



**IUPUC**  
DIVISION OF HEALTH  
SCIENCES

UNDERGRADUATE HANDBOOK

2019-2022

# Table of Contents

<b>Welcome</b>	<b>4</b>
Purpose of the Handbook	
<b>IUPUC Division of Health Sciences Foundation</b>	<b>5</b>
Accreditation Status	
Division of Health Sciences Vision, Mission, and Core Values	
<b>Professional &amp; Technical Standards 6-8</b>	
Essential Abilities	
American Nurses Association (ANA) Code of Ethics for Nurses	
Community Health Workers Code of Ethics	
Students with Disabilities	
<b>Baccalaureate Programs Learning Outcomes 8-9</b>	
BSN Program Learning Outcomes	
CHA Program Learning Outcomes	
<b>Compliance Requirements</b>	<b>10-15</b>
National Criminal Background Check	
Drug Screen	
CPR Requirements	
HIPAA, OSHA, and other Training Modules	
Immunizations and Other Health Requirements	
Occupational Health	
Standard Precautions	
Health Insurance	
Liability Insurance	
<b>Other Requirements 15-16</b>	
Uniforms	
<b>Communication &amp; Computing 16-18</b>	
Use of Email as Official Correspondence with Students	
Writing Expectations	
University Information Technology Services (UITS)	
Confidentiality	
Use of Social Media	
<b>Academic Information</b>	<b>19-32</b>
Academic Difficulty	
Testing and Examinations	
Special Testing Situations	
Student Performance	

Class & Practicum Attendance  
Student Responsibilities  
Clinical Experiences  
BSN Integrated Testing  
ATI  
BSN Math Competency and Dosage Calculation  
IUPUC Adverse Weather Policy  
Class Assignments  
Academic Standing  
Academic Probation  
Withdrawal Policy  
Progression in Coursework  
Repeating Courses  
Leave of Absence and Refresher Courses  
Academic Misconduct  
Turnitin Statement  
Course Grade Appeals  
Chain of Command  
Dismissal  
Reinstatement after Dismissal

**Admission, Progression & Graduation (APG) Appeals 32-34**

Submission of Requests to Undergraduate APG Subcommittee  
Course Equivalency / Course Substitution / Alternative Credit  
Portfolio Review Process  
Portfolio Procedure

**Student Support Opportunities**

**34-36**

Distinction & Awards  
Scholarships  
Alumni Association  
Honors Program

**Graduation**

**36-37**

Intent to Graduate Form  
Diploma  
Cap & Gown  
BSN Pins  
Permanent Records

**Licensure**

**37-38**

NCLEX Review  
Photographs for Licensure  
Application Licensure

# Welcome to IUPUC Division of Health Sciences

On behalf of the faculty and staff of IUPUC Division of Health Sciences, welcome! You are embarking on a satisfying journey which will challenge you, excite you, and transform you in ways which are difficult to imagine at the start. You will have the opportunity to be a part of the lives of people at their most tender moments from birth through life's end, working on a professional trust relationship with all those you serve.

The responsibility which comes with this cannot be underestimated. Because of this professional trust relationship, the Division of Health Sciences:

1. Sets and upholds high standards for our students, in both didactic and clinical courses
2. Follows all the guidelines and compliance requirements needed for our students to maintain a safe client care environment:
  - a. Background checks
  - b. Physical Exam
  - c. Immunizations
  - d. Training and requirements
  - e. Policies and procedures which support a safe learning and client care environment

In this handbook, we have strived to communicate these things in a clear manner.

The Division of Health Sciences includes the undergraduate programs of nursing and community health advocacy and a graduate program in nursing. This handbook is for students enrolled in the undergraduate programs of nursing (pre-licensure and post-licensure) and community health advocacy.

Once again, congratulations on beginning your journey in health sciences education.

## Purpose of the Undergraduate Student Handbook

The purpose of this handbook is to assist Division of Health Sciences undergraduate students in understanding more fully the policies, practices, and procedures of IUPUC Division of Health Sciences.

This handbook is not all-inclusive, nor does it replace the IUPUC Bulletin (<http://bulletins.iu.edu/iupuc/2016-2017/iupuc-pdf.pdf>). It also does not replace the Indiana University Code of Student Rights, Responsibilities, and Conduct (<http://www.indiana.edu/~code/code/index.shtml>), or any Division of Health Sciences course syllabus. In instances where there is a conflict between this handbook and any university or school document (i.e., Code of Student Rights, Responsibilities, and Conduct, syllabus, etc.), the university or school document takes precedence (<http://bulletins.iu.edu/iupuc/index.html>).

Efforts have been made to ensure the accuracy of the material in this handbook, however, some information is subject to change without notice. The curriculum may also change due to our ongoing effort to provide you with the best education possible. Please check with the IUPUC Division of Health Sciences academic advisors to inquire about changes and updates.

## **Accreditation Status**

The baccalaureate degree program in nursing at IUPUC is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

The IUPUC Simulation Center is accredited by the Society for Simulation in Healthcare, 2021 L Street, NW Suite 400, Washington, DC 20036, 866.730.6127.

## **Foundation of the Division of Health Sciences**

### **Division of Health Sciences Mission**

The mission of Division of Health Sciences at IUPUC is to positively influence the health of rural Indiana by educating all students to become learned health professionals who advance the science of healthcare in rural communities and evidence-based practice through translational research and outreach.

### **Division of Health Sciences Vision**

IUPUC Division of Health Sciences will help impact rural healthcare through leadership and scholarship, while maximizing the health and quality of life for the people of rural south-central Indiana.

### **Division of Health Sciences Core Values**

Collaboration, Integrity, Quality, Respect.

*Collaboration:* Create a vibrant relationship between students, faculty, clinical partners, and other stakeholders to create a community of scholars who work together in knowledge generation and dissemination, thus shaping healthcare practice and policy especially in rural communities.

*Integrity:* An environment which promotes honesty and trust aspiring the development of rural healthcare professionals who practice morally and ethically.

*Quality:* Continuous program improvement reflects our commitment for continued growth, measurement, and program outcomes which promote excellence in practice and leadership within a dynamic rural healthcare environment.

*Respect:* Nourish diversity among faculty, staff, and students within a mutually respectful and professional environment.

## **Professional and Technical Standards**

### **Essential Abilities**

The faculty has specified essential abilities (technical standards) critical to the success of students in the Division of Health Sciences programs. Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential abilities (technical standards) with or without reasonable accommodations.

1. Essential judgment skills to include, but not limited to: ability to identify, assess, and comprehend conditions surrounding client situations for the purpose of problem-solving client conditions and coming to appropriate conclusions and/or prioritized course of actions.
2. Essential physical/neurological functions to include, but not limited to: ability to use the senses of sight, hearing, touch, and smell to assess accurately and make correct judgments regarding client conditions and meet physical expectations to safely and competently perform interventions required in healthcare practice. Must be able to lift 50 pounds without assistance. Behaviors which demonstrate essential neurological and physical functions include, but are not limited to observation, listening, understanding relationships, writing, and psychomotor abilities consistent with course and program expectations. Excellent visual and auditory acuity is required. The Division of Health Sciences physical exam form must be completed prior to admissions to ensure essential physical/neurological functions.
3. Essential communication skills to include, but not limited to: ability to communicate effectively with fellow students, faculty, clients, families, and all members of the health care team. Verbal, non-verbal, electronic, and written skills will consistently demonstrate effective, professional communication. Minimum communication standards also include confidentiality related to healthcare organizations, fellow students, faculty, clients, families, and all members of the health care team.
4. Essential emotional coping skills to include, but not limited to: ability to demonstrate the mental health necessary to safely engage in the practice of healthcare as determined by professional standards of practice. Anger, lack of self-control, disengagement, lethargy, and labile mood are behaviors not conducive to quality care.
5. Essential intellectual/conceptual skills to include, but not limited to: ability to measure, calculate, analyze, synthesize, and critically evaluate in

order to engage competently in the safe practice of healthcare.

6. Essential culturally competent skills based on United States Department of Health and Human Services standards. A student must treat and care for all clients with dignity and respect without exception.
7. Other examples of essential behavioral attributes: ability to engage in activities consistent with safe practice free from the influence of any substance which may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in IUPUC Division of Health Sciences and as a developing professional healthcare provider.

### **American Nurses Association (ANA) Code of Ethics for Nurses**

Bachelor of Science in Nursing (BSN) students within the Division of Health Sciences will be held to the current version of the American Nurses

Association's Standards of Professional Performance and Code of Ethics:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>.

### **Community Health Workers Code of Ethics**

Community Health Advocacy (CHA) students within the Division of Health Sciences will be held to the current version of the American Association of Community Health Workers:

[https://www.in.gov/isdh/files/CHW\\_CodeofEthics\\_approvedfinalJune2008.pdf](https://www.in.gov/isdh/files/CHW_CodeofEthics_approvedfinalJune2008.pdf)

### **Students and Disabilities:**

The Division of Health Sciences must conform to the applicable federal, state and university policies, regulations and definitions regarding students with disabilities. These include:

1. Providing services which comply with external and internal policies and laws to qualified students through Adaptive Educational Services (AES).
2. Providing reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for students with disabilities upon a timely request from the student, unless such disabilities preclude the student from providing safe client care or complying with curriculum requirements.
3. Upholding academic standards in the context of these policies and services.
4. Assisting qualified students with disabilities by providing auxiliary aids and obtaining reasonable accommodations including modifications of

programs and courses which do not fundamentally alter the essential nature of the program, through collaborative efforts with AES and academic and service units of IUPUC.

5. Maintaining legally appropriate confidentiality for students with disabilities except where permitted by law.

Language requirements for English as a second language (ESL) students prior to admission into the Division of Health Sciences program: Students must demonstrate competency of the English language consistent with the writing and speaking standards established by the English for Academic Purposes (EAP) programs on the IUPUC campus prior to admission to the Division of Health Sciences programs.

## **BSN Program Learning Outcomes**

All students achieving a Baccalaureate of Science in Nursing will demonstrate the following end of program student learning outcomes:

1. A critical thinker who demonstrates intellectual engagement and uses evidence as a basis for clinical reasoning and decision making.
2. A culturally sensitive individual who provides holistic, individual, family, community, and population-centered nursing care.
3. A knowledgeable care coordinator who facilitates access to resources across the continuum of health care environments in order to meet the evolving health care needs of individuals, families, communities, and populations.
4. An individual who understands and considers the impact of health care policy, finance, and regulatory environments on care delivery.
5. An individual who embodies the professional identity of the nurse and who translates the inherent values of the nursing profession into the ethical and legal practice of nursing.
6. An effective communicator who collaborates with interprofessional team members, clients, and their support systems for improved health outcomes.
7. A competent care provider who is prepared to practice to the full capacity of the professional nurse role in diverse health care environments.
8. An accountable leader and manager who applies principles of systems and organizational processes and balances resources to promote



quality care and client safety.

9. An individual who embraces and employs innovations in information management and technology in the delivery of quality client care.

## **CHA Program Learning Outcomes**

All students achieving a Baccalaureate of Science in Community Health Advocacy will demonstrate the following end of program student learning outcomes:

1. Demonstrate ability to engage and teach individuals and groups in the context of diverse learning styles and cultural pluralism. Communicate thoughts, ideas, and information effectively using oral, written, and multimodal techniques; communicate effectively with interprofessional team members, clients, and their support systems.
2. Complete individual and team tasks on time and thoroughly; be able to facilitate and contribute to team meetings.
3. Demonstrate ability to assess needs, facilitate access to resources, and coordinate care across the continuum of health care environments; demonstrate reflective metacognitive practices.
4. Use technology to create effective white papers, presentations, and other forms of professional communication; use databases to access and evaluate contemporary issues and information in health and health advocacy; employ innovations in information management and technology in the delivery of quality health care.
5. Demonstrate professionalism through preparation, punctuality, engagement, ethical practices; be prepared for field experiences with professional attire, necessary materials, and positive attitude.
6. Demonstrate ability to develop professional and community connections to support client and community advocacy.
7. Demonstrate cultural sensitivity and provide holistic individual, family, and community education and care; utilize educational theory and research to provide teaching and learning practices that respect diverse people.
8. Demonstrate ability to explain biological, physiological, and social systems and processes that influence health and illness; demonstrate understanding of community health care systems; demonstrate ability to interpret impacts of health care policy, finance, and regulatory environments on health care delivery.

# Compliance Requirements

## National Criminal Background Check

Students currently enrolled in IUPUC Division of Health Sciences will be required to submit a national criminal background check upon admission and will be required to renew it annually. It is the responsibility of each applicant and student to pay the fee for the screening directly to CastleBranch. Each year, students will be required to submit their request for an updated national criminal background check report. The costs associated with the criminal background check will be the sole responsibility of the Division of Health Sciences student.

- *Fall admits* will be required to submit annually an updated criminal background recheck by August 1<sup>st</sup> of the following year.
- An updated national criminal background check will also be required for any student being readmitted or transferring to the program.
- Changes in the criminal background status must be reported to the Health Sciences division head within seven (7) working days. Failure of a student to alert the division head of a change in status within seven (7) working days may be grounds for termination from the program.

## Drug Screen

Due to the requirements of accrediting agencies and clinical nursing partners, students who accept admission are required to complete a drug screen. Please note students may be asked to submit to random drug screens anytime throughout their program. Positive drug screens may prevent a student from participating in clinical learning experiences. Proof of health care provider prescription is required if a student tests positive for controlled substances. Prescription drugs may or may not be used during clinical experiences. Please see the Traditional and Accelerated Track Director for additional information. Lack of participation could constitute course failure and potential for dismissal from the program. Positive drug screens for illegal substances may result in immediate dismissal from the program. The costs associated with the drug screen will be the sole responsibility of the Division of Health Sciences student.

## AHA BLS for Healthcare Providers Requirement

Current certification in cardiopulmonary resuscitation (CPR) is required and is the responsibility of the student. Students must be certified through an approved course or instructor. The approved course is the **American Heart Association (AHA) Basic Life Support for Healthcare Providers (BLS)**. IUPUC Division of Health Sciences offers this course once a year in the summer. Please check with your academic advisor for more details.

Current BLS certification must be maintained throughout the student's entire Division of Health Sciences program. Evidence of certification must be filed with the Division of Health Sciences prior to beginning or continuation of clinical experiences. Students must also file evidence of recertification prior to certificate expiration.

## **HIPAA, OSHA, and other Training Modules**

Several required training modules must be completed prior to the beginning of the Division of Health Sciences program and annually thereafter. Several required documents must be submitted to CastleBranch.

- Documentation of all training modules
- Current and complete immunization records
- Other health requirements

## **HIPAA**

All students are required to take HIPAA training through CastleBranch and follow all federal HIPAA privacy and safety regulations. Breaches of confidentiality will be reported as episodes of academic and professional misconduct, which will result in university sanctions that may include course failure or dismissal from the academic degree program. Breaches of confidentiality identified by IUPUC Division of Health Sciences will be reported to the clinical agency in which the breach occurred.

In accordance with the provisions of HIPAA, all information relating to individual patients must be removed when a patient's case presentation is documented in clinical logs, histories, physicals, case studies, etc. Many practices and agencies/institutions use electronic health records (EHRs). Students will need to identify the processes for obtaining access, documentation, and preceptor review and signature. Many different EHR programs are currently in use. The experience of using one provides the student the opportunity to learn the benefits of the EHR and how best to document patient care including the evaluation of patient outcomes.

Student must take care to not violate the patient's HIPAA protections and right to privacy. This includes not discussing patients or any issues relating to them in public places, e.g. halls, elevators, or the cafeteria. Many institutions install signs in elevators and other public areas to remind staff not to speak about patients. Discussions about patients in public places violate federal HIPAA regulations regarding protecting each patient's right to privacy. Students must be sure not to include the patient's name or any identifying data on assignments submitted for grading.

Photography or videography by students for any reason is not permitted in any clinical agency used for practicum experiences. Students may never use any personal electronic device/camera/phone during clinical to photograph or record a video of a client, a client's body part, a procedure, diagnostic test results, or any other type of health information in the client's health records. This restriction applies even if the photograph or video does not include identifying information. Students may not ask clients, clients' families, health care professionals, or faculty members for consent to take photographs or make recordings in clinical settings.

## **Immunizations and other Health Requirements**

Immunizations and other health requirements are required to protect both students and clients in the provision of care.

The IUPUC Division of Health Sciences program **physical exam form** must be completed prior to admission to ensure essential physical/neurological functions.

Students attending clinical instruction in agencies which we have partnered with must meet the requirements specified in order to participate in clinical. Evidence of receipt of all immunization requirements is required. Students who do not have proof of all required immunizations and other health requirements will not be allowed to attend class or clinical and will be administratively withdrawn from all Division of Health Sciences classes, and/or not allowed to register for subsequent semester courses. The cost of these requirements is the student's responsibility.

The list of current required immunizations and health requirements follows. Please note this is subject to change. When changes occur, we will notify you through standard IU communication mechanisms. Your academic advisors will inform you of how and when to submit your required materials.

### **List of Requirements**

#### *Tetanus/Diphtheria/Pertussis*

The Tdap is required as an adult and must be no more than 10 years old. Tetanus is required every ten years.

#### *MMR (Measles, Mumps, Rubella):*

Two MMR vaccinations or documentation of a positive Rubella IgG, Rubeola IgG and Mumps IgG titer.

#### *Tuberculosis*

Students admitted to the Division of Health Sciences must have a 2-step PPD before they begin Division of Health Sciences programs. The first PPD must have been administered and read within 48-72 hours of administration. The second PPD must be administered within 1 to 3 weeks after the first PPD test is placed and read within 48-72 hours after placement. The process must be completed before the start of the fall semester.

Returning students must have only 1 PPD administered within 30 days of the start of the fall semester.

If a student has a positive PPD reading > 10 mm. of induration, a negative chest x-ray is required or submission of a negative Interferon Gamma Release Assay (IGRA). At least annually, the student must complete the TB screening form for review to determine if a follow up chest x-ray is required.

#### *Hepatitis B*

Students must comply with one of the following:

Provide documentation of completion of the three step Hepatitis B vaccination series or Decline the Hepatitis B vaccine. This is not recommended. However, if the student declines the vaccine, a declination form must be completed.

Hepatitis B vaccine series in progress. Must provide documentation of vaccinations administered to date. It is also strongly recommended the student have a Hepatitis B Surface Antibody titer drawn (can be drawn any time after 4-6 weeks of receiving the Hepatitis B series) to determine if they are immune.

#### *Chickenpox (Varicella)*

Vaccinations: 2 Varivax immunizations at least one month apart or a positive Varicella IgG titer

#### *Flu Vaccine*

An annual flu shot is required by October 1.

**Lapses in immunizations, BLS for Healthcare Providers, and required testing/training which occur for students who are enrolled in clinical courses will result in exclusion from didactic and clinical courses until the requirement is corrected.**

## **Occupational Health**

A contaminated injury is an unprotected contact with blood or body fluid from a client by: penetration of skin with a needle or other object; splash to mucus membranes (eyes, nose or mouth); or contact with an open lesion (e.g., dermatitis). Treatment for a contaminated injury must be initiated immediately post exposure for maximum treatment benefit. Students must immediately report an exposure event to their clinical faculty and the employee health representative of the agency where the exposure occurred to enable agency procedures for testing the source client. The student will then notify IUPUC Division of Health Sciences representatives as soon as possible. The exposed student will comply with all recommended treatment and follow-up procedures. There may be charges for services and a claim may need to be submitted. The student is responsible for any associated charges and paperwork.

### Reporting to IUPUC Division of Health Sciences

What to do if you have a contaminated injury (needlestick, splash with blood or body fluids):

- a. Notify your faculty/preceptor immediately.
- b. Report to your primary care physician or immediate care for treatment and follow-up care. Obtain documentation of this visit and return to clinical with the documentation.

What to do if you have a potentially contagious disease (i.e. chickenpox, pertussis, etc...)

- a. Notify your faculty/preceptor immediately.
- b. Report to your primary care provider and bring documentation of no longer being contagious prior to returning to clinical.

## **Standard Precautions**

"Standard Precautions" is the term used for certain procedures which must be followed by healthcare workers, including students, during client care activities in order to prevent transmission of Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV). Universal (Standard) Precautions is the primary strategy for preventing the transmission of infectious agents, including blood borne pathogens from one person to another in the process of providing health care related services.

Students must receive training in these precautions before beginning their Division of Health Sciences courses and every year thereafter. This mandatory training will include the appropriate use of hand washing and protective barriers (such as masks and gloves), as well as proper disposal of needles and other sharp instruments. Students are required to update their training annually.

## **Health Insurance**

Health insurance is mandatory, and students are expected to demonstrate insurance coverage upon entrance to the program and continued coverage throughout the program. Students are responsible for all financial costs of health/medical care related to or resulting from injury or accidents while engaged in course related experiences. Experiences may occur in the classroom, learning laboratory, or practice setting. Students will not be allowed to participate in Division of Health Sciences course experiences without adequate documentation of health insurance.

- The IUPUC Office of the Division Head of Health Sciences is responsible for annually documenting the status of currency for each student enrolled.
- Students who are unable to document currency of insurance coverage will not be allowed to continue their participation in course activities until they are able to submit valid documentation. Students will be made aware this interruption of studies may result in the need to withdraw from course work in progress.
- Students found not in compliance with this policy will be check-listed by the Division of Health Sciences and prevented from further course enrollment until this issue has been satisfactorily addressed.
- Student will upload proof of insurance into the CastleBranch documentation program.

## **Liability Insurance**

Indiana University provides liability insurance to each Division of Health Sciences student while in the clinical setting, provided the student is enrolled in clinical course work. Students not enrolled in clinical courses *are not* covered by liability insurance and will not be allowed into the clinical courses.

Students who are employed in a health care facility should check with their employer regarding liability insurance requirements. IUPUC Division of Health Sciences does not cover students engaged in healthcare employment except when they are in the clinical course.

# Other Requirements

## Uniforms

Students are required to wear the official IUPUC Division of Health Sciences uniform during all clinical learning experiences, unless clinical sites indicate otherwise.

Students who observe religious preferences and beliefs, which may require an alternative uniform, should contact their academic advisor prior to each semester to discuss arrangements. The Division of Health Sciences recognizes the diversity of cultures, religious preferences, and beliefs of its students and will take a sensitive approach. However, priority will be given to health and safety, as well as infection control considerations.

Beginning with the first semester in the Division of Health Sciences program, the uniform for BSN and CHA students in community clinical settings is a red IUPUC Division of Health Sciences polo shirt (available for purchase at their campus bookstore) and black long pants (no leggings, cargo, jean material, jeggings, or form fitting attire). Students assigned to clinical learning experiences in community-based settings must adhere to the dress code of the respective agency. Certain clinical experiences may require professional attire. Uniforms should be clean and not wrinkled. When in the clinical setting, student ID badges are always to be worn. Division of Health Sciences students must wear a nametag on the left side of their uniform top.

Black socks and black shoes of a low heel oxford or slip-on style are worn with the uniform. Black tennis shoes made of leather are permitted. Canvas shoes or shoes with mesh inserts are not allowed. No open toe or open heel shoes are allowed, including clogs. Non-skid soled shoes are necessary, and shoes should be polished. Any alternative clothing on top of the scrub uniform, including but not limited to the black IUPUC Division of Health Sciences fleece jacket, is not allowed to be worn in client care areas due to our clinical partners' infection control policies.

Acceptable jewelry includes wedding bands and one pair post or stud pierced earrings in lower lobes only. Nose rings, lip rings, tongue rings, spacers, etc. are not permitted in the clinical setting. Hair is to be worn off the collar in such a fashion it will not fall forward into a working area or brush across a client. Black or plain headband close in color to the student's natural hair color may be worn. Hair color must be of a natural hue. Make-up should not be excessive, false eyelashes are prohibited, no perfume or aftershave, with shoes and uniform clean. Nail length should be limited to the fingertip. Clear nail polish only. No artificial nails of any kind including gel or acrylic. Any tattoos should be completely covered with sleeves, special tattoo-covering make-up, or flesh colored band-aids.

The BSN student nurses' uniform in acute care or outpatient center settings is "crimson red" hospital scrubs with the IU logo embroidered on the tops and bottoms. Nursing students may wish to wear a black short or long sleeve shirt under the scrubs (must look professional). Shirts are to be tucked in and not visible at the bottom of the scrub top. Nursing students will also obtain an analog wristwatch with a second hand or LED second readout. Smart devices are not permitted in any clinical settings.

# Communication and Computing

## Use of Email as Official Correspondence with Students

The Division of Health Sciences recognizes students' Indiana University e-mail address as the only official means of formal communication via e-mail with students. All students are required to have an Indiana University e-mail account. Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. Students who choose to have their email forwarded to a private (unofficial) email address outside the official university network address do so at their own risk.

## Writing Expectations

Students in Division of Health Sciences programs are expected to write with proficiency. Please note the following criteria to be used in all student writing submissions. The writing has a focus:

- The writing should be organized with an introduction, purpose, sense of audience, thesis, and conclusion
- The writing shows development, organization, and detail; the writing reveals the student's ability to develop ideas with balanced and specific arguments
- The writing is clear
- There is coherence within and between paragraphs
- The writing reflects critical thinking, linking the specific to the general
- The writing follows APA requirements regarding sentence structure, punctuation, spelling, grammar, and referencing unless otherwise specified by the faculty.
- The writing demonstrates original work, and where ideas or materials of others are used, appropriate credit is given to original sources
- The writing demonstrates a reflection of evidence-based practice when appropriate.
- The writing demonstrates the use of professional literature resources and web sites.

## Tech recommendations by the University Information Technology Services (UITS)

- Please note the student will be responsible for testing in the classroom on their own device
- The student will be responsible for downloading and installing the lockdown browser per UITS recommendations
- Please visit the following link to access instructions for the Lockdown Browser: <https://kb.iu.edu/d/betv>.

### New computer hardware minimum recommendations

To use all the technology services available at IU, [UITS](#) suggests the following **minimum** hardware components for a new purchase.

#### Laptops and desktops



	New Windows laptop or desktop	New Mac laptop or desktop
Processor:	Any current-generation x64-based processor of over 2 GHz and at least 2 cores	Any currently shipping Apple laptop or desktop (MacBook, MacBook Air, MacBook Pro, iMac, Mac mini, or Mac Pro)
Memory (RAM):	8 GB or more	
Hard drive:	320 GB or more (SSD: 120 GB or more)	
Network card:	Wireless 802.11g/n (dual band)  Make sure the wireless card supports 802.11n in both 2.4 GHz and 5 GHz.	
Operating system:	Windows 10 64-bit	

**Minimum requirements for existing hardware (a computer you already own)**

If you own a computer you plan to bring to campus, it should meet certain hardware requirements to function effectively within the IU computing environment. Do **not** use these specifications for a new computer purchase; instead, see the [new computer hardware recommendations](#) above.

- **Minimum requirements for Windows computers:** In general, Windows computers built in the last five years should be sufficient for lightweight computer usage at IU.
- **Minimum requirements for Apple computers:** In general, Apple computers capable of running Mac OS X 10.10 (Yosemite) or higher should be sufficient for lightweight computer usage at IU.

If you use an older computer, you may find it sluggish when running graphically intense applications or when running more than one application. If you only need to check email and do simple word processing, you may find the performance to be adequate. Bear in mind, however, an older computer means a higher risk of breakdown or losing important work.

**Note:**

When bringing your own computer to IU, be sure to bring all your software installation media and documentation.

Windows 10 or higher is required to write assignments, download documents contained in Canvas courses, for use in class and online testing, and to create PowerPoints. The computer must have a microphone and webcam. It may be helpful to purchase a flash or thumb drive to save assignments. Access to the internet in your home or another location easily accessible by the student is required.

Students must have access to applications such as Zoom, Examity, or other proctoring programs and audio and video recording capabilities as determined by the course faculty for each course. Other third-party programs (Hawkes

Learning, Typhon, Shadow Health, ATI, etc.) may also be required. Be aware Chromebooks and netbooks may not meet all requirements.

## **Confidentiality of Material Stored on Computers**

Information stored on computers is considered confidential, whether protected by the computer operating system or not, unless the owner intentionally makes information available to other groups or individuals. Indiana University will assume computer users wish the information they store on central and campus shared computing resources to remain confidential. IU computing centers will maintain the confidentiality of all information stored on their computing resources.

## **Confidentiality of Client Information**

IUPUC Division of Health Sciences students must complete the training requirements for HIPAA upon entry into the program and submit renewal documents annually. Students are required to follow these requirements meticulously. Breaches of confidentiality will be reported as episodes of academic misconduct, which will result in university sanctions which may include course failure or dismissal from the academic degree program. Breaches of confidentiality identified by the Division of Health Sciences will be reported to the clinical agency in which the breach occurred.

For example, (this is not a comprehensive list):

- Discuss the care and condition of a client with a person who does not have a need to know the information, whether in person or electronically, is forbidden. Students may discuss the care and condition of the client in the clinical group under the supervision of the clinical faculty in regular clinical and course settings.
- Written care plans and other reports generated for learning at IUPUC Division of Health Sciences should follow faculty guidance and should not disclose the key client identifiers.
- Under no circumstances should a student ever take photos, duplicate any medical records, or recordings in any clinical setting.
- See the statement below re: use of electronic and social media.

## **Use of Social Media**

IUPUC Division of Health Sciences students must adhere to the IU and IUPUC Division of Health Sciences policies and procedures and HIPAA obligations related to client privacy, confidentiality and code of conduct at all times when using the internet and social media sites. IUPUC Division of Health Sciences policies toward the use of social media are guided by the National Council of State Boards of Nursing (NCSBN). Cell phones are **not permitted** in the clinical setting. This includes simulation experiences on and off campus. Devices should remain locked in the student's car. Should you have a need for family or others to contact you during the clinical day, discuss your concerns with your clinical faculty. The clinical faculty and student will develop an acceptable communication plan.

In the event a violation of the social networking policy has occurred, the student's case will be handled according to the IUPUC Division of Health Sciences process for dealing with academic misconduct as outlined in the IUPUC Bulletin and IU Code of Student, Ethics Rights and Responsibilities. Students who violate the policy are subject to disciplinary actions which may lead to dismissal from the program.

## **Academic Information**

### **Academic Difficulty**

Students having academic difficulties in a course are strongly urged to contact their professor as soon as possible for advice and assistance. Faculty members are available to students by email, phone, and scheduled office hours for individual assistance.

If academic and/or personal problems jeopardize students' academic success, the student is advised to seek assistance immediately. There are resources available to assist students with study habits, test-taking skills, nursing process recordings, mastery skills or personal concerns. It is important to seek assistance early and conscientiously. Faculty also make referrals to resources when they identify a student's need for assistance. It is the student's responsibility, however, to follow through in seeking this assistance. Campus specific details about resources for assistance are available on each campus. Contact an academic advisor for more information.

### **Testing and Examinations**

Examinations are an important means for faculty to assess student learning in a course. Ensuring an environment for examination minimizing the likelihood of cheating is important to the integrity of the school. Outside resources, including internet and class notes or textbooks may not be used unless authorized by the course faculty. Unless otherwise noted, assessments including quizzes and exams must be taken in class even if proctored online. Faculty will follow a strict set of procedures for examinations including but not limited to:

1. Seating charts may be used by the faculty administering the exam. Seating chart varies for each exam.
2. Faculty have the right to designate what items students may bring to the desk.
3. At least two versions (or more per the faculty discretion) of the exam may be used.
4. Exam proctors or administering faculty will:
  - a. Distribute the exam and answer sheet individually to each student.

- b. Give any instructions and/or corrections to the exam prior to start of the exam.
5. All students will begin the exam at the same time, with exceptions only at the discretion of the instructor.
6. Students arriving late for the exam will:
  - a. Wait until all initial directions are given and questions answered.
  - b. Be given no additional verbal directions.
  - c. Be given no additional time extension to complete the exam.
7. Students may leave the exam room only when their exam is completed.
8. No talking is allowed during the exam unless designated by the faculty.
9. In general, faculty will not answer questions about content during the exam.
10. It is the student's responsibility to protect the integrity of their own exam sheet and protect their answers from other students.
11. Only Division of Health Sciences students enrolled in the course will be allowed in the room during the exam.
12. Assessments are timed. One minute is allowed per question with the exception of math questions. Math questions are assigned two minutes.
13. At the end of the exam, the student must turn in both the examination and the answer sheet, making sure their name is on both. If a student leaves the classroom with an exam or answer sheet, they will receive a ZERO for the exam.
14. If a student is suspected of cheating faculty have the right to ask the student to immediately stop the exam and may be subject to disciplinary action such as, but not limited to, receiving a zero on the exam, failure of the course, and/or dismissal from the program.
15. If the student is absent on the day of the exam:
  - a. The student shall notify the faculty via phone or email prior to the start of the exam. Failure to do so will result in the grade of a "0" (zero) for the exam. Faculty may or may not grant permission for missing the exam at their discretion. Make-up exams are at the discretion of the faculty and are generally not given unless extenuating circumstances are present.
  - b. If a make-up exam is allowed, the timing of the make-up exam will be given at the discretion of the course faculty, but cannot be longer than one week after the original exam date.
  - c. An alternate version of the exam may be given as a make-up. This could include an essay exam. Late submissions, if allowed by the course faculty, may be subject to a percentage deduction up to a full loss of points.
  - d. Students missing more than one exam may receive a zero for those exams at the discretion of the course faculty. Students who repeatedly miss scheduled exams will be referred to the Division Head (or designee) for review.
  - e. All exams must be taken to fulfill course objectives, even if the student receives a zero for the submission.
16. On-line quizzes and exams:
  - a. Faculty will determine and schedule specific dates and times for administration of quizzes and exams. If the on-line quiz or exam is administered in class, students not in attendance are not allowed to complete the test, unless authorized by faculty.

- b. All quizzes and exams must be taken to fulfill course objectives, even if the student receives a zero for the submission because the student was not granted permission for missing the exam. Late submissions, if allowed by the course faculty, may be subject to a percentage deduction up to loss of full points.
- c. Resources, including internet (i.e. Google or Wikipedia), may not be used unless authorized by the course faculty.
- d. Students may be required to use an online exam proctoring service. There may be a cost associated which would be the responsibility of the student.

## **Special Testing Situations**

Students with approved alternate accommodations for testing must register with IUPUC Adaptive Educational Services (AES) and complete the appropriate forms issued by before accommodations will be given. This process needs to be completed within the first two weeks of class to assure services will be provided.

English as a second language (ESL) students will be provided with an ESL dictionary at the exam. ESL students are responsible for notifying faculty prior to the test if they need an ESL dictionary. For additional support, contact your academic advisor. (Policy S-4)

### **Campus contact info:**

Student Services at IUPUC (812) 348-7271

Advising Office (812) 348-7250

## **Student Performance**

Faculty evaluation of each student's performance in the clinical setting is important to the development of clinical skills and helps ensure safe performance. In each course with a clinical component, faculty will conduct evaluation of student performance, which will include a midterm and a final evaluation, using a clinical evaluation tool which has been developed for the course. In courses with combined clinical and didactic components, the student must pass both components in order to achieve a passing grade in the course.

When faculty identify a student is not meeting minimal course or program standards, this will be documented on the clinical performance evaluation form in the practicum component and a learning contract in the didactic component. The information will be shared with the student and the student will be counseled regarding what standards are not being met. A remediation plan will be developed to help the student meet course competencies.

## **Class and Practicum Attendance**

Healthcare professions are challenging and complex, as is the Division of Health Sciences curriculum. Class and practicum attendance are critical to a student's ability to succeed in Division of Health Sciences programs. Students are expected to participate in all regularly scheduled or substituted practicum/clinical/laboratory experiences as they strive to meet course objectives/outcomes. IUPUC Division of Health Sciences faculty expect students to attend class and to be prepared in advance to participate in classroom discussions or practicum demonstrations.

Should a student be suspected of performing under the influence of drug or alcohol use, the student will be requested to submit to a drug and/or alcohol screen by blood or urine test and/or medical assessment. Consent to the requested screens is completely voluntary, however refusal to submit may be grounds for disciplinary action, up to and including dismissal from the IUPUC Division of Health Sciences.

The Division of Health Sciences policy specifies students who are absent from more than 20% of their scheduled practicum/clinical/laboratory experiences (up to 10 percent in some courses with a restricted number of practicum/clinical experiences) will either receive a failing grade, be allowed to withdraw, or take an incomplete. Students are responsible for notifying faculty of all absences (regardless of reason), prior to the scheduled class time.

Additionally, practicum orientations are typically scheduled during the first week of class. These orientations are required by the clinical facilities and are required for the course. Students who miss their practicum orientation may find themselves unable to continue in the clinical courses due to their inability to meet the requirements of the clinical agency.

### **Student Responsibilities:**

1. Cell phones are not permitted in the clinical setting. Devices should remain locked in the student's car. Should you have a need for family or others to contact you during the clinical day please discuss your concerns with your clinical faculty. The clinical faculty and student will develop an acceptable communication plan.
2. Students are responsible for notifying their clinical faculty prior to a scheduled practicum/clinical/laboratory experience when there is an illness or personal crisis preventing them from safely and effectively participating in the learning experience. Designated notification times will be published in course material and may differ from course to course. Clinical attendance is not allowed if student has symptoms of upper respiratory infection such as fever, coughing, and rhinorrhea or abdominal symptoms including vomiting or diarrhea in the past 24 hours.
3. Students are also responsible for notifying the appropriate person(s) on the clinical unit and/or in other care settings by the published designated time prior to a scheduled experience if they will be unable to meet their commitments.

4. During the practicum orientation, course faculty are responsible for providing the method of contact for students in case of an unexpected circumstance where the student needs to be absent from a scheduled practicum/clinical/laboratory experience.
5. Students who do not notify course faculty and appropriate agency contacts as outlined in procedures one and two may fail the course and receive a failing grade.
6. Students who are absent from a required, regularly scheduled or substituted practicum/clinical/laboratory experience must contact the course faculty within 24 hours of the absence to determine the consequence of the absence. If the clinical course has scheduled make-up days, these will be listed on the practicum schedule and students are instructed during orientation these days are to be kept open as needed for clinical make-up. These clinical make-up days are not alternative options for your regularly scheduled clinical. Make-ups are for illnesses, snow days, and unexpected circumstances which may occur preventing students or faculty from coming to clinical.
7. Course faculty will determine the most appropriate consequence of missing required regularly scheduled or substituted practicum/clinical/laboratory experiences according to published course expectations. Faculty may determine and schedule substitute learning opportunities for students who are absent. Consideration for this option is defined by course objectives/outcomes, student learning needs, and available resources. At the discretion of the faculty, the student may be required to submit an additional assignment.
8. Students must be on time to their clinical units. On time means students are fully prepared and on location at the facility. Start time is to be determined by the clinical faculty as based on our community partner needs. Students who are 1 to 30 minutes late are considered tardy.
  - a. First occurrence – Learning contract
  - b. Second occurrence – Student sent home and considered a missed clinical day. A professionalism alert will be implemented.
  - c. Third occurrence – Failure of the course
9. Students who are more than 30 minutes late will not be allowed to participate in the clinical activity for that day and will be sent home, at the faculty's discretion. This will count as a missed clinical day and included in the 20% maximum missed time. The student should receive a professionalism alert. At the discretion of the faculty, the student may be required to submit an additional assignment.
10. Missing clinical orientation could result in the student needing to withdraw from clinical if there are pre-requisites to clinical which cannot be replicated (such as facility computer training only offered on orientation day).

## **Clinical Experiences**

1. The Traditional and Accelerated BSN Track Director will facilitate all agency/clinical partner placements for each course which incorporates a clinical component.
2. Students may not perform any skills unless they are directly supervised by a trained preceptor from the facility or faculty in the clinical setting (this includes health fairs).
3. Students should be made aware if they are/are not paired with a trained preceptor. Faculty should clearly inform students of their role at the clinical setting in course documents and during any clinical site orientation or in class.
4. Students may not leave the hospital campus during scheduled clinical hours and must notify faculty in the case of an emergency.
5. Students at remote sites, in which the faculty may travel between sites should have the cell phone and email addresses of their clinical faculty. The faculty should also have student contact information prior to class start.
6. The clinical evaluation tool should be completed for each clinical experience by either the preceptor or clinical faculty. The student is responsible for updating and maintaining their clinical skills checklist throughout each semester, if applicable. Students must upload this document into CastleBranch with their annual documentation. The completed clinical skills checklist will be submitted by the student during their final course, Capstone.
7. Some facilities require faculty and student orientation and training. It is the responsibility of the faculty to make sure this training is completed, documented, and updated as required. The on-site educational training at the clinical site will count for up to 4 hours of overall practicum time completion per student for the individual course per semester.
8. A clock hour per credit hour will be interpreted as 50 minutes for all undergraduate student learning experiences. Clock time for clinical experiences does not include time for activities (ex: travel, meals, breaks, etc.) in relation to the learning experience.
9. Contact hours definitions:
  - 1 credit hour clinical= 45 hours (breaks included) or 37.5 clock hours
  - 2 credit hour clinical= 90 hours (breaks included) or 75 clock hours
  - 3 credit hour clinical= 135 hours (breaks included) or 112 clock hours
10. Simulation time is congruent with clinical time.
11. Students will have up to a total of three opportunities to achieve a satisfactory grade on a clinical assignment and/or skill competency validation in clinical. This is a combined total of three attempts for the entire course, not three attempts per assignment and/or skill. After three unsuccessful attempts the student will receive a failing grade for clinical.
12. All clinical experiences, regardless of licensure must complete clinical practice experiences which are interdisciplinary and provide direct client contact. Students



should have experiences which help them to develop new, higher level competencies, reflective of their advancing educational level. RN to BSN students should have experiences which build upon their clinical experience as licensed providers.

13. Students returning to clinical following a medical condition (i.e., a surgical procedure, medical condition requiring care by a primary healthcare provider, or a vaginal delivery) must be able to complete the essential skills necessary for an 8-12-hour clinical shift. The shift hours are determined by the clinical section in which the student is registered. To meet the clinical course competencies, students must be able to safely engage in the practice of healthcare with the physical capabilities of performing all necessary skills, as applicable.

Additionally, no minor or unauthorized adult visitor is permitted in learning environments. Students should refrain from activities not pertaining to didactic or clinical (knitting in class, pumping, breastfeeding, etc). When necessary, alternative accommodations may be scheduled in advance by contacting [simlab@iupuc.edu](mailto:simlab@iupuc.edu). Please refer to the following link for student rights and responsibilities at IUPUC <https://www.iupuc.edu/academics/policies/code-conduct/> and the following link for the campus lactation agreement form: <https://www.iupuc.edu/campus-life/health-recreation-fitness/lactation-room.html>.

If a student has missed clinical due to a medical condition described above, prior to returning to a clinical course, the student must submit the completed and signed **RELEASE FOR IUPUC DIVISION OF HEALTH SCIENCES UNDERGRADUATE STUDENT TO RETURN TO CLINICAL COURSES** form to their clinical faculty.

## **Integrated Testing for BSN Students**

Please note all students must have a laptop meeting the UITS recommended guidelines.

Integrated testing serves the following purposes:

- Assisting the student to compare his/her performance in each competency area to other nursing students nationwide
- Assisting students to identify strengths and weaknesses in knowledge base
- Developing skill in National Council Licensure Examination (NCLEX) style online testing
- Preparing students comprehensively for passing the NCLEX exam, which is required for licensure

All IUPUC Division of Health Sciences pre-licensure nursing students will participate in the integrated testing program each semester and in an NCLEX review near the end of the senior year. These measures are designed to help you prepare for and be successful in the NCLEX examination, which is a licensure requirement.

## **ATI for BSN Students**

ATI proctored exams prepare nursing students for the NCLEX exam and are required for the accelerated and traditional baccalaureate nursing tracks. When taking a proctored Assessment Technologies Institute (ATI) exam, the student is expected to use the ATI calculator embedded within the ATI exam.

A Level II is the benchmark for success at this campus. Students who fail to obtain a Level II on their first attempt will have a second attempt available to meet this benchmark. In order to sit for a retake, students are required to create and submit to their faculty a plan of action (i.e. how students will study and prepare for the retake).

Faculty may require the student to complete ATI review modules or other materials in order to sit for the retake. The number of points the ATI exam is assigned is set by the faculty. Percentage of those points will be assigned as follows:

FIRST ATTEMPT	SECOND ATTEMPT- New score adjusted to:
Level 3 is 100 %	Level 3 is 80%
Level 2 is 90 %	Level 2 is 70%
Level 1 is 50%	Level 1 is 50%
<Level 1 is zero points	<Level 1 is zero points

\*In the event a student takes the ATI exam a second time and scores lower than the first attempt, the first attempt score will be used to assign points.

Students who miss the first attempt will only have one attempt to take the proctored exam. Scoring will be based upon the second attempt as outlined above.

As a formative assessment tool, the weight of ATI proctored exams is limited per academic year. The ATI leveling tiered flat rate format for percentage of points earned in each course by academic year is as follows:

- Sophomores: 4%
- Juniors: 8%
- Seniors: 10%

\*If there are multiple proctored exams, combined percentage not to exceed limits above.

Additionally, faculty may integrate ATI content into and assign points for ATI assignments within the course curriculum.

## **Dosage Calculation/Math Competency for BSN Students**

Because safe, error-free medication administration is critical to safe and effective client care, IUPUC Division of Health Sciences has set a dosage calculation/math competency requirement for each clinical course. Pre-licensure nursing students are required to pass the designated competency requirement specified each semester at a 90% level. Students have three attempts to pass the test. Failure to achieve the competency will affect the student's ability to complete clinical course requirements and will receive a failure for the course, negatively affecting academic progression.

## **Dosage Calculation**

The following standard instructions will be used for all dosage calculation quizzes:

- All calculations for each drug calculation problem must be submitted with the quiz. If the calculations are not included, the problem will be graded wrong.
- All answers must include the proper unit of measure.
- Students should not round until the end of the problem.
- Students will have two minutes per question and will use Division of Health Sciences calculators. Students are not allowed to use personal calculators.

## **IUPUC Adverse Weather Policy**

All students, faculty, and staff are asked to check [www.iupuc.edu](http://www.iupuc.edu) and/or area media to learn if classes have been cancelled due to inclement weather. If classes are cancelled on the Columbus campus, then all off-campus classes are cancelled also. The IUPUC Vice Chancellor and Dean makes the decision as to whether to cancel classes by 6:15 a.m. on inclement weather days, and media are informed as soon as possible. The major criterion for the decision to cancel classes relates to the ability to travel the main roads to the campus and to drive in the parking lot. For weather information concerning campus activities, you may also call the weather line at 812-348-7200.

## **Class Assignments**

All submissions are to be made using the most current APA guidelines (currently 6th edition) unless specified otherwise. Correct grammar is expected on all assignments. See assignment grading rubric. Wikipedia is not considered a proper reference for the purpose of this course. Social networks such as YouTube may be appropriate, in some cases. Please contact your faculty for approval prior to citing a social network as a reference in this course.

Unless prior arrangements have been made with the faculty, a reduction of 10% daily will be taken off the points for each late assignment. A ONE-TIME extension of a due date per course per faculty-identified assignments can be requested via a form, which is available under 'Files'. The request must be submitted to the faculty through 'Inbox'. All assignments and exams are required to be completed in order to continue in the course even if it is late enough to not be eligible for points.

It is the student's responsibility to ensure the assignment was successfully submitted within the Canvas system. Do not resubmit an assignment unless you receive specific instructions from your faculty. Do not resubmit just because you receive an automatic resubmit notice from Canvas. If you do, your previous work will be lost and the newly submitted work will be the one used for the due date when grading. Please keep a copy of your submission confirmation number for your records.

Extra credit work IS NOT allowed per IUPUC Division of Health Sciences policy.

## **Academic Standing**

### **Good Standing**

Students who maintain a minimum cumulative grade point average (GPA) of 2.0 and earn a grade of 'C' (2.0) or better in all required general education and Division of Health Sciences courses and a grade of 'S' in all courses graded with S/F are progressing normally and will be considered in good standing.

### **Academic Probation**

A student will be placed on academic probation when any of the following conditions exist:

1. The cumulative GPA falls below 'C' (2.0).
2. The semester GPA falls below 'C' (2.0).
3. A grade below 'C' (2.0) has been received in a required didactic course, or a grade of 'U' has been earned in a required practicum/clinical course-this includes required general education courses, as well as nursing major courses.
4. A failing grade may be given for the following:
  - a. Failure to meet course objectives.
  - b. Academic dishonesty, misconduct, or personal misconduct as defined by Indiana University.
  - c. Unsafe clinical behavior: including (but not limited to) HIPAA violations, breaking agency policies, breaking course rules related to clinical behavior.

### **Students who are on Academic Probation Shall**

1. Meet with the Director, Community Health Advocate Program and Regional Healthcare Pipeline or the appropriate Academic Advisor or designee at least three times per semester to plan for academic success.
2. Complete a required plan for tutoring/remediation during the time period in which he/she is on probation. This plan is completed with the student's academic advisor. *Students on academic probation will not be released to register for the next semester until these conditions have been fully met.*

Academic probation will be removed and returned to "good standing" when all the following conditions exist:

1. The cumulative GPA returns to 'C' (2.0) or higher.
2. The semester GPA is 'C' (2.0) or higher.
3. A minimum grade of 'C' (2.0) has been received in the required didactic courses completed, and a grade of 'S' has been earned in the required practicum/clinical courses completed. All other specific conditions, if required, have been met.
4. The student has secured a permanent placement in a new cohort.

**Note: Students who have been dismissed and reinstated will remain on academic probation throughout the remainder of the program.**

### **Withdrawal Policy**

Students must complete the official withdrawal form by the deadline dates printed in the current class schedule to withdraw from any course.

### **Progression in Coursework in the BSN Program**

Nursing courses must be taken in the sequence indicated in the curriculum plan. A student must complete the entire level of nursing courses before progressing to the next level. Exceptions to this may be granted by the Admissions, Progression, and Graduation (APG) committee, or may be in place by agreement for particular tracks or courses in the BSN plan of study (students should confer with a Division of Health Sciences advisor).

A BSN student who has maintained the minimum cumulative GPA, and earned a passing grade in all required courses, but who has interrupted his/her course of study, or is in part time study in tracks in which a dictated full-time progression plan is in place is considered Out of Sequence (OSS). This is not applicable to RN to BSN students whose plan of study is flexible). This includes:

- Students transferring in to IUPUC Division of Health Sciences are out of sequence:
  - Temporary transfer students are always considered out of sequence.
  - Permanent transfer students are out of sequence until such time as they have been placed in a permanent seat in a cohort.
- Students who have withdrawn from required courses for any reason are out of sequence until the student has successfully completed the courses he/she has withdrawn from.
- Students who have opted to sit out from required courses for any reason are out of sequence until the student has successfully completed a full semester upon return.

**Note: Once an out of sequence student has been permanently placed in a new cohort in full time study, (and after one initial successful semester following the interruption or transfer) he/she is no longer out of sequence (and therefore is in good standing).**

Students who have interrupted their program of study for any reason are required to submit a written request to the coordinator of the APG Committee. Students seeking reentry should make their request (received by the APG committee) by March 15 for fall semester and September 15 for spring semester. All requests for reentry will be evaluated based on the availability of resources. Reentry of students who have interrupted their study for any reason is not guaranteed. Students who reenter must adhere to the policies and curriculum of the Division of Health Sciences in effect at the time of reentry.

More than three academic withdrawals in a semester are considered lack of progress toward the degree. If a student withdraws from a course which includes both a lecture and a recitation component (NURS B260, B334, H356, H360, H371, H476, B453, B444 in both tracks and L430 in the traditional track), the withdrawal must be from both components. This counts as one withdrawal. If a student withdraws from practicum course NURS B235 or B245, the withdrawal is counted as one withdrawal. If a student withdraws from one of the didactic courses B234 or B244, withdrawal from the related

practicum course is mandated if the student is concurrently enrolled. This is considered as one withdrawal.

Students who have withdrawn from the Division of Health Sciences program and wish to return must seek reinstatement by the APG committee, if they wish to resume program coursework. Additionally, students who wish to withdraw from all courses are required to make an appointment and meet with their academic advisor.

### **Repeating Division of Health Sciences Courses**

A student who receives a grade lower than C (2.0) in BSN or CHA courses or lower than S in a pass/fail clinical course (sophomore year) will be required to repeat the course(s). Failure to receive the minimum-passing grade upon repeating a BSN or CHA course or failure in two BSN or CHA courses will result in program dismissal.

Validation examinations may not be used as substitutes for repeating any Division of Health Sciences course. Students who need to repeat a Division of Health Sciences course must contact the academic advisor for placement in the course to be repeated. The request to repeat a course is granted on a space available basis and all future enrollment in the major will be based on space availability. Additionally, students who do not earn at least a C grade in a BSN or CHA course or an S grade in B245 or B235 will not be allowed to progress to the next semester without satisfactorily completing the failed course.

### **Leave of Absence and Refresher Courses**

Students who interrupt their studies for 2 consecutive semesters must take a refresher course based on the semester to which the student is returning. A refresher course typically consists of the student enrolling for 3 credit hours of Z490. These 3 hours of Z490 will allow the student to refresh the physical assessment skills covered in B245 and spend 2 to 3 clinical days in the clinical setting, and successfully complete the accompanying dosage calculation for the clinical course. Students register and pay for 3 credit hours at tuition rate, plus Division of Health Sciences Program Fee for 3 credit hours. The returning student is responsible for any costs incurred for any refresher course.

### **Academic Misconduct**

Academic misconduct is a serious event which may result in an academic penalty or sanction. Misconduct includes cheating, fabrication, facilitation of cheating, unauthorized collaboration, interference, plagiarism, and violation of course rules. This includes, but is not limited to, assignments and examinations. Sanctions can result in a lower or failing grade on an assignment or exam. Sanctions can also result in probation or a course grade of "W" or "F". Additional sanctions may apply including dismissal from the Division of Health Sciences program. Refer to the Code of Student Rights, Responsibilities, and Conduct <https://www.iupuc.edu/academics/policies/code-conduct/>.

### **Turnitin Statement**

Turnitin is an originality checking and plagiarism prevention service which checks writing assignments for citation mistakes or plagiarism. When you submit your paper in Canvas, Turnitin compares it to text in its massive database of student work, websites, books, articles, etc. The similarity report it generates will help identify possible instances of plagiarism. To read more about Turnitin.com, go to their web site: <http://turnitin.com>.

### **Course Grade Appeals**

The Division of Health Sciences provides a grade appeal process which affords recourse to a student who has evidence or believes evidence exists to show an inappropriate course grade has been assigned. Should a student have a concern about a course grade the student should first seek an appointment to discuss the grade with the course faculty member. The student should contact the faculty member within five working days of receipt of the grade. A student interested in filing a course grade appeal should contact an academic advisor on the home campus in order to receive relevant detail on implementing this process and implications for registration.

### **Chain of Command**

Should a student have a concern regarding with the IUPUC Division of Health Sciences program the student should follow the chain of command steps:

1. First seek an appointment to discuss the issue with the course faculty member.
  - a. The student should contact the faculty member within five working days of the incident. A working day includes Monday – Friday excluding university holidays or other days the university is closed for any reason.
  - b. The faculty member shall meet with the student promptly to discuss the concern.
2. Following this meeting, if the student continues to believe the issue is not resolved, the student should:
  - a. Schedule an appointment with Director, Community Health Advocate Program and Regional Healthcare Pipeline to discuss the issue. The director will meet with the student, consider the student view and provide direction to the student.
3. Following this meeting, if the student continues to believe the issue is not resolved, the student should:
  - a. Schedule an appointment with the Division Head.
  - b. The Division Head will meet with the student, consider evidence in the matter, and draw a conclusion which shall be communicated to the faculty member and student.
4. Following this meeting, if the student continues to believe an issue is not resolved, the student should:
  - a. Contact the IUPUC Dean of Student Affairs (<https://www.iupuc.edu/campus-life/student-affairs/student-grievances/>)
  - b. The Dean of Students serves as a neutral third party and serves as a source of information, referral, and assistance in resolving concerns and critical situations.

## **Dismissal**

A student will be dismissed from the program when, in the judgment of the APG Committee, there is either:

1. A lack of progress towards the degree, including, but not limited to, the following:
  - a. Failure to achieve a 2.0 semester grade point average in any two (2) consecutive semesters.
  - b. Failure to achieve a grade of C (2.0) or S (Satisfactory) in any two (2) required Division of Health Sciences courses (didactic or practicum/clinical) on the first attempt.
  - c. Failure to achieve a grade of C (2.0) or S (Satisfactory) in any required Division of Health Sciences course (didactic or practicum/clinical) by the second attempt.
  - d. Failure of more than three (3) general education courses required for the BSN degree. Of the three courses, only two (2) failures will be allowed in science coursework (including both preadmission and during degree coursework). Any grade below a C (2.0) is considered failing.
  - e. A pattern of repeated withdrawals from Division of Health Sciences courses (over two (2) or more semesters) constitutes a lack of progress.
  - f. Failure to meet IUPUC Division of Health Sciences Essential Abilities expectations.

OR

2. An issue pertaining to personal integrity or conduct. Issues will include, but not be limited to, the following:
  - a. Failure to meet Code of Student Rights, Responsibilities, and Conduct. For example: falsification of records or reports; plagiarism; or cheating on an examination, quiz, or any other assignment (see Code of Student Rights, Responsibilities, and Conduct at [www.indiana.edu/~code/](http://www.indiana.edu/~code/)).
  - b. Personal integrity or conduct demonstrating unfitness to continue preparation for the healthcare profession. Integrity and conduct will be evaluated according to the standards of the most recent Code for Nurses as adopted by the American Nurses' Association or Community Health Workers Code of Ethics.

## **Reinstatement after Dismissal**

A student who has been dismissed from the Division of Health Sciences for academic failure or any other reason may request reinstatement only one time. A student who has been dismissed from and been denied reinstatement to any of the undergraduate programs at the Indiana University Division of Health Sciences may, after a period of seven years, re-apply to the Division of Health Sciences upon the discretion of APG.

# **Admission, Progression, and Graduation (APG) Appeals Process**

## **Submission of Requests to APG Committee**



Concerns or requests related to student APG which emerge during enrollment in their Division of Health Sciences program are handled through an appeals process. Students requesting an exception to policy must petition for a waiver from the APG Committee. Students should consult with their academic advisor prior to preparing an APG request.

Students should be directed to the APG Committee for: waiver of application of specific academic policies, waiver/substitution of general education and Division of Health Sciences requirements, special accommodations, change in the sequence of courses, leave of absence, reinstatement in Division of Health Sciences programs following dismissal, transfer request from another IU campus or other University, or appeal of APG Subcommittee decisions regarding implementation of academic and professionalism policies.

Requests to the Admission, Progression and Graduation Committee should be directed to IUPUC Division of Health Sciences at the following address (email contact is preferred):  
IUPUC Division of Health Sciences  
4601 Central Avenue  
Columbus, IN 47203  
e-mail: nursing@iupuc.edu

Requests MUST include the following:

- Your name and Indiana University student ID number; mailing address for APG response; and current working telephone number for communication purposes if necessary
- Clear statement of the request
- Rationale for the request and explanation of extenuating circumstances if appropriate (e.g. appeal of the application of the academic policy relative to dismissal)
- Personal plan of action for facilitation of continued progression/academic achievement

Letters from students should be limited to 2 pages (one side of paper and double spaced). No letters of support or recommendation from other sources will be accepted unless requested by the APG Committee.

Student requests should be submitted to allow for timely response. Students MUST submit requests at least five business days in advance of the APG meetings. Late requests will not be processed. APG requests must be submitted within two consecutive semesters after completion of the course(s) in question.

Students are not permitted to appear in person at the APG Committee meetings to make a request. All contact with the APG Committee should be made in writing.

## **Course Equivalency/ Course Substitution/ Alternative Credit**

Credit for courses required by Indiana University Division of Health Sciences will be awarded when courses from other programs are judged to be comparable to the IU courses. Course faculty teaching in the relevant course(s) will participate in the course comparability review and evaluation. See your academic advisor for further details.

Students wishing to seek equivalency/substitution credit for a required course need to meet with the respective Division of Health Sciences academic advisor. Requests will need to be made in writing and students need to pursue a request of this nature at least one (1) semester before expected enrollment in the required course for which credit is being sought. Equivalency requests must be supported with substantial documentation, e.g. syllabi, course outlines, and other related course materials as necessary. Forms are available from the academic advisor.

## **Portfolio Review Process**

The portfolio review process is available to all students who believe they have already met the learning objectives/competencies required of a specific Division of Health Sciences course within their program of study. The portfolio is a mechanism used to validate the acquisition of prior knowledge and skills congruent with course expectations and student learning outcomes. The portfolio provides objective evidence students have acquired the content and the skills through prior learning and/or practice experiences. The decision to accept the documentation provided is based on determination of the equivalency of this prior knowledge and skill the student would be expected to demonstrate at the completion of a specific course. The portfolio review option does not take the place of course equivalency reviews or transfer credit. (Policy S-5)

## **Portfolio Procedure**

1. Student meets with their academic advisor to review portfolio process, criteria needed to portfolio, and deadline dates (two semesters before the course is offered).
2. Student meets with the faculty for a brief review of the student's work/experiences/previous courses.
3. If the faculty agrees there is potential to portfolio, the student should see their advisor and register for Z480.
4. The academic advisor notifies the faculty of student registration for Z480.
5. The student gathers evidence for the portfolio following the IUPUC Division of Health Sciences guidelines and sends the portfolio to the faculty by a specific time/date.
6. The faculty reviews the material, notifies the student and completes the Portfolio Review Form. It is sent to the Director, Community Health Advocate Program and Regional Healthcare Pipeline for a signature. The director sends approved portfolio to the academic advisor to initiate special credit.

7. If all course requirements are complete, the academic advisor applies for special credit.
8. If special credit is approved with minor changes, the student is to register for the course or for independent study and complete faculty expected course outcomes/objectives:
  - a. The faculty informs the student of the activities needed for the portfolio
  - b. The faculty signs this form upon the completion of the needed items and returns the form to the academic advisor.
  - c. The academic advisor sends the special credit form to the Registrar.
9. If special credit is denied, the student meets with the academic advisor and registers for the required course.

## Student Support Opportunities

### Distinction & Awards

Students have the opportunity to be recognized for academic excellence both during their program and at graduation.

Candidates who are in the top 10 percent of the IUPUC graduating class and who have demonstrated a high level of academic achievement may be selected to graduate with academic distinction. To be eligible, students must have completed a minimum of 60 graded credit hours at IU. Grade point averages used in determining the category of academic distinction awarded are:

- 3.90-4.00—Highest Distinction
- 3.75-3.89—High Distinction
- 3.60-3.74—Distinction

The grade point average (GPA) used to determine distinction is calculated from grades in courses completed through the final semester taken at IU. The GPA does not include transfer grades, special credit, and open electives, but does include grades received in courses repeated because of program stipulations. Not all students who meet the GPA criteria for distinction may be selected for this honor. To view the Office of the Registrar IUPUC Honor Graduate Determination guidelines please visit the following link:

<https://www.iupuc.edu/academics/class-registration/files/Policies/honor-grad-determination.pdf>

Awards and honors are also given to recognize outstanding student performance. Students interested in specific awards should see an academic advisor for a list of available awards, along with eligibility criteria.

### Scholarships

Various scholarships and awards are granted annually to those enrolled in the nursing major. Applications for Division of Health Sciences scholarships for all eight campuses

are processed through the Center for Academic Affairs at the School of Nursing located on the Indianapolis campus. For details on these scholarships and awards, please contact the Center for Academic Affairs, (317) 274-2806. You may access the various awards through the following link <http://nursing.iupui.edu/undergraduate/tuition-aid/scholarships.shtml>.

## **Alumni Association**

The IUSON Alumni Association is a constituent member of the Indiana University Alumni Association, a dues-supported membership organization. The mission of the Alumni Association is to strengthen the school's connection with its over 30,000 alumni by creating engagement opportunities via facilitation of professional, educational and social opportunities for not only alumni, but also students and friends of the school. The IUSON Alumni Association is governed by a Board of Directors, currently composed of 15 alumni members representing all degree levels offered by the school. In addition to professional, educational, and social opportunities, the Alumni Association presents awards annually to students and graduates for outstanding accomplishments in the school, the profession, and the community. It also publishes, in conjunction with the IUSON, the *Pulse of Indiana Nursing*, a quarterly magazine featuring current school and alumni news and related alumni activities. The IU Alumni Association office is located at the IUPUC Development and Alumni Relations (812) 375-7531.

## **IUPUC Division of Health Sciences Student Activities**

Within IUPUC Division of Health Sciences there are several active student organizations. Several of these organizations serve as liaisons between students and faculty. Individual students can also work with faculty on organizational matters as representatives to the school's Synergy committee. Student input is very much needed in many situations around the school and, again, students are encouraged to become involved.

- Healthcare Leadership Club
- Sigma Theta Tau International, The Honor Society of Nursing (<http://alpha.nursingsociety.org>)
- Chi Eta Phi Sorority, Inc. ([www.chietaPhi.com](http://www.chietaPhi.com))

## **Students Assistance Program**

IUPUC is offering a Student Assistance Program (SAP) through SOLUTIONS. Services are free, strictly confidential, and easy to access. For more information, contact 1-800-766-0068 or visit [www.solutionseap.org](http://www.solutionseap.org).

## **IUPUC Honors Program**

The Honors Program at IUPUC provides students with an opportunity to delve more thoroughly into coursework above and beyond specified course outcomes. Criteria for admission into the Honors Program may be obtained from the Director of the IUPUC Honors Program. The Division of Health Sciences determines the number of active participants in the Honors Program. After meeting all honors criteria, a student may

wear an Honors cord with graduation regalia and the official academic transcript will have an honors designation.

## **Graduation**

### **Intent to Graduate Form**

All students must complete an Intent to Graduate Form, which is to be completed at the beginning of the student's final semester. Please see your academic advisor for more information.

### **Diploma**

The diploma attests to the completion of the degree. The Office of the Registrar maintains the official name and address for all students. Your name will appear on the diploma in the same format as it is stored in the Office of the Registrar records (generally, first name, middle name, last name). In some cases, students prefer to have their full middle or maiden names included on their diploma. It is your responsibility to verify the name listed is correct, or to provide any changes required, including hyphens, spaces, lower/upper case letters, accents, etc.

### **Cap & Gown**

Information regarding commencement activities, purchasing caps and gowns, announcement and other memorabilia will be sent to the students early in the semester the student graduates. Information will be sent by the IU Alumni Association and the Vice Chancellor & Dean's office.

### **IUPUC Nursing Pins for BSN Students**

Information regarding purchasing nursing pins will be sent to students early in the semester the student graduates. Information will be sent by the Health Sciences Office.

## **Permanent Records for Students**

The IUPUC Division Head of Health Sciences will take responsibility for maintaining a permanent student record which contains documents related to admission, progression and graduation (APG). These records will be updated as needed throughout the entire period of student enrollment.

Documents will include:

- Letter of admission offer
- Letter of program acceptance
- Program planning record
- Course equivalency forms for course substitutions and/or exceptions if applicable
- Credit transfer report if applicable

- Student skills inventory checklist/portfolio
- Signed documents indicating compliance with current student policies and practices
- Correspondence from or related to the APG Committee, if applicable
- Documentation of awards or honors, if applicable
- Final copy of the Indiana University transcript or degree audit
- Indiana State Board of Nursing picture for nursing students
- Criminal background checks

## **Procedures**

1. Records of graduating students will be reviewed by the recorder or designee to ensure the above documents are contained within the permanent record.
2. Permanent records will be kept for a period of seven years for undergraduates.

Permanent records will be kept for a period of seven years from the date of admission for inactive BSN students who have not completed the degree requirements in this period of time.

## **Registered Nurse Licensure**

### **NCLEX Review Course**

BSN students in the last semester of their program will participate in the designated intensive NCLEX Review coordinated by IUPUC Division of Health Sciences.

### **Licensure**

Each BSN graduate is required to pass an examination measuring the competencies needed to perform safely and effectively as a newly licensed, entry-level nurse. The NCLEX for Registered Nurses is administered by the National Council of State Boards of Nursing (NCSBN). The testing is available year-round via computerized adaptive testing (CAT) and will take from two to six hours to complete. The fee charged for licensure may vary from state to state. More information about the exam can be found on the NCSBN website <https://www.ncsbn.org/nclex.htm>.

The Indiana Professional Licensing Agency, which approves licensing for registered nurses in Indiana, charges a processing fee. For updated fees please check <http://www.in.gov/pla/>.

Please note, a United States social security number is required for licensure application to the Indiana State Board of Nursing. Contact an academic advisor for more information.

**IMPORTANT:** If the student has been placed on a Bursar or Registrar checklist for any financial obligation, e.g., parking fines, default on loan payments, library fines, special credit fees, etc.; the student's record will not be cleared. Without clearance, the student will be unable to be licensed by the NCSBN. The student must pay the financial obligation to be eligible for licensure. In addition, diplomas and official transcripts will not be released by the University until financial obligations are met. Students must also complete all program, course, and university requirements before the certificate of completion will be sent to the Board of Nursing.