSN students. The student transcript will carry a notation of credit for the courses specified but will not carry a grade. The CLEP Subject Examinations will not affect the

cumulative grade point average.

### ***Academic Advisement***

RN-BSN students are assigned to a faculty advisor when admitted to the College. Students should consult with their faculty advisor to devise a progression plan. Students are to reach out to their advisor for any questions.

**Villanova University / College of Nursing**  
**RN-BSN CURRICULUM PLAN**  
**(124 credits)**

Lower Division Transfer Credits = 64 credits transferred from prior nursing education program (32 A&S and 32 Nursing credits)			
32 A&S credits transferred to satisfy the following requirements:		32 Nursing credits transferred to satisfy the following requirements:	
BIO 1205 Human Anat & Physiol I	4cr	NUR 1102 Intro to Prof Nsg.	2 cr
BIO 1206 Human Anat & Physiol II	4cr	NUR 1104 Intro to Prof Nsg	2 cr
BIO 1181 or BIO 2105	3cr	Practice	
Microbiology & Genetics or General Biology		NUR 2206 Essentials of Nsg Practice	2 cr
FREE - CHEM or BIO preferred	3cr	NUR 2207 Prac in Essentials of Nsg Practice	2 cr
ENG 1050 The Literary Experience	3cr	NUR 3114 Nsg. Care of Adults & Older Adults	6 cr
PSY 1000 General Psychology	3cr	NUR 3115 Prac in Nsg Care of Adults & Older Adults	6 cr
PSY 3200 Human Development	3cr	NUR 3118 Nsg. Care of Women & Childbearing Families	3 cr
SOC 1000 Intro to Sociology	3cr	NUR 3119 Prac in Nsg Care of Women & Childbearing Families	3 cr
Social Sciences/Behavioral Sci Elective	3cr	NUR 4108 Nsg Care of Children & Adol	3 cr
Humanities Elective	3cr	NUR 4109 Prac in Nsg Care of Children & Adolescents	3 cr
A&S Credits	32cr	NSG Credits	32cr
Total Lower Division Transfer Credits			64cr
Arts and Science Courses to be Taken through Villanova University			
THL 1500 Spirituality and Healing Arts			3 cr
PHI 2115 Ethics for Health Care Professionals			3 cr
MAT 1250 Statistics in Health Care Research			3 cr
SOC 1500 Social Problems			3 cr
PSY 2700 Industrial and Organizational Psychology			3 cr
Total Arts and Sciences Credits			15cr
Nursing Credits Earned through Successful Completion of Clinical Decision Making Assessment (CDMA)			
NUR 4104 Nursing Care of Adults & Older Adults with Complex Problems			3 cr
NUR 4105 Practicum in Nsg Care of Adults & Older Adults with Complex			3 cr

Health Probs NUR 3120 Psychiatric and Mental Health Nursing NUR 3121 Practicum in Psychiatric and Mental Health Nursing	3 cr
<b>Total Credit by Examination Credits</b>	<b>12cr</b>
<b>BSN Courses to be taken through Villanova University College of Nursing</b>	
NTR 2120 Principles of Nutrition	3 cr
NUR 3000 Foundations in Nursing and Health	3 cr
NUR 3007 Health Assessment	3 cr
NUR 2810 Research and Scientific Evidence in Nursing Practice	3 cr
NUR 3122 Imperatives for Global and Public Health	3 cr
NUR 4112 Health Promotion and Home Health in the Community	5 cr
NUR 4113 Practicum in Health Promotion and Home Health in the Community	2 cr
NUR 4114 Nursing and Health Policy	3 cr
NUR 4116 Leadership and Management in Health Care	3 cr
NUR 4117 Field Work in Leadership and Management in Health Care	3 cr
NUR 4118 Cultural Influences on Health Beliefs and Practices	
<b>Total Nursing Credits</b>	<b>33cr</b>
<b>Total Credits for BSN Degree</b>	<b>124</b>

## **STUDENT RESPONSIBILITIES WHILE IN THE M. LOUISE FITZPATRICK COLLEGE OF NURSING**

The major purpose of our baccalaureate program is to serve the educational needs of students who are preparing to be professional nurses able to meet the health and nursing needs of society. A commitment to a profession entails more responsibilities than rights. In view of this, the following are responsibilities of Villanova Nursing Students:

### **Attendance**

Each student is expected to attend all theory and clinical sessions and to demonstrate preparedness during these meetings. Absence can be cause for course failure.

### **Clinical Laboratory Absence Make-Up Procedure**

- Attendance on all designated clinical days is required to meet the course objectives.
- Absence from the assigned clinical laboratory will constitute failure for that clinical day and may result in failure for the course.
- Absence because of illness, death of a family member or family needs must be communicated directly to the clinical instructor prior to the scheduled clinical assignment.
- Only approved clinical absences will be made up. The method of such make-up will be determined by the faculty.

### **Promptness**

In the interest of protecting the right of another student to uninterrupted classes, each student should arrive to class on time. Likewise, when the student is attending a clinical experience where he/she is responsible to other students at conference time, as well as to clients and staff, promptness is essential.

### **Preparation**

Each student is expected to be prepared for class or clinical assignment. Failure to be prepared or submit assignments may be cause for faculty to request a student to leave the classroom or clinical setting and/or assign a lower or failing grade.

## **Professional and Academic Responsibilities of Students**

Upon entering a program of studies to become a nurse, each student assumes the responsibility and trust which society places in the nursing profession, as well as the obligation to adhere to those values, standards and ethical behaviors set forth by the profession.

A basic principle of nursing practice is respect for the dignity and worth of the individual and the individual's right to privacy and confidentiality.

Nursing students are accountable for the care they provide under the supervision of the faculty. It is the personal responsibility of each student to provide safe, competent care within the limits of his/her education and experience and to recognize the obligation for continuous development of knowledge and skill which will prevent harm to any person receiving care.

Truthfulness in all matters is necessary to insure professional standards of nursing care. In addition, accepting responsibility for one's own actions and seeking consultation and direction from the professor is expected. Students are expected to abide by the policies outlined in the Villanova University Student Handbook (The Blue Book) located via the link [https://www1.villanova.edu/content/villanova/studentlife/parents/publications/jcr\\_content/pagecontent/download\\_2/file.res/Student%20Handbook%202017-18.pdf](https://www1.villanova.edu/content/villanova/studentlife/parents/publications/jcr_content/pagecontent/download_2/file.res/Student%20Handbook%202017-18.pdf)

Freedom from illegal, mind-altering or addictive substances which can impair judgment is an imperative if the health, welfare and safety of persons receiving care are to be protected.

All students are expected to carry out their academic responsibilities, both in the classroom and clinical practica, in a manner consistent with the standards of the nursing profession, the philosophy of the College of Nursing and Villanova University, and the stipulations of the legal guidelines that govern practice.

### **Student Employment**

Frequently, students choose to work during the academic year and summer. The faculty urges students to consider their obligations to their academic program when making work commitments.

As mandated by the Pennsylvania State Board of Nursing, students who work in clinical facilities may not represent themselves as nurses nor take on the responsibilities of licensed nurses.

## **M. Louise Fitzpatrick College of Nursing Social Media Policy**

### ***Introduction***

Social media are powerful social and professional communication tools that may significantly impact one's personal reputation, the reputation of Villanova University, the College of Nursing, faculty, staff, employees and fellow students. The College of Nursing recognizes that students may routinely be utilizing social media and has instituted this Policy to remind students of their responsibilities as nursing students.

The definition of "social media" is media for social interaction, using highly accessible and scalable communication techniques. The goal of social media is to use web-based and mobile technologies to turn communication into interactive dialogue. Outlets within social media include but are not limited to online social networks such as Facebook, Twitter, LinkedIn, Wikipedia, Second Life, Instagram, Flickr, blogs, Foursquare, podcasts, discussion forums, RSS feeds, Allnurses.com, video sharing such as YouTube, iTunes, interactive geo-location, online collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis).

When using social media, students must conduct themselves in accordance with University policy. These policies include, but are not limited to, the policies contained within the ***Student Handbook of the M. Louise Fitzpatrick College of Nursing, the Villanova University Student Handbook (The Blue Book) and the Code of Student Conduct.*** In addition, students should understand that clinical agencies may take independent disciplinary action against students for violating agency policies. These actions may affect the completion of a placement or course, a course grade and, potentially, successful completion of the nursing degree.

Students and their personal social media accounts may not in any way represent themselves as sanctioned by Villanova University and are not permitted use of the University's intellectual property (logos, wordmarks, badges, symbols or any materials protected by copyright or trademark laws) to identify themselves or hold themselves out as officially recognized and/or supported by the University.



Villanova University College of Nursing students may not discuss or distribute sensitive, confidential or proprietary information about Villanova University, its students, faculty, clinical agencies, clinical agency employees or patients.

- **HIPAA** (Health Insurance Portability and Accountability Act). Federal guidelines protect confidential patient information. Disclosures by any means of patient information are a federal offense and may subject students to substantial monetary fines and/or criminal penalties in addition to University disciplinary action.
- **FERPA** (Family Educational Rights and Privacy Act). Student educational records or any personal information about a student which is disclosed without the permission of the student is a federal violation and subject to disciplinary action.

### *Social Media Tips*

- **Protect patient information in all forms of communication.** No photos, videos or other forms of recording or disclosing patient information.
- **Posting confidential information about students, employees or alumni of Villanova University and/or Villanova School of Nursing is prohibited.**
- **Think twice before posting. If hesitant, don't post!**
- **It is a violation of University policy and contrary to the Mission of the University to defame anyone's character, embarrass, harass, abuse or use obscenity or profanity when using social media.**
- **Social media is public information and students should have no expectation of privacy in the information they post in these forums.**
- **It is inappropriate to "friend" patients or their family members on social networking sites.**
- **Maintain a professional image on all media sites.** University personnel, corporate administrators, employers and law enforcement agencies are utilizing media for formal and information background checks and searches.

The Villanova University M. Louise Fitzpatrick College of Nursing expects its students to be thoughtful about how they present themselves and to respect their audience, peers, faculty, the University, and all clinical agencies. Students need to remember that content contributed on all social media platforms becomes immediately searchable by the public at large and forwarded to others without one's knowledge or consent. Once a message is sent, or information posted, this information forever leaves one's control.

Students are reminded that all University Policies are applicable to students' conduct on social media and, any conduct which violates University Policy, may subject the student(s) to University disciplinary action, up to and including, expulsion.

07/13

## **Academic Integrity Code**

### *Statement of Purpose*

Academic integrity is vital to any university community for many reasons. Students receive credit for doing assignments because they are supposed to learn from those assignments, and the vast majority does so honestly. Anyone who hands in work that is not his or her own, or who cheats on a test, or plagiarizes a paper, is not learning, is receiving credit dishonestly and is, in effect, stealing from other students. As a consequence, it is crucial that students do their own work. Students who use someone else's work or ideas without saying so, or who otherwise perform dishonestly in a course, are plagiarizing or cheating. In effect they are lying. Such dishonesty, moreover, threatens the integrity not only of the individual student, but also of the university community as a whole.

Academic integrity lies at the heart of the values expressed in the University's mission statement and inspired by the spirit of Saint Augustine. When one comes to Villanova, one joins an academic community founded on the search for knowledge of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

### *Code of Academic Integrity*

The following are some rules and examples regarding academic dishonesty. Since academic dishonesty takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of broader academic purposes of a Villanova education.

#### **Cheating**

**While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, members shall not try to use notes, study aids, or another's work.**

Such cheating includes trying to give or obtain information about a test when the instructor states that it is to be confidential. It also includes trying to take someone else's exam or trying to have someone else take one's own exam.

### **Fabrication**

**Students shall not falsify, invent, or use in a deliberately misleading way any information, data, or citations in any assignment.**

This includes making up or changing data or results, or relying on someone else's results, in an experiment or lab assignment. It also includes citing sources that one has not actually used or consulted.

### **Assisting in or contributing to academic dishonesty**

**Students shall not help or attempt to help others to commit an act of academic dishonesty.**

This includes situations in which one student copies from or uses another student's work; in such situations, both students are likely to be penalized equally severely. (If the assisting student is not enrolled in the particular course, the Hearing Panel will formulate a suitable and equivalent penalty.) Students are responsible for ensuring that their work is not used improperly by others. This does not include team projects where students are told by their instructor to work together.

### **Plagiarism**

**Students shall not rely on or use someone else's words, ideas, data, or arguments without clearly acknowledging the source and extent of the reliance or use.**

The most common way to acknowledge this reliance or indebtedness is to use footnotes or other documentation. It is the students' responsibility to show clearly when and where they are relying on others - partly because others may wish to learn from the same sources from which the original writer learned. Since this indebtedness may be of many kinds, some definitions and examples of plagiarism are listed below.

- Using someone else's words without acknowledgment. If you use someone else's words, not only must you give the source, but you must also put them within quotation marks or use some other appropriate means of indicating that the words are not your own. This includes spoken words and written words, and mathematical equations, whether or not they have been formally published.
- Using someone else's ideas, data, or argument without acknowledgment, even if the words are your own. If you use someone else's examples, train of thought, or experimental results,

you must acknowledge that use. Paraphrasing, summarizing, or rearranging someone else's words, ideas, or results does not alter your indebtedness.

- Acknowledging someone else in a way that will lead a reader to think your indebtedness is less than it actually was. For example, if you take a whole paragraph worth of ideas from a source and include as your final sentence a quotation from that source, you must indicate that your indebtedness includes more than just the quotation. If you simply put a page number after the quotation, you will lead the reader to think that only the quotation comes from the source. Instead, make clear that you have used more than the quotation.

The examples above constitute plagiarism regardless of whom or what the source is. The words or ideas of a roommate or of an encyclopedia, or notes from another class, require acknowledgment just as much as the words or ideas of a scholarly book do. Introductions and notes to books also require acknowledgment.

The examples above constitute plagiarism even if you simply forget to include a reference, forget that you used a certain source, or forget that you found certain ideas or a certain argument or certain data in a source. You are responsible for taking careful notes on sources. Notes must clearly identify the information you have obtained and where you acquired it, so that later you can acknowledge your indebtedness accurately. Do not look at a source without having something handy with which to take such notes.

You need not provide footnotes for items that are considered common knowledge. What constitutes common knowledge, however, varies from academic field to academic field, so you should consult with your instructor. In general, the harder it would be for someone to find the fact you have mentioned, the more you need to footnote it.

### **Multiple submissions of work**

**Students shall not submit academic work for a class which has been done for another class without the prior approval of the instructor.**

In any assignment, an instructor is justified in expecting that a certain kind of learning will be taking place. Handing in something done previously may preclude this learning. Consequently, if a student hands in work done elsewhere without receiving instructor's approval, he or she will face penalties.

### **Unsanctioned collaboration**

**When doing out-of-class projects, homework, or assignments, students must work individually unless collaboration has been expressly permitted by the instructor. Students who do collaborate without express permission of their instructor must inform the instructor of the nature of their collaboration. If the collaboration is unacceptable, the instructor will determine the appropriate consequences (which may include treating the situation as an academic integrity violation.)**

Many Villanova courses involve team projects and out of class collaboration, but in other situations, out of class collaboration is forbidden. Students should assume that they are expected to do their work independently unless cooperation is specifically authorized by the teacher.

### **Other forms of dishonesty**

**Acting honestly in an academic setting includes more than just being honest in one's academic assignments; students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than those listed above. These kinds of dishonesty include (but are not limited to) the following:**

- Misrepresenting oneself or one's circumstances to an instructor (for example, in requesting a makeup exam or a special due date for an assignment, or in explaining an absence).
- Forging parts of, or signatures on, official documents (including both university documents, such as drop-add slips or excused absence slips, and relevant outside documents, such as doctors' notes).
- Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.
- Stealing or damaging library books.
- Unlawfully copying computer software.

These serious offenses will be handled by the University's disciplinary procedures.

## **Penalties**

For a first offense, a student who violates the academic integrity code in a course will receive an F for the assignment or a more severe penalty up to an F for the course. In addition, the student will be expected to complete an educational program, supervised by the student's college dean, to help the student come to a fuller understanding of academic integrity. For the second offense, the student will be dismissed from the University and a record of the reason for dismissal will be retained in the student's permanent file and will appear on the student's official transcript. A student who commits an academic integrity violation outside of a specific course will receive a penalty determined by the dean of the student's college.

Students who receive an academic integrity penalty may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity. Detailed descriptions of the University's Academic Integrity Policy are available from department chairs and deans.

## **Discipline**

In consonance with its nature and goals as a private, church-related institution, Villanova University regards student life on campus as an integral part of the student's educational experience. Hence it is to be understood that the student, in joining the University community, accepts the regulations promulgated in the *Villanova University Student Handbook* (The Blue Book). In particular, the student should become acquainted with and understand the responsibilities set forth in the *Villanova University Student Handbook*, especially those in the sections on Policy and Regulations. Adherence to University regulations is expected and required for successful completion of the program of studies. Enforcement within the classroom of regulations regarding smoking, proper classroom attire, deportment, etc., is the responsibility of the faculty member.

## **Inter-Collegiate Sports Involvement**

The M. Louise Fitzpatrick College of Nursing supports student involvement in inter-collegiate sports, and the athlete must recognize the primarily academic nature of a college and a professional education. Therefore, it is the athlete's responsibility to determine conflicts of classroom or clinical experience and sporting events. The athlete, then, must plan with the professor to make up the work missed prior to the actual event. Student athletes should make arrangements with their academic advisor and the Program Director for specific roster needs prior to pre-registration each semester.

An academic advisor for university student athletes is also available. Contact the Director of Athletics for more information.

## Student Records

The M. Louise Fitzpatrick College of Nursing maintains individual files on all students. Students may have access to their records for review upon request. Records must be reviewed in the College of Nursing. Documents may not be removed from the files. Requests to review files should be made through the student's advisor or the Office of the Assistant Dean/ Director Undergraduate Program. (See Appendix B for policy on Disclosure of Student Records.)

## Student Health Requirements

An entrance physical examination selected diagnostic tests, designated immunizations and criminal background checks that comply with the Older Adults Protective Services Act and Child Protective Services Law, as well as urine drug screening, child abuse clearance and FBI fingerprinting are required of all nursing students. Additional health screening tests may be required by the various agencies utilized for clinical experience in nursing courses. Prior to the junior year, another physical examination is required. Students receive their physical examination report form in the Spring Semester. These health data must be submitted prior to the fall semester of junior year to the College of Nursing via the online, HIPAA compliant system for uploading and storing health information (COMPLIO). **Students will not be permitted to begin junior year clinical experiences unless required health data are complete.** Students will obtain and maintain at all times, at their sole cost and expense, health insurance that is sufficient to cover their health care needs and consistent with any requirements by the University, clinical agencies and applicable laws, rules, regulations and orders. The University is not responsible for costs related to hospitalization due to illness or accident. Prior to enrolling in any clinical course, registered nurse students must furnish evidence of malpractice liability insurance. Undergraduate students are only covered by the University's liability insurance coverage while acting within the scope of their approved educational and clinical activities.

## Clinical Laboratory Preparation

Each student in the sophomore, junior and senior year must present evidence of current CPR certification.

The CPR must include resuscitation and choking measures for baby, child and adult with both one-man and two-man team rescue procedures. This is an entry requirement for all clinical nursing courses at the sophomore, junior and senior level.



## **Needlestick Policy**

A student who incurs a needlestick injury or bodily fluid exposure should be seen in the in-patient setting's treatment center according to the setting's policy for such an occurrence. (See Appendix C for complete policy.)

## **Fees and Expenses**

A complete summary of academic fees is available on the Villanova University Bursar's website.

Additional items that will be needed for the nursing student include the following:

### **Freshman Year**

Clinical agencies require a criminal background check, child abuse clearance, and FBI fingerprinting and urine drug test on all workers, including students, that complies with the Older Adults Protective Services Act & Child Protective Services Law. Students are responsible for this cost. These clearances are stored in an online HIPAA compliant system (COMPLIO).

Results of a completed physical examination must also be submitted via COMPLIO. The student is responsible for the cost of the subscription to COMPLIO as well as the cost of the physical examination, any vaccinations needed, and any required blood draws (titers and QuantiFERON-TB Gold tuberculosis screen).

### **Sophomore Year**

Watch with second or digital second read-out

Student Uniforms

Identification Pin

Stethoscope

Bandage-Scissors

BLS for Healthcare Provider CPR certification and renewal of any health-related compliance requirements including annual tuberculin testing and influenza vaccination

### **Junior Year**

Results of a completed physical examination must also be submitted via COMPLIO. BLS for Healthcare Provider CPR certification and renewal of any health-related compliance requirements including annual tuberculin testing, influenza and TDAP vaccinations.

### **Senior Year**

School Pin (at graduation - optional)

Students are responsible for the costs of annual tuberculin testing and annual flu shots. If CPR or TDAP vaccination expires during the student's enrollment period, the student is responsible for the costs necessary to remain in compliance.

Cost of commercially-prepared standardized examinations in preparation for *NCLEX* (freshmen, sophomores, Junior, & senior years) is charged each semester by the Bursar as "*Nursing Testing Fee*." BSNExpress students pay the testing fee through their enrollment deposit.

## **Transportation**

Students are responsible for their own transportation to and from the various facilities utilized for the practice of nursing. Please note that students may have parking and toll expenses at some agencies. (Facilities are listed in Appendix D.)

# NURSING LICENSURE INSTRUCTIONS

In order to practice nursing in any given state, you must submit:

1. an application for licensure in your state
2. an application to Pearson Vue
3. Program Code Number for Villanova is: **US25505400**. Your date of completion:
4. **Secondary education** – is your high school **NOT** Villanova.

*It is your responsibility to obtain the necessary application forms for licensure and submit them to our office. If all that is required is a letter indicating program completion you must alert us to this as well. In addition you must register on-line for the NCLEX examination with Pearson Vue: ([www.vue.com/nclex](http://www.vue.com/nclex)).*

**Transcripts can ONLY be requested by the student on-line or in person at the Office of the Registrar (Tolentine 2<sup>nd</sup> floor). When requesting transcripts ask that your “final degree is posted”. Final transcripts will not be available until after final grades have been posted. If a student has a financial hold on his/her account, the University will not issue a transcript to any state boards of nursing. **DO NOT HAVE THE TRANSCRIPT ADDRESSED TO YOU!!!!** State Boards will not accept them! It must be addressed to your particular state board regardless if it's sent from our office or attached to your application if sent by you.**

*If you do not list a state on the form going around in class we **WILL NOT ASSUME** you're planning to sit for licensure in PA! You apply to ONE STATE ONLY!!!*

## Applying for Licensure in Pennsylvania

Effective December 17, 2016, the PA State Board of Nursing has issued the following regulation:

Candidates for licensure take the licensure examination for the first time within **one year** of completing their nursing education programs.

1. The State Board of Nursing recommends that the application be done **electronically** and to use a credit card for payment (\$35.00). The web address is ([www.dos.state.pa.us/nurse](http://www.dos.state.pa.us/nurse)).
2. After you are in the website, click **on-line services** which directs you <https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Apply-Online.aspx>. You are applying as a **New Graduate for an initial license**. Additional information is provided

by clicking On Line Application Instructions and then Frequently Asked Questions.

3. **Nursing Education Verification (PA)** is sent **ELECTRONICALLY** by the College of Nursing following completion of the program **AND** after having done the required remediation following the ATI RN Comprehensive Proctored Examination and ATI RN Proctored Pharmacology, if needed.
4. Your application for licensure may be submitted to the Pennsylvania State Board of Nursing prior to completion of your educational program (90 days before program completion).
5. Be advised that most states require the reporting of a felony conviction which can delay or prohibit licensure.
6. No candidate will be admitted to the NCLEX examination unless he/she has satisfied all requirements of the law for eligibility, including the completion of an approved educational program.
7. If you need testing accommodations you will need to supply the documentation to the State Board of Nursing.
8. You will need to complete a 3 hour **“Recognizing and Reporting Child Abuse”** on-line course. There is a free, state approved on-line course that can be accessed via the link provided below. The name that you use to register for this course **MUST** match the name on your application to the State Board of Nursing!! It takes one to two weeks for them to let the SBON know that you have completed the course.

**After taking NCLEX, if they do not see your license online within 48 business hours of taking their NCLEX (assuming they completed their mandatory education 7-10 business days prior to taking their NCLEX) call and follow up with the PA Child Abuse phone line (their direct extension is: 717-605-0236, and press 4 to speak to a technician).**

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id= 2\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id= 2_1)

9. Starting June 2, 2018, applicants will be asked to provide a recent (within 90 days of your application date) Criminal History Records Check (CHRC) from the state police or other state agency for every state in which you have lived, worked or completed professional studies for the past 5 years.

## Applying for Licensure in Other States

**You must tell us exactly where you plan on applying for licensure – if you list multiple states on the grid we send around in class – we cannot assume one state over another.**

1. If you are applying for licensure in a state other than Pennsylvania, you may obtain information via the Internet. Addresses and telephone numbers for all state boards of nursing are available at [www.ncsbn.org](http://www.ncsbn.org), or you may Google the specific state board of nursing where you plan to apply for licensure.
2. You can download applications for some states; some states will mail the application directly to you. **Requirements vary from state to state**; the Undergraduate Program Assistant will assist you in the completion of the application as needed. **Each state has its peculiarities about form completion, attachment of photos, forms of payment, etc. Please read the instructions very carefully and follow the instructions precisely or your application may be returned to you.** Be advised that most states require the reporting of a felony conviction which can delay or prohibit licensure.
3. Please mail your application using US Postal Service **“return receipt requested”** or a private mail service that includes **tracking capabilities**.
4. **Transcripts can ONLY be requested by the student on-line or in person at the Office of the Registrar (Tolentine 2<sup>nd</sup> floor). When requesting transcripts ask that your “final degree is posted”. Final transcripts will not be available until after final grades have been posted.** If a student has a financial hold on his/her account, the University will not issue a transcript to any state boards of nursing.
5. Most state boards of nursing **will not** accept **FAXED** documents. **DO NOT request ESCRIPT TRANSCRIPTS.** If you need to send one then request a **paper copy in a sealed envelope**. If after returning home you send in your application to be completed it should either be scanned/emailed or sent via service mail.
6. **New York – you must submit Form 2 ONLY to the Undergraduate Office for completion. You must complete Side 1 of Form 2 before submitting to the Undergraduate Office. This application cannot be sent to NY prior to June 1<sup>st</sup> or September 1<sup>st</sup>. Line 7 – secondary education is your high school NOT Villanova.**

7. **New Jersey** – **YOU** must request a final/degree posted transcript from the Registrar’s office, addressed to the **NJ State Board** and sent to directly to **NJ**.
8. **California** – you should begin the application process **ASAP** as it takes a couple of months to process your application. After you graduate you will need to submit a **Request for Transcript form** & request that your transcript be sent to our office for submission. We will attach a letter documenting your Cell Biology course vs Microbiology.
9. **Illinois** – you can begin the application process at any time; however, like **NY**, we cannot submit your **Certification of Education (ED-NUR)** form prior to **June 1<sup>st</sup>** or **September 1<sup>st</sup>**.

### Applying for the NCLEX Examination

1. The NCLEX examination itself must be applied for **in addition** to your application for state licensure. The NCLEX testing vendor is Pearson Vue. **You MUST register on-line at [www.vue.com/nclex/](http://www.vue.com/nclex/) and pay with a credit or debit card (\$200.00) and also provide an e-mail address.**
2. When both the NCLEX registration is complete **AND** the state board of nursing licensure application has been received and approved by the respective state, **an Authorization to Test (ATT) letter will be sent to you by Pearson Vue via e-mail.**
3. After the Authorization to Test is received, you may then go on-line again to Pearson Vue and select a date and time at a testing center of your choice. Candidates may test at any center located throughout the United States. Locations of testing sites are available from Pearson Vue’s website: [www.vue.com/nclex/](http://www.vue.com/nclex/) . The website also provides an on-line NCLEX tutorial and an on-line tour of the testing center.
4. The candidate may take the NCLEX examination in any location regardless of which state the candidate has applied to for licensure.
5. As part of the security and candidate identification process, you will be expected to present one form of identification that includes a recent photograph (e.g., driver’s license, passport). **The name on your ID MUST match the name on the ATT.** In addition the center will fingerprint you and employ palm vein pattern recognition technology. Detailed instructions are available in the 2016 NCLEX

Examination Candidate Bulletin available on the Pearson Vue website.

6. Candidates are **NOT** permitted to wear Fit Bit or Apple Watches during the examination.

## Temporary Practice Permits

In order to work in clinical nursing after graduation some hospitals/states require student to be licensed **BUT** some will allow you to work, before licensure, with a temporary practice permit. In Pennsylvania, the temporary practice permit (TPP) is part of the application for licensure. If you are applying for licensure only, the fee is \$35; if you are also applying for the TPP, the fee is an additional \$35. Letters indicating an individual's status (e.g., will complete the degree requirements on day, year) are available on request from the College of Nursing for other states. Please contact the Board of Nursing in the appropriate state for temporary practice permit requirements.

## Pointers for NCLEX Preparation

1. Study, study, study!
2. Take a review course or two!!
3. Complete a minimum of 3000 – 4000 NCLEX style questions; complete 7000 – 8000 questions if English is your second language. Questions on the computer (e.g., ATI) will provide you with the most realistic simulation of the testing format.
4. Take the exam within 60 – 90 days of graduation (after adequate preparation).
5. Be as informed as possible about the test site, the computer process, and the format of the questions.
6. Please access the following website to learn information about the test plan and Computer Adaptive Testing and the test site experience [www.vue.com/nclex/](http://www.vue.com/nclex/).
7. If you are not successful with your first NCLEX examination—you must wait a minimum of 45 days before you retest. You should also notify ATI so that you can register for a Virtual ATI review.
8. **If a student does not pass the required standardized cumulative test (ATI) at a satisfactory level prior to graduation and/or does not complete the mandated remediation, the student's application**

**for licensure may be delayed by the Program Director.**

***We wish all of you much success as future VILLANOVA NURSES!***

Rev: 06/18



# STUDENT UNIFORMS

## Nursing Laboratory Appearance

Students in the sophomore nursing courses are expected to adhere to the appearance policy. The attire, equipment and appearance are to be maintained in each laboratory. Failure to appear properly prepared for the laboratory may be cause for dismissal from an individual laboratory session. Professional attire is required in the laboratory as well as the live clinical setting.

- Name pin.
- Low or medium heeled shoes which provide good support and reflect OSHA safety requirements.
- Watch with second hand or digital second read out - for fall semester (inexpensive).
- Stethoscope with bell and diaphragm - for fall semester.
- Pen, pencil and laboratory manual.

## Clinical Laboratory / Agency Appearance

The student uniform identifies Villanova University M. Louise Fitzpatrick College of Nursing students to patients, staff, and the public in the clinical setting. As a representative of the College of Nursing and recognizing the importance of maintaining a clean environment for patient care, students are expected to adhere to the following regulations. **Faculty will ask students to leave the clinical area if appearance is not appropriate and the student will be required to make-up the experience that has been missed.**

Each student purchases two uniforms, one name pin, one pair of navy or black leather shoes that can be wiped clean and a watch with a second hand. Each student is responsible for obtaining his/her uniform. Each student purchases additional uniforms, shoes, and other equipment when necessary. The uniform is not to be worn unless in clinical or commuting back and forth to clinical unless specific permission has been given to do so. [Example: service project]

### *Full Uniform*

- The uniform is an approved white tunic top with insignia and navy-blue slacks.
- For those who prefer to wear short or long sleeves under the tunic top, the shirt must be all white with a rounded/crew neckline. No jacket or sweater can be worn over the tunic top.
- When in community and psychiatric clinical courses, clinical attire may be either the clinical uniform or business casual as designated by the facility and clinical faculty.

- The uniform must fit well and be in good condition. It should be clean and freshly pressed daily.
- If a skirt must be worn, the skirt must be approved by the Undergraduate Program Director and the length of the skirt must be at least in the middle of the knee.
- The name pin must be worn at all times.
- White socks/stockings must be worn.
- Shoes must be navy or black and made of material that can be wiped clean. Shoes should have a low or medium heel (no ripple soled wedges). Shoes must have a closed toe and closed backs. Suede or cloth materials are not acceptable. Athletic or recreational footwear is not appropriate for the clinical area. Shoes and shoelaces should be clean and in good condition.
- A watch with a second hand or digital second read-out must be worn.
- Black ball point pens and a stethoscope are required.

### *Professional Appearance*

- Hair should be a naturally-occurring color, neat, simply styled and should not touch the collar of the uniform. Long hair should be tied or pinned up appropriately. All hair should be away from face.
- Fingernails should be short and nail polish should not be worn. Artificial nails are not permitted.
- Jewelry: rings other than smooth wedding bands may not be worn when in the clinical area. Medals or chains should not be evident outside the uniform. The student may wear one pair of small post earrings in the clinical area; facial and tongue piercings are not permitted.
- Make-up should be used in moderation.
- Male students should be clean shaven or have neatly trimmed beards or moustaches.
- Body art must be concealed with make up or clothing.

### **College of Nursing Pin**

All graduates of the College of Nursing are eligible to purchase and wear the school pin. The pin design is the seal of the University in gold surrounded by a border of blue enamel on which the designation Villanova University, College of Nursing is inscribed in gold letters, together with the founding date of the College.

During the spring semester, the vendor through whom orders are made comes to the College of Nursing. Senior students will be notified of dates and times. It is the student's responsibility to order the pin and arrange payment with the vendor, who will deliver them prior to commencement.

RN-BSN students who wish to order a pin and have it shipped to their home should contact the company representative, Mr. Paul Olsen, at (877)407-4647 or via email at [paul.olsen@balfour-rep.com](mailto:paul.olsen@balfour-rep.com).

The pin is to be worn on the nursing uniform. An exception to this is made if students choose to wear the pin on their academic robes at commencement. Purchase of the school pin is optional.

## **RESOURCES AND FACILITIES**

### **Simulation and Learning Resource Center**

The Simulation and Learning Resource Center (LRC) in the M. Louise Fitzpatrick College of Nursing provides labs and services that augment and enrich the educational program. In addition to special assignments and laboratories associated with courses, students are advised to use this center on their own initiative to review and practice nursing skills. Use of this center is restricted to students of the College of Nursing.

The Simulation and Learning Resource Center is located on the lower level of Driscoll Hall and houses patient unit equipment and health promotion materials. The Center is staffed by a full-time R.N. Director, two Simulation/Lab Coordinators, one Nursing Simulation Operations Specialist, and one part-time Clinical Skills Specialist, and work/study and graduate students. Weekday and early simulation evening hours are posted on the website. The facilities of the Simulation Center are used in conjunction with undergraduate/graduate nursing course work and continuing education to enhance individual student learning.

### **Clinical/Simulation Laboratories**

The Simulation Center is one of the finest laboratory complexes in the country. It is composed of state-of-the art labs including: two ten-bed Basic Practice labs, one six-bed Adult Health lab, one six-bed Maternal Child Health lab, one six-bed Critical Care lab, four standardized patient rooms, one ten-bed Health Assessment lab, one OR/Anesthesia room, two Clinical Scenario labs, and a Community Home Health lab. In each of these labs, students can learn and practice skills to develop their proficiency. Students will progress through the various labs as they advance through the curriculum. Each lab space is modeled after the current clinical environment and has technology to observe live and record simulation sessions. Simulation experiences may include but are not limited to using task trainers, standardized patients, human patient simulators (computerized manikins), and hybrid experiences (a blending of two or more simulation methodologies). Some of these experiences are digitally recorded and archived for evaluation, feedback and

mentoring purposes.

Confidentiality is an essential component of the learning process with simulation. Students are asked not to discuss events of simulation(s) or debriefing(s) with other students. Further, as educational leaders, the College of Nursing may share its experiences and expertise with members of outside institutions who may occasionally visit Villanova's simulation labs to observe the educational, administrative and technical aspects of simulation learning. During observations by external professionals, neither students nor faculty are identified nor are individual student evaluations shared.

Feel free to contact Arlene Solnick, Director of the Simulation and LRC with questions or feedback. [arlene.solnick@villanova.edu](mailto:arlene.solnick@villanova.edu).

## **Student Regulations for the Simulation and Learning Resource Center**

The Simulation and Learning Resource Center (LRC) is exclusively for the use of nursing students or students enrolled in nursing or nutrition courses. Since the LRC is expected to be used as an academic learning center, not a student lounge, eating, loud talking and nonacademic activity is not permitted.

### **Audio Visual Programs**

Most audio/visual programs required for courses are licensed and placed on Blackboard for review. Other resources are available as needed in Falvey Library.

Students must have the catalog reference number, title and format of the program they wish to view obtained from the Library website.

### ***Nursing Skills Development***

Graduate Assistants/Tuition Scholars will be available by appointment during posted hours for students who are required to complete lab make-up or skill reinforcement.

Students may also practice skills at other times. Graduate students are available at posted times to support student skill development and practice. Students may sign up at the window of Room 5 on the ground floor or from a link on the College website.

Peer mentors are available to freshmen and sophomore students for deliberate practice of certain required skills. Hours of availability are posted on the Room 5 window.

## *Sign-out Policy*

LRC health promotion materials are available for sign-out. Some lab items, e.g., blood pressure cuffs, may be available at faculty request. All materials must be returned promptly after use. **Loss or damage to equipment will be charged to the student.** Grades will be withheld until borrowed materials are returned.

## **Writing Center**

The Writing Center is available in Falvey Library. Walk-in or appointment assistance is available according to the schedule on the Writing Center's website Peer tutors will work with students at any stage of the writing process from brainstorming ideas, to evaluating first drafts, to proofreading for grammar and punctuation errors.

[http://www1.villanova.edu/villanova/provost/writingcenter.html?mail=alan.pic\\_hanick@villanova.edu&xsl=bio\\_long](http://www1.villanova.edu/villanova/provost/writingcenter.html?mail=alan.pic_hanick@villanova.edu&xsl=bio_long).

## **Mathematics Learning and Resource Center (MLRC)**

The MLRC is a place where students can:

- get free tutorial help with their freshman/sophomore level math classes.
- work on projects and assignments in groups.
- use the MLRC computer lab for Maple, Minitab and Excel projects.
- use computer programs to refresh in Algebra, Trigonometry, Calculus, and Statistics.
- watch videotaped lectures from our mathematics video-tutorial library.

<http://www1.villanova.edu/villanova/provost/mlrc.html>.

## **The Patricia B. and Gary M. Holloway University Counseling Center**

The Patricia B. and Gary M. Holloway Counseling Center, located in the Health and Wellness Center, helps students deal with personal concerns and decisions. A student need not have a major problem to seek counseling. It is a sign of healthy functioning when a person seeks help in making important decisions. The following services are available at the Counseling Center:

- **Individual Counseling for Personal Development.** Counseling helps locate problem areas, provides emotional support during difficult periods offers an outsider's perspective on family difficulties, helps people to change self-defeating habits and attitudes, and increases awareness of alternative, productive behaviors.

- **Study Skills.** Some difficulties with effective learning stem from inefficient study methods and/or reading skills. The Counseling Center provides instruction and counseling to help students discover desirable learning strategies. Classes are offered to develop and enrich reading and study skills. The student receives no grade for these classes, and registration in them is voluntary.
- **Group Programs.** Group programs are offered depending on demand and interest. Those interested in forming a theme group should contact the Counseling Center.
- **Consultation Services.** The Counseling Center consults with clubs, organizations and with faculty and administrators to promote optimal functioning.

Except in emergencies, appointments are required and can be scheduled either by phone (610-519-4050) or by coming to the Counseling Center in the Health Center. Students may request a specific counselor. For additional information, <http://www1.villanova.edu/villanova/studentlife/counselingcenter.html>

## Office of Learning Support Services

Office of Learning Support Services (LSS) offers students a variety of academic support services that are designed to help students maximize their academic success. Students of all abilities, including successful students who want to enhance their academic skills and students who are struggling, are encouraged to use the services of LSS.

In order to obtain accommodations, students must register with the Office of Learning Support Services by submitting current documentation. To ensure confidentiality, students must complete a Request for Accommodation Form each semester at Villanova to receive accommodations during that semester. Nothing can be shared with the professors without permission. Call or email the office for an appointment. For additional information, visit the website. <http://www1.villanova.edu/villanova/provost/learningsupport.html>.

## Office of Disability Services

The Office of Disability Services (ODS) is the primary office at Villanova University with specialized knowledge and experience in physical disability issues. ODS also advises faculty on the policies and procedures relevant to students with disabilities and acts as a general information and referral service on disability issues.

Students with identified disabilities have been admitted into Villanova University by the same criteria as other students and they have met the same

rigorous standards for admission. For more information, visit the website.  
[https://www1.villanova.edu/villanova/studentlife/be\\_empowered/disability\\_services.html](https://www1.villanova.edu/villanova/studentlife/be_empowered/disability_services.html)

## **Student Health**

The Student Health and Wellness Center is open 24 hours a day to attend to the health care needs of students. The types of cases treated in the Health Center are those that are usually treated at home by the Primary Care Provider. The Health Center has facilities for in-patients when this is required. Health Center care is furnished free of charge, but the student is required to pay for certain medications and immunizations.

If it becomes necessary to require specialists in consultation, the cost is the responsibility of the student.

<https://www1.villanova.edu/villanova/studentlife/health/center.html>.

## **Office of Financial Assistance**

Villanova's Office of Financial Assistance is designed to provide assistance to qualified students in order to help them attend the University. The term "financial aid" includes Villanova University scholarships, grants, student loans, federal grants, state grants, and scholarships from outside sources such as corporations, unions, charitable trusts and service clubs. Villanova's Office of Financial Assistance is located on the second floor of Kennedy Hall.

Financial aid is granted on the basis of need and scholastic ability. For detailed information, see [www.finaid.villanova.edu](http://www.finaid.villanova.edu).

## **Air Force ROTC**

Villanova students are eligible to participate in the Air Force Reserve Officer Training Corps (AFROTC) through a cross-enrollment agreement with Saint Joseph's University. All Aerospace Studies courses will be held on the Saint Joseph's campus. The AFROTC program enables a college student to earn a commission as a Second Lieutenant in the U.S. Air Force while concurrently satisfying requirements for his/her baccalaureate degree. Detailed information may be obtained from the Professor of Aerospace Studies, AFROTC Det 750, Saint Joseph's University, Philadelphia 19131, Major Timothy Johnson 610-660-3196.

## **Army ROTC**

Villanova students are eligible to participate in the Army Reserve Officers' Training Corps (ROTC) Program through a partnership agreement with the

Widener University Department of Military Science. Army ROTC offers students the opportunity to graduate with a college degree and a commission in the United States Army, Army National Guard or United States Army Reserve.

Most Army ROTC classes are conducted on the Villanova University campus. The Army ROTC Program involves undergraduate courses typically taken over a four-year college career, with the Basic Course during the freshman and sophomore years and Advanced Course during the junior and senior years. Students may enroll in the Basic Course without incurring any military or financial obligation (unless under scholarship) and may withdraw at any time, subject to Villanova University's course withdrawal policy. The Army Professor of Military Science may grant Basic Course credit to prior enlisted Soldiers, allowing lateral entry into the Advanced Course at the junior year. The Basic Course requirements may also be satisfied through attendance at a 4-week Army ROTC Basic Camp at the end of the sophomore year. Students enrolled in the Advanced Course receive a stipend of \$450 per month and may incur an active duty obligation of up to three to four years. National Guard and Reserve Forces options are also available. Advanced Course Cadets attend a 5-week Advanced Camp the summer between junior and senior years. Nursing students will also attend a 3-week Nurse Summer Training Program in a clinical setting at a Military Medical Treatment Facility.

Nursing students who complete the Army ROTC program, obtain their Nursing Degree, and pass their NCLEX Examinations are commissioned into the Army Nurse Corps.

Army ROTC scholarships are available on a competitive basis. Scholarships pay full tuition and mandatory fees, a \$1,200 yearly book and school supplies subsidy, and a stipend of \$450 per 10-month school year.

The 4-year national scholarship application window is open between June and January of the high school senior year. Applications for the campus-based 3-year, 2.5-year and 2-year Army ROTC scholarships must be submitted through the ROTC unit the semester prior to the scholarship's start.

Applications for attendance at the Army ROTC Basic Camp must be submitted early in the sophomore year.

Detailed information may be obtained from the Army ROTC Recruiting Operations Officer, Widener University, 610-490-7035 or <http://www.widener.edu/rotc>.

## **Navy ROTC**

Villanova University, in a long-standing relationship with the United States



Navy, maintains one of over 75 Naval Reserve Officer Training Corps units in the United States. The objective of the Unit is to educate prospective officers for the Navy and Marine Corps and commission program graduates as Navy Ensigns or USMC 2<sup>nd</sup> Lieutenants. These commissions are awarded upon successful completion of the NROTC training program, prescribed naval science courses and graduation from the University. These commissioned officers will serve on active duty for a period of four to nine years, depending upon warfare specialty.

Participation in the NROTC Unit is through either the Scholarship or College Program, as either a Navy Nurse, or USMC option midshipman. Students in the NROTC Scholarship Program (national selection competition) receive a substantial subsidy from the Navy, including full tuition, a book stipend, and a monthly subsistence allowance. They participate in three summer cruises on board various Navy ships, submarines, squadrons and installations, USMC units and installations, or Navy hospitals. The nature of summer training is dependent on the program option.

NROTC College Program students (Non-Scholarship) apply directly to the Villanova NROTC Unit. Students can apply at any point in time but must begin training at the beginning of an academic year to participate in the program. In other words, students who apply mid-year will start the program the following academic year but may begin taking the academic Naval Science courses prior to commencing training in the program. College Program applications are approved by the Professor of Naval Science. Students in the College Program receive no government subsidy until their junior and senior years, during which they receive a monthly subsistence allowance and participate in a summer cruise. However, prior to that a limited number of scholarships are available each year to those NROTC College Program students who stand at or near the top of their College Program class in terms of overall academic performance and aptitude for commissioned service. The Professor of Naval Science nominates College Program students for these scholarships with the selection being made by the Chief of Naval Education and Training (CNET). These scholarships are three- and two-year scholarships depending on how many years are remaining in the student's academic curriculum.

All Scholarship and College Program students may select any major at the University. Midshipmen at Villanova study in a wide variety of majors in engineering, arts, sciences, business, and nursing. Detailed NROTC information may be obtained from the Naval Science Office, Room 103, John Barry Hall. <https://www1.villanova.edu/villanova/artsci/nrotc.html>

**NOTE:** Applications for the NROTC Program are not relieved of the necessity for payment of the registration deposit required by their letter of acceptance for admission to Villanova University.

## **Student Organizations**

The M. Louise Fitzpatrick College of Nursing encourages students to become involved in University-wide spiritual, professional, academic, social and athletic activities to enhance their growth throughout the educational experience. Among the activities available to students in the College of Nursing are SNAP, UNS, and Chi Eta Phi. Each of these organizations provides a unique opportunity for all undergraduate nursing students to become involved in various facets of university life and its governance. The University Senate provides for a student representative from the College of Nursing.

### ***Undergraduate Nursing Senate***

The Undergraduate Nursing Senate (UNS) is a student-run organization working in cooperation with the Office of the Dean. Undergraduate representatives across all years are committed to strengthening the high quality nursing education and activities, programs, and services that advance the development of students. UNS acts as a liaison between the Board of Consulters, College administration, faculty, and students by engaging in productive discourse, evaluating initiatives, and collaborating on solutions to address any needs within the College to promote the best interests of the undergraduate students of Villanova University College of Nursing.

The Executive Committee of the UNS consists of voting members comprised of: students, all of whom must be in good academic standing, and full-time faculty member. The Executive Committee consists of a President, Vice-President, Secretary, and Treasurer. All student members of the Committee and class representatives are elected by the undergraduate student body.

Committees are formed throughout the year as required to meet the needs of the organization. UNS student representatives also serve on College committees and become active participants in the setting of policies and procedures in the College of Nursing.

Student-faculty committees on which students may serve include:

- Academic Standing and Records - 2 representatives (policy only)
- Admissions & Recruitment - 2 representatives
- Curriculum - 1 representative
- Learning Resources - 1 representative
- Public Relations - 1 representative
- Research & Evaluation - 1 representative
- Scholarship & Awards - 1 representative (policy only)
- Learning Resources - 1 representative

- Facilities Committee – 1 representative

***The National Student Nurses' Association, The State Student Nurses' Association of Pennsylvania (SNAP), and Villanova University's Chapter of the Student Nurses' Association of Pennsylvania (SNAP-Villanova)***

The Student Nurses' Association has three levels which comprise a national (NSNA), state (SNAP), and local chapter (SNAP-Villanova) level. Villanova University is known for leadership and involvement at each level and is one of only a few nursing programs to have earned national Stellar School designation from NSNA. SNAP-Villanova has been recognized with national, state and university awards for excellence related to its activities, student leaders, and advisor. Membership in NSNA [www.nsna.org](http://www.nsna.org) automatically brings membership in the state SNAP. Membership in the chapter (SNAP-Villanova) is additional. Although dues are paid for NSNA/state SNAP and SNAP-Villanova membership, no Villanovan is ever turned away because of inability to pay membership fees.

The National Student Nurses' Association (NSNA) is the largest independent undergraduate nursing student organization in the USA and has a membership of over 60,000 nursing students. NSNA offers opportunities for leadership, learning, professional development and networking. Benefits of membership in NSNA include: Career development conferences and workshops, online and social media communications, Imprint (the official association publication, written by nursing students), Career Planning Guides, scholarships, health and malpractice insurance, and networks of nursing students, faculty advisors and other nursing leaders throughout the country. NSNA hosts 3 major conferences per year. NSNA's annual convention each spring offers students the opportunity to elect NSNA's student leaders who serve 1 calendar year, and to participate in the House of Delegates, which serves as a national student congress addressing issues related to nursing, nursing students and health care. The convention includes a large Exhibit Hall where nursing students can meet potential employers for externships and/or jobs after graduation and to see the latest publications and products related to nursing students. Over the years, many Villanovans have served at the national level, including in the role as President of the NSNA and as leaders of important committees. The Mid-Year Conference, held each fall, brings members together for a special focus on career development. Each summer students gather in New York City for NSNA's National Leadership Workshop.

Membership dues for NSNA include membership in the state Student Nurses' Association of Pennsylvania (SNAP). Information about the state SNAP's many activities can be found at [www.snap-online.org](http://www.snap-online.org). Benefits include professional development, leadership and networking opportunities throughout Pennsylvania. The Annual SNAP State Convention, Insight (the state

newsletter), leadership workshops and scholarships are among the benefits. The state convention brings together members from chapters across Pennsylvania. Like NSNA's convention, the state convention includes a student House of Delegates which considers issues related to nursing students, nursing and health. Each year Villanova's Legislative Committee authors and presents a resolution about a health-related topic to the House of Delegates at both the state and national levels. The state SNAP also sponsors an annual leadership workshop (LEAD) for freshmen and sophomores and a Capitol Hill Step by Step program in Harrisburg, the Capital of Pennsylvania. The program introduces nursing students to state government and policy. Villanovans have served on the state board each year for over 30 years in every role including President. Villanova has also been recognized by the state SNAP with nearly every award including the highest awards of Most Outstanding Chapter in Pennsylvania, Outstanding Community Health Project, and Outstanding Advisor.

Villanova's chapter of the Student Nurses' Association of Pennsylvania (SNAP-Villanova) is dedicated to education, professional development, service, and the formation of networks and friendships. One of the most diverse groups on campus, SNAP-Villanova welcomes members from ALL undergraduate nursing programs at Villanova (generic, transfer/alternate program, BSN Express and international). The chapter is led by a 22 student Board of Directors elected by the members. Chapter dues (\$20 per year) are separate from NSNA dues and help support the chapter's many service projects, large delegations of members to state and national student nurses' conventions, and the refreshments provided at nearly all chapter meetings. In addition to awards at the national and state level, SNAP-Villanova has been recognized by Villanova University as the "Most Nationally Recognized Student Organization," as well as for advisement. SNAP-Villanova's activities include: twice monthly meetings which feature an outstanding speaker, refreshments, opportunities for members to meet nursing students and student leaders, opportunities to be part of Villanova's delegations to state and national conventions, and such service projects as working with children at Philadelphia public schools and Philadelphia's Ronald McDonald House with families of seriously ill children. SNAP-Villanova has a special collaborative relationship with Villanova's football team. The groups work together in projects with school children, for the annual Joining Forces Military Appreciation program and football game, and for the Coach Andy Talley Bone Marrow Donor Drive.

Incoming students receive information about joining NSNA-SNAP and SNAP-Villanova. However, undergraduate nursing students can join at any time through the NSNA website [www.nсна.org](http://www.nсна.org) for national/state membership and by coming to any chapter meeting. The SNAP-Villanova office is located in Room 229 Driscoll Hall. There is a bulletin board which posts upcoming events. During the academic year, SNAP-Villanova's student officers offer a

welcome and information session during SNAP-Villanova's office hours.

### ***Chi Eta Phi Sorority***

Villanova's Theta Delta Beta Chapter of Chi Eta Phi Sorority was chartered on April 1, 2006. Chi Eta Phi is a professional organization for registered professional nurses and student nurses (male and female) dedicated to its mission of "Service for Humanity." Chi Eta Phi sponsors programs that focus on health promotion, disease prevention, leadership development, mentoring, recruitment and retention and scholarships. To be a member, one must be enrolled at Villanova University for two consecutive semesters with a minimum of 30 semester hours and must be in good academic standing.

### ***Nurses Without Borders***

Villanova Nursing Without Borders (NWB) is an on-campus organization that addresses social injustices surrounding health care. Started in 2011, Villanova NWB serves as a foundation from which Villanova students can tackle injustices within the health care system. At the heart of NWB is a desire to move beyond weekly service opportunities and effect lasting change by creating sustainable partnerships with community organizations, both locally and internationally. The group focuses on sustainable projects in the community and promoting social justice through local and international projects, education, and advocacy.

### ***Student Government Association (SGA)***

The Villanova University Student Government Association represents the voice and interests of the entire undergraduate body in all matters, working in concert with the Board of Trustees, administration, faculty, and staff. Interviews for committee membership are held every fall and spring semester. To run for elected office for the upcoming academic year, there is an information session which must be attended during Spring Semester. For additional details, visit the website.

[http://www1.villanova.edu/villanova/studentlife/be\\_engaged/student\\_involvement/leadership/servant-leadership-opportunities/sga.html](http://www1.villanova.edu/villanova/studentlife/be_engaged/student_involvement/leadership/servant-leadership-opportunities/sga.html).

### ***Honors and Awards***

The College of Nursing encourages the pursuit of academic excellence and recognizes its students through various honors and awards such as membership in Sigma Theta Tau International Honor Society for Nursing, The Myrtle Feigenberg Scholarship, and the Distinguished Alumni Award. Certificates of Recognition are awarded to seniors who have made significant contributions to the College through committee work and participation in nursing organizations. Graduating seniors who have distinguished themselves

academically are recognized through the appropriate designation of cum laude, magna cum laude and summa cum laude which is noted on the diploma. The M. Louise Fitzpatrick College of Nursing Medallion is awarded to an outstanding senior and an alumni award is bestowed on a member of the graduating class each year.

### ***Sigma Theta Tau International Honor Society***

Sigma Theta Tau International Honor Society for Nursing (STTI) is the only international honor society of nursing. The Alpha Nu chapter was established at Villanova in 1966 to recognize superior achievement, leadership, high professional standards, creative work, and commitment to the high ideals of the nursing profession among nursing students. Research grants, conferences, publications, films, exhibits and awards are extended nationally by STTI. At Villanova, membership is an honor conferred on students by invitation. This follows a committee review of qualified students.

Undergraduate candidates for STTI must:

- Have completed at least one-half of the required nursing component of the baccalaureate curriculum
- Have achieved an overall grade point average of at least 3.0
- Rank in the upper 35% of the class
- Meet the expectation of academic integrity

RN-BSN students are considered separately. They must:

- Have completed 12 credits at Villanova
- Have achieved a GPA of 3.0
- Rank in the upper 35% of the class
- Have completed one-half of nursing curriculum
- Meet the expectation of academic integrity

Students who meet these academic qualifications should apply in spring of their junior or senior years. Please see the counselors of Alpha Nu Chapter. In addition to academic achievement, candidates must show evidence of leadership ability, creative work and commitment to high professional standards. Two endorsements from faculty members at Villanova and/or any member of STTI are required. The final decision for membership is made by a vote of the members of Alpha Nu Chapter, Sigma Theta Tau, after recommendation from the Eligibility Committee.

For additional information, please contact the Undergraduate Faculty Counselor for Sigma Theta Tau in the M. Louise Fitzpatrick College of Nursing.

## **APPENDIX A**

### **POLICY ON CRIMINAL BACKGROUND CHECK FOR MATRICULATING STUDENTS**

#### **Purpose**

To establish a policy and standardized procedure for conducting criminal background checks on students matriculating into the College of Nursing at Villanova University.

#### **Rationale**

Current policies and regulations of health care facilities and regulatory bodies require that students participating in clinical experiences as part of their educational program have satisfactorily completed a criminal background check prior to engaging in clinical activities in order to help ensure patient safety. Clinical experiences are a required part of the educational program at the College of Nursing.

#### **Applicability**

This policy shall apply to all College of Nursing students who matriculate into College clinical courses and programs. The criminal background check required by this policy must be completed satisfactorily prior to beginning any clinical experiences, as determined in the sole judgment of the College of Nursing. Failure to complete a criminal background check satisfactorily in the sole judgment of the College will result in a student not being allowed to matriculate into any clinical nursing course or program. Completion of a criminal background check deemed satisfactory does not guarantee that every clinical facility will accept this assessment and allow the student to participate in clinical activities at this facility or that every state will accept the individual as a candidate for registration, permit, or licensure.

#### **Procedures**

All students matriculating into College of Nursing clinical courses or programs will be required to complete a criminal background check deemed satisfactory, in the sole judgment of the College of Nursing, as a condition of their acceptance into the nursing program or enrollment in clinical courses in the nursing program. An offer of acceptance or enrollment into any College of Nursing clinical program is not considered final until completion of the background check with results deemed satisfactory in the sole judgment of the College. Acceptance into College of Nursing programs may be denied or rescinded, or enrollment terminated at the discretion of the College based on

the results of a criminal background check.

Students must sign a form authorizing completion of a criminal background check performed by a consumer reporting agency authorized by the College of Nursing to perform such checks and must complete a Student Disclosure Form requiring information about previous convictions and/or guilty or no contest pleas to crimes, misdemeanors or other offenses.

Omission of required information of false or misleading information provided by the individual on the Student Disclosure Form or in any other communication with the College may result in denial or rescission of acceptance or enrollment, disciplinary action or dismissal at the sole discretion of the College without the need for any proceedings under the Code of Conduct or other University policies.

The College of Nursing will inform potential applicants and accepted students that criminal background checks are required by means of an announcement in the College Catalog, Student Handbook of the College of Nursing, College website or any other pertinent information materials.

If the background check report reveals information of concern which the College may deem not to be satisfactory, the College will provide the student with a copy of the report and the document “A Summary of Your Rights Under the Fair Credit Reporting Act”, and require the individual to provide a detailed written description and explanation of the information contained in the report along with appropriate documentation, including, without limitation, police reports. This information must be returned to the College of Nursing within 10 working days of the date of the communication sent to the individual.

The College, as represented by the Associate Dean and the Assistant Deans and Directors of the Undergraduate and Graduate Programs, will review the report, the student’s explanation, and any supplementary information and will consider factors such as: the nature and seriousness of the offense, the circumstances under which the offense occurred, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense was committed, whether the offense was an isolated or repeated incident, the length of time that has passed since the offense, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and accuracy of the information provided by the student. The College may consult the University’s General Counsel’s Office for advice and counsel.



If the College deems the background check information to be not satisfactory, acceptance or enrollment into the College's clinical courses or programs may be denied or an offer of acceptance rescinded. If a student's acceptance or enrollment is denied or rescinded based on the information obtained from a criminal background check report, the student will be advised of the name and address of the consumer reporting agency that furnished the report, and of the right to dispute the accuracy and completeness of any information contained in the report by contacting the consumer reporting agency directly.

If the College decides, based upon the individual's written description, explanation and documentation about information obtained in the criminal background check, that the results of the check are deemed to be satisfactory, the individual shall be informed that the College's positive decision is not a guarantee that every clinical facility will permit the student to participate in educational clinical experiences at that facility or that any state will accept the individual as a candidate for registration, permit, or licensure.

## **APPENDIX B**

### **DISCLOSURE OF STUDENT RECORDS**

Villanova University, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, has adopted this Student Records Policy to address the following issues with respect to education records: (1) disclosure of directory information; (2) confidentiality of personally identifiable information; and (3) student rights to inspect, review and seek amendment of their records. In general, education records are defined as records maintained in any form by the University that are directly related to a student.

#### **I. Disclosure of Directory Information**

Information concerning the following items about individual students is designated by the University as directory information and may be released or published without the student's consent: full name; student identification number; address (local, home or electronic mail); telephone number; photograph or video; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors and awards received (including Dean's List); most recent previous educational institution attended; participation in officially recognized University activities and athletics; and weight and height of members of athletic teams. Students who do not wish directory information to be released or made public must inform in writing the Office of the Registrar.

#### **II. Confidentiality of Personally Identifiable Information**

All personally identifiable information contained in student records other than directory information is considered confidential information. This information includes, but is not necessarily limited to, academic evaluations; general counseling and advising records; disciplinary records; financial aid records; letters of recommendation; medical or health records; clinical counseling and psychiatric records; transcripts, test scores, and other academic records; and cooperative work records. "Personally identifiable information" means that the information includes: (a) the name of the student; (b) the address of the student; (c) a personal identifier such as social security number; or (d) a list of personal characteristics or other information that would make the student's identity easily traceable.

The University will generally not disclose personally identifiable information to third parties without the written consent of the student. The signed and dated consent should specify the records to be disclosed, the purpose of the disclosure, and to whom the records are to be disclosed. However, personally

identifiable information may be disclosed, without the student's consent, to the following individuals or institutions, in accordance with FERPA, including in the following circumstances:

- To University officials (or office personnel ancillary to the officials) who require access for legitimate educational purposes such as academic, disciplinary, health or safety matters. University officials may include, without limitation, the Board of Trustees, the President, Vice Presidents, Deans, Directors, Department Chairs, Faculty Members, NROTC Commanding Officer, attorneys in the Office of the Vice President and General Counsel, Judicial Officers, Counselors, Resident Advisers, Coaches and Admissions Officers. University officials also include contractors, consultants, volunteers and other outside parties, such as an attorney or auditor providing services on behalf of the University for which the University would otherwise use employees.
- To the party(ies) who provided or created the record(s) containing the personally identifiable information.
- To officials of other educational institutions to which the student seeks or intends to enroll or where the student is already enrolled, for purposes related to the student's enrollment or transfer (on condition that the student upon request is entitled to a copy of such records).
- To appropriate federal, state or local officials or authorities, consistent with federal regulations.
- To the U.S. Attorney General (or designee) pursuant to an ex parte order under the U.S. Patriot Act in connection with certain investigations or prosecutions.
- To organizations conducting studies for, or on behalf of, educational agencies or institutions.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
- To parents of a student under the age of 21, where the information pertains to violations of any federal, state or local law or of any University rule or policy governing the use or possession of alcohol or a controlled substance, and the student has committed a disciplinary violation.

- In connection with the student's application for, or receipt of financial aid.
- To comply with a judicial order or lawfully issued subpoena (on condition that a reasonable effort is made to notify the student of the order or subpoena, if legally permitted to do so).
- In case of an emergency, to appropriate parties, including parents, to protect the health or safety of the student or other individuals, where the University determines that there is an articulable and significant threat to the student or other individuals.
- The disclosure of information concerning registered sex offenders provided under state sex offender registration and campus community notification programs.
- The outcome of a disciplinary proceeding to a victim of or alleged perpetrator of a crime of violence or non-forcible sex offense.
- The outcome of a disciplinary proceeding where a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and is determined to have violated the University's rules or policies.

If required under FERPA, the University will inform a party to whom a disclosure of personally identifiable information is made that it is made only on the condition that such party will not disclose the information to any other party without the prior written consent of the student.

### **III. Non-Education Records**

The following are not considered education records, and thus are not protected by FERPA and this policy:

- Employment records of students as University employees.
- Campus law enforcement records created and maintained by the Public Safety Office, in accordance with the requirements of FERPA.
- Records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in his or her paraprofessional capacity, and that are made, maintained, or used only in connection with treatment of the student and are disclosed only to individuals providing the treatment. These records may be reviewed, however, by a physician or other appropriate professional of the student's choice.

- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons, that are in the sole possession of the maker of the record and are not accessible or revealed to any other individual except a temporary substitute for the maker.
- Records that only contain information about a person after that person was no longer a student at the University and that are not directly related to the individual's attendance as a student (e.g., information collected by the University pertaining to accomplishments of its alumni).
- Grades on peer graded papers before they are collected and recorded by a faculty member.

#### **IV. Inspection and Review Rights; Right to a Hearing**

A currently or previously enrolled student has the right to inspect and review his or her educational records. This right does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing, and may ask for, but not require, the reason for the request. The University will comply with requests to inspect and review a student's records that it has determined to honor within a reasonable period of time, but in no case more than forty-five days after the request was made.

Records to which students are not entitled to access include:

- Confidential letters and statements of recommendation placed in a student's record before January 1, 1975, or confidential letters and statements of recommendation to which students have waived their rights of access.\*
- Financial records of the parents of the student or any information contained in those records.
- Those portions of a student's records that contain information on other students.
- Those records listed in Section III above.

A student who believes that any information contained in his or her educational records is inaccurate or misleading, or otherwise in violation of his or her privacy rights, may request that the University amend the records. The student should first discuss his or her concerns with the individual responsible for the office where the records are maintained. If the student is not satisfied with the resolution, the student should contact the individual to whom that person reports. If still not satisfied, the student may contact the appropriate vice president or designee. The final level of appeal is a formal

hearing. To obtain a hearing, the student should file a written request with the Vice President for Student Life. The hearing will be conducted in accordance with the requirements of FERPA.

The substantive judgment of a faculty member about a student's work (grades or other evaluations of work assigned) is not within the scope of a FERPA hearing. A student may challenge the factual and objective elements of the content of student records, but not the qualitative and subjective elements of grading.

If as a result of a hearing the University determines that a student's challenge is without merit, the student will have the right, and will be so informed, to place in his or her records a statement setting forth any reasons for disagreeing with the University's decision.

Students have a right to file complaints concerning alleged failures by the University to comply with the requirements of FERPA and the implementing regulations.

\* Students may be invited but not required to waive their right of access to confidential letters of recommendation for admission, honors or awards, or employment. Failure to execute a waiver will not affect a student's admission, receipt of financial aid, or other University services. If a student signs a waiver, he/she may request a list of all persons making confidential recommendations.

Complaints should be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-5901. Students are encouraged to bring any complaints regarding the implementation of this policy to the attention of the Vice President and General Counsel.

## **APPENDIX C**

### **PROCEDURE - BLOOD BORNE PATHOGEN EXPOSURE INCIDENTS**

#### **Purpose**

To establish a standardized procedure to protect students from exposure to blood borne pathogens and to manage any unanticipated or inadvertent exposure to blood borne pathogens during educational experiences in the M. Louise Fitzpatrick College of Nursing at Villanova University.

#### **Rationale**

Students enrolling in academic nursing programs participate in invasive or exposure prone procedures, such as the provision of clinical care to patients in health care facilities. The educational program prepares students to practice in the safest possible manner to prevent exposure. However, in the event of an unanticipated or inadvertent exposure the procedures outlined here will provide the most current approach to the protection of student health.

Blood borne pathogens are potentially infectious materials, including Hepatitis B virus (HBV), Human immunodeficiency virus (HIV) and hepatitis C virus (HCV). Such infectious materials may be found in all human body fluids, secretions, and excretions, except sweat.

Exposure to blood borne pathogens may be unanticipated or inadvertent exposure via eye, mouth, other mucous membrane, non-intact skin, or parenteral contact (such as a needle stick) with blood or other potentially infectious materials.

#### **Procedures**

All students enrolled in College of Nursing programs with a clinical component are required to be immunized against Hepatitis B Virus (HBV).

All students are required to practice standard precautions when caring for patients and take reasonable precautions to prevent exposure to blood borne pathogens through the use of standard precautions and personal protective equipment, such as gloves, masks, gowns, etc.

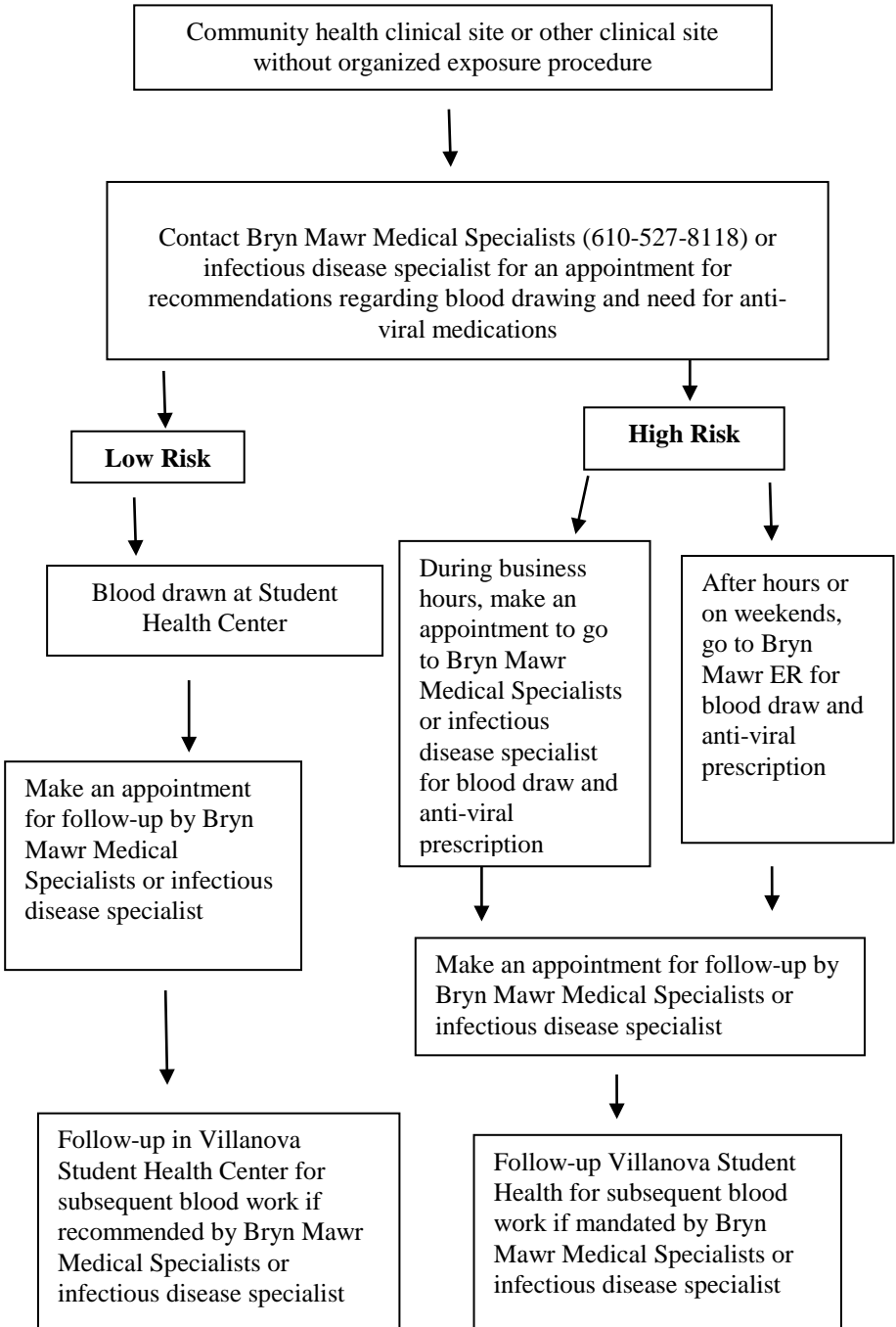
- Management of exposure incidents will conform to the following standards:

- Following a suspected or known exposure incident, the student should immediately report the incident to the faculty member responsible for the clinical experience in which the exposure incident occurred. The responsible faculty member should immediately report the incident to agency personnel and the appropriate Assistant Dean. If the Assistant Dean is not available, notify the Associate Dean or the Assistant Dean for College and Student Services. Faculty should document the incident in writing and forward a copy to the appropriate Assistant Dean.
- Testing of the exposed student should be done via drawing a blood sample **immediately** after an exposure incident. Testing is at the option of the exposed individual and will be done only after obtaining written informed consent in accordance with the procedure of the agency or institution. It is recommended that a blood sample for testing be drawn **immediately** after the exposure incident, even if a decision to consent to testing of the sample has not been made.
- The exposed student can request that the Source Individual be tested (with consent) for Blood Borne Pathogens. Faculty and the Assistant Dean, if necessary, should actively work with the appropriate clinical personnel to see that a request for the Source Individual to be tested is implemented. To the extent permitted by law, the College of Nursing will ask the clinical affiliate to provide the exposed student with information about the infectious status of the Source Individual.
- If an exposure incident occurs while at a College of Nursing clinical affiliated site, such as a hospital, long-term care facility or other in-patient facility, the incident should be managed according to the procedures outlined in the attached **Chart A**.
- If an exposure incident occurs while at a College of Nursing clinical affiliated site, such as a community health or clinic site, the incident should be managed according to the procedures outlined in the attached **Chart B**.
- Any costs incurred and not covered by the student's health insurance are the responsibility of the student.





**Chart B**



## **APPENDIX D**

### **FACILITIES FOR INSTRUCTIONS AND PRACTICE**

A wide variety of clinical agencies are used for students experience in the junior and senior years. During the professional portion of the curriculum, theory and laboratory are directed by faculty members. Students are responsible for their own transportation to and from the various facilities utilized for clinical practice of nursing. Examples of agencies used include:

Albert Einstein Medical Center (Northern) - Philadelphia, PA  
Abington Memorial Hospital, Abington, PA  
Belmont Center for Comprehensive Treatment - Philadelphia, PA  
Bryn Mawr Hospital–Main Line Health System - Bryn Mawr, PA  
Children's Hospital of Philadelphia - Philadelphia, PA  
Crozer Chester Medical Center-Keystone Healthcare System - Chester, PA  
Fox Chase Cancer Center - Philadelphia, PA  
Holy Redeemer Nazareth VNA - Philadelphia, PA  
Hospital of the University of Pennsylvania - Philadelphia, PA  
Jefferson Home Health - Bryn Mawr, PA  
Lankenau Hospital- Main Line Health System - Wynnewood, PA  
Mercy Hospital of Philadelphia - Philadelphia, PA  
Paoli Hospital - Paoli, PA  
Penn Care at Home - Philadelphia, PA  
Pennsylvania Hospital - Philadelphia, PA  
Presbyterian Medical Center - Philadelphia, PA  
St. Christopher's Hospital for Children - Philadelphia, PA  
Thomas Jefferson University Hospital - Philadelphia, PA  
Veterans' Administration Medical Center - Philadelphia, PA

## NOTES