

University of Evansville

Dunigan Family
School of Nursing

2024-2025 BSN STUDENT HANDBOOK



This handbook provides the Bachelor of Science (BSN) nursing student with information about the policies and procedures of the nursing major. The handbook is intended to ensure that the operation of the Baccalaureate Nursing Program is consistent with the obligations of a professional program. All policies stated in the handbook are in effect for the 2024-2025 academic year. The handbook is updated annually and as needed. You are responsible for knowing the contents of this handbook and accountable for adhering to the policies, procedures, and guidelines within.

Every effort has been made to ensure that the contents of this handbook are current and accurate. The Baccalaureate Nursing Program reserves the right to change policies and content as needed to correct inaccuracies and to maintain currency. Policy changes will be communicated in writing and distributed either in class or by email.

This handbook does not replace any part of the University of Evansville Student Handbook, found at <https://www.evansville.edu/offices/deanstudents/student-handbook.cfm>. Additional related information you may find helpful is available online at the UE website. University of Evansville Calendars, Catalog, and Schedules are available at <https://www.evansville.edu/registrar/calendars.cfm>.

*This handbook was added 1/13/2025.

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Section 1: Overview and General Information

School of Nursing Overview

Mission Statement

We at the University of Evansville Dunigan Family School of Nursing, commit to preparing competent, compassionate nurse leaders who model inclusive nursing practice with a global prospective.

We additionally support the University mission to empower each student to think critically, act bravely, serve responsibly, and live meaningfully in a changing world. Additionally, the mission of the College of Education and Health Sciences is integrated with that of the University mission: Prepare students to be critical thinkers, lifelong learners, advocates for those they serve and committed to social and civic responsibility.

Approved June 2024

Statement of Philosophy

The philosophy of the University of Evansville Baccalaureate Nursing Program is in harmony with the philosophy of the University. The American Nurses' Association Scope of Nursing Practice (2021) states the definition of nursing as "Nursing integrates the art and science of caring and focuses on the protection, promotion, and optimization of health and human functioning; prevention of illness and injury; facilitation of healing; and alleviation of suffering through compassionate presence. Nursing is the diagnosis and treatment of human responses and advocacy in the care of individuals, families, groups communities, and populations in recognition of the connection of all humanity" (p.1). This emphasis on human responses as its primary concern recognizes nursing as a caring art. Therefore, we believe that the foundation for nursing is a liberal arts and sciences-based curriculum.

The philosophy of the program includes beliefs about **people, environment, health, learning** and **nursing** derived from a variety of disciplines. These beliefs support the conceptual framework of the curriculum designed to prepare broadly educated people capable of participating in the multi-disciplinary delivery of health care. We value knowledge of nursing practice, competency of nursing care across systems, self-responsibility, autonomy, altruistic caring, leadership, advocacy, policy development and scholarship as qualities of the professional nurse.

We view **people** (individuals and groups) as having unique characteristics that are to be respected as diverse entities. We believe people exist in relation to one another, including families, communities, and populations. People should be treated with individualized care that is holistic including the body, mind, and spirit in an integral relationship that is more than the sum of the parts. People experience development of incredible complexity across the life span.

Environment encompasses the physical, social, economic, cultural and psychological surroundings in which people receive care, live their lives, and evolve based on their human experience. We recognize there are disparities and inequities within the environment that impact the health of individuals and communities.

Health is a concept that seeks to encompass the personal experience of well-being on a continuum across the life-span. It has functional, emotional, social and spiritual dimensions that relate to integral dynamic balance within the environment.

Nursing is an evolving body of knowledge. Theoretical concepts used in the discipline of nursing are derived from nursing science and tradition and from constructs and theories applied from other sciences and traditions. Nursing science is advanced by evidence-based practice, lifelong learning, and reflective analysis of practice. Nursing practice encompasses empathetic, compassionate, ethical and holistic patient-centered care.

We engage our students in the creative enterprise of **learning**. Learning ultimately is a self-motivated, active process that enhances life-long development. Learning may be facilitated by teachers, mentors and peers and is nurtured in an atmosphere of mutual trust and respect.

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Statement of Philosophy of Education

We believe at the University of Evansville nursing education is an ongoing process that is based on a holistic model. Our curriculum is founded in the liberal arts and sciences. We value active, experiential, individualized, collaborative and inclusive learning for students to achieve their highest potential. We actively support a global view of education as it relates to nursing. Nursing education is founded on professional standards of care, therapeutic interaction, the nursing process, and development of clinical judgement. Our essentialist educational philosophy is based on various nursing, scientific and educational theories, including but not limited to, the Dungan Model of Dynamic Integration, Boyer's Model of Scholarship, and John Dewey's Model of Education Theory. The curriculum is grounded in nursing knowledge, the NCSBNs Clinical Judgement Model and The Essentials: Core Competencies for Professional Nursing Education.

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End of Program Learning Outcomes

A graduate nurse from the Dunigan Family School of Nursing will be able to perform the following at the level of beginning practice:

- Demonstrate the application of nursing knowledge and clinical judgement founded in evidence-based practice.
- Provide safe, quality, individualized care in a variety of settings.
- Apply principles of diversity, equity, and inclusion in healthcare.
- Collaborate as a member of a multidisciplinary team within an integrated healthcare system.
- Utilize information and communication technology and informatic processes within nursing practice.
- Demonstrate a professional identity with an ethical and legal framework.
- Display actions congruent to learning as a means to improve self-directed practice and add to the body of knowledge in nursing.
- Utilize communication skills that promote an effective exchange of information, development of therapeutic relationships, and collaborative decision-making.

Approved June 2024

Accreditation Status

The Baccalaureate Nursing Program at the University of Evansville is accredited by two professional bodies: the Accreditation Commission for Education in Nursing (ACEN) and the Indiana State Board of Nursing (ISBN).

- The program was last visited by ACEN in February 2023 and was awarded continuing accreditation status. ACEN may be contacted at 3343 Peachtree Road NE Suite 850, Atlanta, GA 30326, by phone at 404-975-5000 or online at <http://www.acenursin.org/>.
- The Indiana State Board of Nursing may be contacted at Indiana Government Center South, 402 West Washington Street, Room W072, Indianapolis, IN 46204 (317-234-2043) or online at <http://www.in.gov/pla/nursing.htm>.

General Information for Current Students

Non-Discrimination Statement

The University of Evansville expects all members of its community to treat each other with respect and civility. Harassing behaviors directed towards any member of our community will not be tolerated. As part of its commitment to non-discrimination, the University specifically prohibits harassment based on any other characteristics set forth in its non-discrimination statement as follows: including race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status, and all federally protected groups/classes. Any form of harassment undermines the mission of the University and negatively impacts the University community as a whole.

Prohibited Conduct and Confidentiality

The University of Evansville is committed to fostering an atmosphere free from harassment and discrimination. This commitment includes identifying problems that may lead to sexual harassment and misconduct, as well as other forms of harassment and discrimination, by creating an atmosphere in which the entire University community is sensitive to preventing prohibited conduct. Additionally, the University is committed to providing support and resources to individuals who have experienced prohibited conduct. This commitment includes effectively responding when a student, visitor, guest, or program participant is the victim of prohibited conduct.

All campus employees, students, and guests are required to abide by the Title IX and other Sexual Harassment and Misconduct Policy, the Harassment and Discrimination Policy and the Consensual Sexual or Romantic Relationships between employees and students' policy. Violation of these policies could result in disciplinary action, up to and including expulsion for students and termination for employees.

Faculty members at the university of Evansville are considered "*Responsible Employees*" under the applicable federal guidelines and the University's policy. This means that faculty are unable to offer you confidentiality if you report any evidence of prohibited conduct as defined by Title IX statute. If made aware of a violation, faculty are required to report any known information to the Office of Institutional Equity.

You may choose to report the violation yourself the following ways:

Email: Annie Sills, Assistant Director of Institutional Equity and Title IX coordinator: cs175@evansville.edu – Keith Gehlhausen, Executive Director of HR and Institutional Equity: kg77@evansville.edu – Title IX: titleix@evansville.edu

Phone: 812-288-5261

Online: <https://www.evansville.edu/safety/report.cfm>

You may also choose to speak with a Confidential Resource. Confidential Resources are required to maintain confidentiality and cannot report violations to the Office of Institutional Equity: Counseling Services: counseling@evansville.edu, 812-488-2633 – Health Center Professionals: healthcenter@evansville.edu, 812-488-2033 – University Chaplain: chaplain@evansville.edu, 812-488-5262

University Policies

University of Evansville policies extend to all sites where students are engaged in the role of nursing student. The student is responsible for reading and adhering to the policies outlined in the University Catalog and University Student Handbook.

Communication

Policy changes will be communicated in writing and distributed either in class or by university e-mail. Routine course and program information may be communicated in class, via Blackboard, or through university e-mail.

Students are required to notify the department of any change of name, telephone number, or address which occurs during a school year; the change is to be reported to the department Operations Coordinator, faculty advisor, current nursing course faculty, and the Registrar's Office.

Injuries or Incidents

All incidents occurring on or off campus involving nursing courses are to be reported to staff or faculty immediately including, but not limited to, any incidents involving injury or exposure to blood or body fluids. Incidents should also be reported to agency personnel if applicable. The student is responsible for completing any required agency documentation, such as incident or occurrence reports promptly. The supervising faculty and/or agency personnel reserve the right to call for an ambulance or emergency services as required. The student bears financial responsibility for treatment. Workmen's Compensation is not applicable to the nursing student role. Accident Reporting Form is available in the [forms](#) section of this document.

Research Policy

The Institutional Review Board (IRB) is responsible for the review and approval of all research conducted by staff, faculty, and students at the University of Evansville. This oversight does not include research not involving data collection from human or animal subjects. Any questions about research conduct should be addressed to the Institutional Review Board Chair.

Student Complaint Policy

Students have both the right and the responsibility to express concerns regarding perceived problems in the educational experience. The nursing faculty embraces a culture that encourages students to seek informal resolution to the issues or concerns when possible.

The student should follow the Academic Grievance procedure for concerns regarding academic decisions. For other concerns students are encouraged to seek resolution from the faculty or administrator who has directed authority to respond. Students are encouraged to follow the chain of command and seek assistance from nursing faculty and academic advisors to resolve the issue at the level of occurrence within the nursing department. If the issue cannot be resolved at this level the student should then file a formal complaint with the Chair of the Dunigan Family School of Nursing. A formal complaint includes submission to the Chair of a written and signed statement including resolution sought. Anonymous complaints will not be reviewed.

Transportation, Cars, and Parking

Students are responsible for providing their own transportation to all clinical experiences. The University is not responsible for the student's safety during transport to and from clinical sites. All cars on campus must be registered with the University Office of Safety and Security. In addition, individual clinical facilities distribute parking regulations for student parking and often require parking stickers. Students are responsible for complying with facility parking policies.

Students with Disabilities

The Baccalaureate Nursing Program, in accordance with University policy, will use all reasonable efforts to accommodate students with disabilities. The practice of nursing requires that a student be physically and mentally able to perform certain essential abilities. These abilities are described in the section on academic and progression policies in this handbook. It is your responsibility to review these essential abilities and to communicate any problems you might have with being able to perform these essential abilities to your nursing academic advisor and your nursing faculty.

It is the policy and practice of the University to comply with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A student with a disability needs to self-identify if they are requesting one or more accommodations. Specific policies regarding the rights and responsibilities of students with disabilities are found at

<http://www.evansville.edu/counseling/disability.cfm>

Section 2: Academic Advising, Admission, Progression, and Graduation

Classification of Student Admission Status

The Dunigan Family School of Nursing at The University of Evansville offers a Bachelor of Science in Nursing (BSN) through two programs of study: traditional BSN and accelerated BSN (ABSN).

The traditional BSN program of study is designed for any students who aspire to become a bachelor's prepared Registered Nurse (RN). Graduation from this program awards a Bachelor of Science in Nursing (BSN) degree, which allows the student to take the National Council Licensing Exam (NCLEX-RN). Successful passing of the NCLEX-RN exam and registration with a state board of nursing is required to practice as a Registered Nurse. *Direct-entry* admission is available for qualified applicants; students who do not meet direct-entry admission requirements may pursue study as a *pre-nursing student*. *Transfer students* may enter as direct-entry or pre-nursing according to their pre-admission qualifications. Admission requirements for the accelerated BSN (ABSN), a second-degree program, are located at <https://www.evansville.edu/majors/nursing/nursing-accelerated.cfm>.

For all classifications of student admission status, if the student has less than 30 hours of credit applicable to the degree prior to beginning level two nursing courses and/or has more free electives than general education requirements met, summer courses may be required to graduate in 4 years.

Direct Entry Nursing Students

University of Evansville accepted applicants who meet the following required standards to enter directly into UE's Bachelor of Science in Nursing (BSN) program:

- ACT score of 22 or above and/or SAT-R score of 1100 or above.
- The following courses in high school curriculum:
 - Minimum of four years English
 - Three years mathematics
 - Minimum three years science
 - Two semesters of chemistry with a grade of C or higher

Meeting minimum admission requirements does not guarantee admission to the nursing program. In the condition of limited space, the University of Evansville Dunigan Family School of Nursing reserves the right to admit students based on a holistic application process as necessary.

Students who do not meet direct-entry criteria are considered for admission individually by the Admission, Standards, and Progression Committee for selection as a pre-nursing student.

Length of Program for Direct-Entry Students

Traditional: The traditional program generally requires four years of study. A sample schema can be provided upon request. A minimum of 120 credit hours are required for graduation.

Degree in Three: A select set of students may be eligible to obtain their BSN degree in three years. This program of study requires prerequisites and usually requires summer course work. A minimum of 120

credit hours are required for graduation. Consultation for eligibility in this program study format is available upon request.

Pre-Nursing Students

An applicant admitted to the University of Evansville who does not meet the academic admission requirements for direct entry nursing may pursue study as a pre-nursing student.

After admission to the University, pre-nursing students will be assigned a nursing advisor and take level-one nursing classes. After the spring semester of level one nursing courses, pre-nursing students will be evaluated for full admission into the nursing program. If criteria are met, the affected students will be reclassified as “fully admitted” nursing students and will be eligible to continue in the nursing program by enrolling in level-two nursing courses as soon as the following fall, contingent on available space.

The following minimum criteria is required for consideration of pre-nursing students to be fully admitted into the nursing program:

- Must take the ATI TEAS test and achieve the Proficiency level by June 15.
- Completion of at least 30 hours of credit applicable to the degree
- Minimum overall UE cumulative grade point average (CGPA) of at least 2.5
- Completion of the following courses with a minimum grade of C
 - EXSS 112 **AND** 113 (Human Anatomy and Physiology I and II)
 - CHEM 108 (Elementary Chemistry) **OR** CHEM 118 (Principles of Chemistry) **OR** approved substitutes
 - NURS 165 **AND/OR** NURS 170

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Meeting minimum requirements does not ensure full admission into the nursing program. Pre-nursing students who meet the minimum requirements will be evaluated by the Nursing Admissions, Standards, and Progression (ASP) committee. Prior to reevaluation, the pre-nursing student is encouraged to make an appointment for an interview with the School of Nursing Admissions, Standards, and Progression Committee.

The following considerations apply to admission or denial into the nursing program:

- Having to repeat any one of the courses listed above more than once to receive the required grade or having to repeat more than a total of two of these courses to receive the required grade is not favorable for admission.
- Admission and placement in second-level nursing courses will depend on available space. In limited space, placement in 200-level nursing will be determined by cumulative GPA and amount of coursework completed.
- When spaces are limited, those students with higher CGPAs and NCGPAs will be admitted preferentially.

Length of Program for Pre-Nursing Students

Pre-nursing students should consult with their nursing advisor to determine if they will follow a 4- or 5-year plan.

Transfer Students to BSN Program

Following admission to the University of Evansville, transfer students seeking admission to the nursing program will be evaluated by the Nursing Admissions, Standards, and Progression (ASP) committee. Nursing curriculums vary greatly among differing institutions, so as a general rule, previous nursing courses are non-transferable. Nursing course work will be evaluated for transfer eligibility by the ASP committee, but there is no guarantee that it will be accepted as equivalent course work.

Admission criteria to the nursing program for **level two** transfer students include:

- Must complete the ATI TEAS test and achieve proficiency level. (*This is waived if the student meets direct entry requirements.*)
- C or above in the required high school chemistry and math or college equivalents
- A minimum college CGPA of 2.75 (excluding remedial courses)
- "C" or better in courses equivalent to the anatomy and physiology I & II (EXSS 112, EXSS 113) and chemistry (CHEM 108 or CHEM 118) courses at the University of Evansville.
- Science courses must be completed within 7 years of matriculation to be applicable to the nursing degree (A & P, chemistry, and microbiology).
- Completion of at least 30 hours of credit applicable to the degree
- Course work is evaluated not only in terms of CGPA and applicability to the degree but also as to amount of full-time versus part-time study and timeliness of the course work.

If transfer students do not meet these minimal requirements, they may be considered for admission as a level one nursing or pre-nursing student.

Meeting minimum requirements does not ensure full admission into the nursing program. Students who are transferring from another nursing program may be asked to submit a letter of recommendation upon request from a designated person in the nursing program (Dean, Chair, or faculty). The letter will need to describe the student's status in the program upon leaving and the reason for withdrawal. Applicants may be requested to arrange a personal interview with a faculty member.

The student not meeting these criteria may be designated as a pre-nursing student. See [Pre-Nursing Students](#) section for further details on this admission category status.

Length of Program for Transfer Students

Transfer students may be admitted to either the first or second level of nursing courses based on prerequisite completion, minimal admission criteria, and number and type of credits accepted. Completion of the degree would then take either 3 or 4 academic years depending on placement.

For students who are placed in the second level of nursing courses, first level nursing courses may be taken concurrently with the second level courses, although this will be a heavy load. Completion of the program in 3 years may necessitate summer courses.

Admission Policy for International Students

International students seeking admission to the nursing major at the University of Evansville will be evaluated after admission to the University and completion of English proficiency evaluation. Criteria for admission to nursing include:

- Admission to the University
- Documentation of an official English proficiency exam score that meets the requirements as established by the University (i.e., TOEFL, IELTS)
- High school or college equivalency to two years of high school math and one year of high school chemistry
- High school and college courses taken prior to study in the United States will be evaluated with the appropriate University personnel in determining their equivalency to required courses. No credit will be given toward the nursing degree for science courses taken in a language other than English or for nursing courses taken in a non-English speaking curriculum. No credit will be given for nursing courses taken at institutions that are not accredited by either the ACEN, CNEA, or CCNE. The international student who does not meet these criteria will be considered as a pre-nursing international student.

Note: Following admission, progression to the second level nursing courses requires the international student to complete all required English Language (EL) courses and to successfully complete the required First Year Seminar sequence.

Academic Advising

Each student is assigned a nursing faculty advisor at the time of entry into the nursing program regardless of admission category. Because effective communication is a key element of the advisor-advisee relationship, students are encouraged to work closely with their advisor. It is important that students confer with their advisor before registering for courses, dropping, or adding courses, and requesting transfer approval. The student bears responsibility and accountability for knowing their status in the program and for adhering to the curriculum guidelines.

Retention Support

The retention support program at the Dunigan Family School of Nursing Program begins with the policy of accepting those students for admission who can be expected to successfully complete the program. Thereafter, student retention is facilitated through positive student interactions with faculty members in supportive, caring relationships. Faculty members strive to be actively interested, approachable, available, and accessible to students.

Supplemental instruction (SI) provided by nursing peers is available in most nursing courses and all students are encouraged to attend.

Retention is promoted when faculty expectations of students are realistic, consistent, and clearly understood by both parties. A variety of teaching strategies encourages student interest and participation. Retention is further facilitated when students receive early and frequent feedback regarding their academic progress. Frequent meetings with academic advisors provide opportunities to develop supportive faculty/student relationships, solicit student feedback, and direct students to resources available for academic or personal assistance. Students may be assigned NCLEX preparation faculty mentors upon suggestion or request.

Purple Posts are utilized to identify at-risk nursing students in the program. Additional academic support is offered by the Center for Academic Advising and through Student Success Services. Information regarding the services is found at:

<https://www.evansville.edu/advising/index.cfm>

Support services foster program completion through contributions to student health and welfare. Good health practices are encouraged and assistance with health problems is available through the Crayton E. and Ellen Mann Health Center. Counseling Services are available to students experiencing personal adjustment or psychological problems that require professional attention. The Office of Spiritual Formation and Development offers students the opportunity to integrate faith and learning. Retention is further facilitated by the availability of financial assistance through Financial Aid Services.

Student interaction with faculty promotes an environment conducive to learning, fosters the development of self-esteem and self-actualization, and encourages intellectual inquiry. Positive interactions with faculty members contribute directly to student persistence in obtaining their degree.

Curriculum Progression Policies

General University standards for retention and progression in the University are applicable to nursing students except in those instances where specific standards of the Baccalaureate Nursing Program exceed those of the University. In these instances, the Dunigan Family School of Nursing standards take precedence over general University of Evansville standards.

The Chair and the faculty of the Baccalaureate Nursing Program have the authority and the responsibility to dismiss any student from the nursing major if circumstances of a legal, ethical, moral, health, emotional, or academic nature indicate that the student is no longer qualified to pursue a degree in professional nursing.

Course Sequencing and Progression through Curriculum

The nursing curriculum is arranged in a specific order to facilitate the overall learning experience. Courses cannot be taken out of order without completing the required prerequisites. The student is referred to the University Catalog for a listing of prerequisites and nursing sample schema.

Students must successfully complete the nursing courses in the order that meets course and progression prerequisites. Most nursing courses are offered only one time per year. Failure to successfully complete a required course may extend the length of the student's program by one year or more. The student who does not progress regularly will be accepted into nursing courses on a space available status.

If a student withdraws from nursing classes in good standing, resulting in a deviation from the specified progression (i.e. medical withdraw), this should be communicated in writing with the Baccalaureate Nursing Program Admission, Standards and Progression (ASP) Committee. At the time of notification, the student must also provide a written plan, that was developed with the academic advisor, on how the student will complete the nursing program. Any special arrangements for an out-of-sequence completion of course requirements are made with the advisor and must be approved by the ASP committee in consultation with the faculty.

Nursing didactic and clinical courses are coupled together throughout the curriculum to enhance achievement of learning outcomes and to meet Indiana State Board of Nursing requirements. In the event of failure of a didactic or clinical course, both the didactic and associated clinical course must be repeated together. The following is the list of these associated courses: NURS 271 and 272; NURS 361 and 362; NURS 371 and NURS 374; NURS 373 and NURS 374; NURS 467 and 468; NURS 477 and 478.

Traditional BSN students cannot substitute distance nursing courses for in-seat classes without prior approval of the Nursing ASP Committee and the student's nursing advisor.

Progression conditions prior to level-two courses:

- Academic requirements and prerequisites for the beginning 200-level nursing courses include completing the following with required grades:
 - EXSS 112 and 113 or approved substitutes (must achieve a C or better).
 - Chemistry 108 or 118 or approved substitute (must achieve a C or better).
 - *NURS 165 and NURS 170 (must achieve a C or better).
 - Students can progress into NURS 170 with a D in NURS 165 but cannot advance to 200-level courses.
 - Spring semester level-one transfer students who have only taken NURS 170 will be allowed to progress into 200-level nursing courses if a C or better is achieved.
 - Level-two transfer students may concurrently enroll in NURS 165 and level-two nursing course.

Progression conditions within level-two courses:

- Successful completion of NURS 261 is required to progress NURS 262.
- Academic requirements prior to beginning NURS 271 and 272 include completing the following with required grades:
 - NURS 261, NURS 262, and NURS 264.
 - NURS 165
 - Completion of or concurrent enrollment in NURS 170 (level-two transfer students)

Progression conditions prior to level-three courses:

- Academic requirements prior to beginning fall 300 level nursing courses include completing the following with required grades:
 - All 100 and 200 level courses in nursing
 - HS 205 (Pharmacology)
- Academic requirements prior to beginning spring 300 level Nursing courses include completing the following with required grades:

- Nursing 361, 362, 363, and 364
- Nutrition 304 or approved substitute
- Academic requirements prior to beginning NURS 385 (fall or spring semester)
 - Statistics course (HSA 467, SOC 344, or QM 227)

Progression conditions prior to level-courses:

- Academic requirements prior to beginning 400 level nursing courses include
 - All 300 level nursing courses, including NURS 385

Progression conditions for all nursing clinical courses:

- In each clinical course, the student is required to pass a calculation proficiency exam at 100%. This is required to participate in clinical experiences and pass the course with a minimum of C, regardless of overall calculated course percentage grade.
- Students must consistently demonstrate safe practice in both campus and clinical laboratory settings. Students whose practice is unsafe will earn no higher than a “D” and clinical course regardless of their other work in that course.
- Clinical courses usually include graded clinical assignments as part of the overall course requirements. In all clinical nursing courses with graded clinical assignments, the student must submit all the assignments and achieve an overall average passing grade (75%) on the assignments to earn the minimum passing grade of C in the course. Students will earn no higher than a D if the graded clinical assignments average is less than 75%, or if all the course assignments are not submitted, regardless of the overall course percentage grade when calculated. Each clinical course syllabus will specify the specific graded clinical assignments and their weighting.
- Students must earn a 75% and “2” or greater in all evaluation categories on final clinical evaluations to earn a minimum passing grade of C in the course. Students will earn no higher than a D if the clinical evaluation grade is less than 75%, or there is a score less than “2” in any category, and/or if clinical performance plan(s) (CPP) are not carried out as specified, regardless of the overall course percentage grade when calculated.

Progression conditions for all didactic (non-clinical) nursing courses:

- A student must earn a minimum of 75% weighted test average in all didactic nursing courses in order to pass the course. Students may earn no higher than a D if the weighted exam average is less than 75%, regardless of overall grade that may include additional assignments, such as papers, projects, participation, quizzes, case studies, and standardized exams.
- See individual course syllabi for grading information specific to that course.

Repeating Courses within the Nursing Program: Deceleration and Dismissal

- If a student earns a grade less than a C in any nursing course, that course must be repeated following progression guidelines. In most instances, this will result in a year's delay in progression.

- The following will result in dismissal from the program:
 - A grade of a “D” in two nursing courses at any time in the program. This can include a “D” in two different nursing courses or two “Ds” in the same attempted and repeated course.
 - If a student retakes a nursing course to replace a “D”, that original “D” still counts against the total allowance of 2 Ds. For example, a student may get a “D” in NURS 385, then repeat it to get a passing grade. If the same student gets a “D” in NURS 463, they will be dismissed from the nursing program, even though their transcript won’t show the original NURS 385 “D”.
 - This can include a course that has been previously failed and the grade replaced with a passing grade.
 - A single grade of “F” in any nursing course will result in dismissal from the nursing major.
- There is a limit on repetition of the following courses to meet progression and graduation requirements (minimum grade of C):
 - EXSS 112, EXSS 113, Chemistry 108 or 118, Biology 110, HS 205, and Nutrition 304.
 - The student may repeat an individual course only once in order to earn the minimum grade of C.
- Admitted students who do not meet progression requirements but are eligible to decelerate, opt-out, or who choose for some reason to withdraw from a required course may retake the nursing course or required prerequisite at the next offer time, pending space availability. In no instance shall this student take precedence over a student who is progressing sequentially without breaks.
- When a student decelerates, they must meet the requirements of the class they join, including individual course requirements, progression requirements, books and resources, and graduation requirements.
- The Dunigan Family School of Nursing does not guarantee that current nursing courses will be offered each year; students should consider this throughout the curriculum transition plan.

Criteria to Remain in Good Standing and Graduate with BSN

To remain in good standing and to graduate with a Bachelor of Science in Nursing (BSN), the student must meet University General Education requirements as well as requirements for the nursing major which are detailed in this handbook and in the University Catalog.

All nursing majors must earn a C or above in each of the following courses or approved substitutes to graduate with the nursing degree:

- ALL nursing courses
- EXSS 112 (human anatomy and physiology I)
- EXSS 113 (human anatomy and physiology II)
- Chemistry 108 or 118
- Biology 110 (microbiology)
- Nutrition 304
- HS 205 (pharmacology)

- Sociology 105
- Psychology 121
- FYS 112 (First Year Seminar) OR FYS 312 (for Transfer Students) English Composition

Students need to work closely with their nursing academic advisor to ensure that program requirements are met; however, the student is responsible for being aware of the policies and seeking guidance and help. Although the curriculum schema is arranged to allow a student to graduate in four years, individual variations may result in the need to take summer courses and/or extend the program's length.

Nursing students are required to achieve a final overall cumulative (CGPA) and an overall nursing cumulative GPA (NCGPA) of 2.5 to graduate with a BSN.

Satisfactory progress requires that the student accumulate a minimum number of applicable hours as they advance in the program in order to graduate in four years.

Nursing Probationary Status

Throughout the nursing program, if a student's CGPA or NCGPA drops below 2.5, the student is placed on academic probation. Evaluation of CGPA and NCGPA begins after completion of level-one nursing courses. For students entering the nursing program in level-two nursing courses, evaluation of CGPA and NCGPA will begin the first semester of nursing class.

- The student placed on probation has two consecutive semesters following the probationary status to remove the probationary status
 - Probationary status is removed by the student obtaining a CGPA and NCGPA of greater than 2.5
- If a nursing major's CGPA or NCGPA falls below 2.5 a second time after removing the first probationary status, the student will be dismissed from the program.

The students should inform the Program's ASP committee in writing of any deficiencies in cumulative GPA (CGPA), Nursing Cumulative GPA (NCGPA), and or progression requirements within one week after the receipt of semester grades. At the time of notification, the student must also provide a written plan, that was developed with the academic advisor, on how the student will remove the deficiency. Any special arrangements for an out-of-sequence completion of course requirements are made with the advisor and must be approved by the ASP committee in consultation with the faculty.

Policy Regarding "Incomplete"

A definition of "Incomplete" in a nursing course will be used only in cases of true hardship when extenuating circumstances have resulted in the student being unable to complete course requirements by the end of the semester. In instances in which this occurs, the following policies are in effect:

- All university policies regarding an incomplete are applicable to nursing courses. Refer to the University Catalog and University Student Handbook.
- An incomplete will not be used to allow for remedial work; student's work at the time must be earning a passing grade.

- The coursework must be able to be completed without further class attendance except in the case of a clinical course requiring clinical supervision.
- Students are required to complete the course that has been deemed “Incomplete” prior to subsequent nursing course if the course is a prerequisite.

Policy Regarding “Withdrawal”

The option of withdrawing from a nursing or other required course in receiving a grade of “W” is possible within the withdrawal period listed on the academic calendar each semester if applicable. Shortened courses (i.e. NURS 261/262) will have a different “W” date which will be communicated by the faculty member. Students electing to take a “W” in a nursing course are to understand that progression in the program is subject to review of the Departmental ASP Committee. The student is expected to take the course the next semester that the course is offered, pending space availability. Withdrawal may prolong study by one year or longer.

Dismissal and Readmission

Dismissal from the Nursing Major

The faculty has both the professional responsibility and the authority to dismiss a student from the nursing major at any point in which the student’s progress in meeting program outcomes is judged unsatisfactory or unsafe, or when circumstances of illegal, ethical, moral, health, emotional, behavioral, or academic nature indicate that the student is no longer qualified to pursue the degree. Circumstances that may lead to inability to sit for the National Council Licensing Examination (NCLEX) may also result in dismissal from the nursing major.

Readmission to the Nursing Major

Dismissed students may apply to the ASP Committee for readmission into the nursing major. In instances where permission is granted for readmission, specific expectations of performance by the student both proceeding and following readmission will be agreed upon by the ASP committee and the individual student. An individualized readmission contract will be developed for the student's specific needs. Failure of the student to meet and maintain the specific requirements outlined in the readmission contract may result in delay of progression or dismissal from the program.

Students who are dismissed or withdraw from the Dunigan Family School of Nursing Program, regardless of traditional or accelerated track, are **not guaranteed** admission or readmission to the traditional and/or accelerated programs.

All previously completed coursework will be evaluated for its currency. It may be necessary for the student to repeat coursework if that work is outdated or does not meet the existing requirements at the time of readmission. The Dunigan Family School of Nursing does not guarantee that current nursing courses will be offered each year; students should consider this throughout the curriculum transition plan.

Graduation & Professional Nursing

Pinning Ceremony

Graduating level-four students (seniors) have a pinning ceremony where they receive their University of Evansville BSN nursing pin. This ceremony has historical and professional significance for graduating nursing students and holds a level of reverence and celebration for this great achievement.

The nursing pin will be applied by a nurse of the student's choosing. This can include a family member, faculty member, or mentor. Validation that the pinner is a nurse will be required.

A dress code will be mutually decided upon by the nursing faculty and pinning committee. Students who violate the dress code will be required to wear a graduation gown or may not be allowed to participate in the event.

Level-four students should contact the Operations Coordinator at the beginning of the level-four spring semester to plan the event. The Operations Coordinator and/or the nursing Chair will be able to direct the students on the planning and direction of the event. Students may need to do fundraising during the level-four year to pay for refreshments, gifts etc. used during this event.

Application for Licensure

In the spring semester of the level-four year, level-four nursing students receive information about the licensure exam application process. Fees associated with application for licensure vary by state and are paid by the student. Students are expected to take an active role in applying for licensure and are responsible for knowing all licensure requirements applicable to the state they choose to be licensed in. In most states, students are required to complete a criminal background check and answer questions concerning personal history of legal action and drug and alcohol problems. The criminal background check completed in the nursing program does not satisfy the state's application for licensure requirements. The decision regarding an applicant's ability to take the licensing exam is not made by the Dunigan Family School of Nursing, but rather by the state licensing board. The requirements in the process for application for licensure vary from state to state. Please consult your state board of nursing website for details.

Nursing Curriculum Transition Plan

In efforts to stay current in the evolving world of nursing education, the Dunigan Family School of Nursing will be undergoing changes in the curriculum to support ongoing rigor and relevancy beginning in the fall of 2025.

How will this affect current student cohorts?

Class of 2025, Class of 2026, Class of 2027

- Graduating classes of 2025, 2026, and 2027 will continue to progress through the historically successful Bachelor of Science in Nursing (BSN) curriculum through graduation. The curriculum change will not affect these cohorts.
- If a student in any of these cohorts decelerates, an individualized plan will be devised in collaboration with the student, the Nursing Admissions, Standards, and Progression Committee and the Registrar.

Class of 2028

- The new curriculum will be unveiled in the fall of 2025 affecting the graduating class of 2028.
- Incoming level one students in fall of 2024 will take NURS 165 and NURS 170 in the 2024-2025 academic year. Assuming progression eligibility, in the 2025-2026 school year, this cohort will take "new curriculum" courses including NURS T200, NURS T210, NURS T220, NURS T230, and NURS T240.

- If a student passes NURS 165 but does not pass NURS 170, they will take NURS T110 at a subsequent offering to replace *credit* for NURS 170. However, this will not replace the grade of NURS 170, so GPA implications will stand.
- Transfer Situations
 - Transfer students entering Spring 2025 will take NURS 170 in Spring 2025, then NURS T100 with fall semester level two courses.
 - Transfer students entering in Fall 2025 will take all “new curriculum” courses, including NURS T100 and NURS T110 with level two courses.
- This is approved for Bachelor of Science in Nursing degree audit by the Registrar.
- “Sample Schema for Freshmen Entering Fall 2024 & Spring 2025” is available upon request in the Nursing Department.

Class of 2029 and Future Cohorts

- These cohorts will be fully integrated into the “new curriculum.”
- Incoming level one students in fall of 2025 will take NURS T100 and NURS T110 in level one followed by “new curriculum” courses throughout the duration of their program.
- “Sample Schema for Freshmen Entering Fall 2025 & Spring 2026” is available upon request

Section 3: Nursing Student Code of Conduct and Professional Standards

Professional Behaviors

The University of Evansville Dunigan Family Department of Nursing and Health Sciences faculty believe that professional behavior is an essential part of nursing education. Nursing students must always adhere to the highest standards of professional behavior including time spent in the classroom, campus lab, and off-campus clinical experiences.

Integrity, trustworthiness, and honesty are essential elements of what it takes to be a nursing professional. These elements serve as a foundation for an effective learning experience. Students need to be aware of the very public nature of their role and how interactions with the public have the potential to reflect on the image of the University of Evansville and the profession of nursing.

In addition to this nursing student handbook, and the University of Evansville Student Handbook each nursing student is responsible and accountable for knowing and adhering to the following:

- The American Nurses Association Code of Ethics for Nurses (ANA)
- The Indiana State Board of Nursing Statutes and Rules (https://www.in.gov/pla/professions/nursing-home/nursing-board/#State_Statute)
- The National Student Nurses' Association Code of Academic and Clinical Conduct and the Code of Professional Conduct. <https://www.nsna.org/nsna-code-of-ethics.html>

Accountability of professional behaviors is the collective responsibility of all members of the learning environment, including but not limited to the student, peers, faculty, and clinical personnel. All are responsible for reporting instances of unprofessional behavior. To promote ethical, professional conduct the faculty will observe and evaluate student behavior throughout the program. Violations of these behaviors will result in a [Breach of Professional Behavior](#).

In all instances, the nursing student is expected to demonstrate professional behavior consistent with policies and procedures of the Baccalaureate Nursing Program and the clinical agencies. Although it is not possible to list all professional and unprofessional behaviors, the following behavioral expectations apply to each nursing student. Violation of any professional behavior, **including, but not limited to the following list**, will result in counseling and/or written sanctions up to and including dismissal from the program. The University of Evansville BSN student is expected to:

1. Comply with policies governing student behavior, dress, attendance, and academic conduct as stated in the course materials, Baccalaureate Nursing Student Handbook, and the University of Evansville Student Handbook.
2. Show respect, empathy, and equity in interactions with all healthcare consumers and members of the learning environment including peers, faculty, and administration.
3. Demonstrate respect and civility when interacting with peers, faculty, patients, guests, and staff in all learning environments.
 - For example, talking during class, using cell phone during class, being on social media during class, yelling, cursing, hateful tones in oral or written communication, and aggressive or offensive gestures.
4. Communicate and collaborate effectively with other members of the healthcare team, peers, and faculty.

- Communicate patient care information accurately and in a truthful and timely manner.
5. Demonstrate responsibility and accountability for own decisions and actions both in the classroom and in campus and off campus clinical.
 - For example, performing procedures without adequate level of instruction or supervision, performing procedures outside of scope of practice, performing procedures contrary to policies are all prohibited.
 6. Seek guidance and assistance upon recognition of personal limitations.
 7. Apply legal, moral, and ethical principles and professional standards in the provision of patient care including recognition of a patient's rights to privacy, confidentiality, and dignity.
 - For example, it is prohibited to take photos, photocopy or print copies of patient records and/or remove printed or electronic copies of patient records from the health care setting unless all identifying information is removed.
 - It is prohibited to share private or confidential information or knowledge with persons not involved with patient care or the learning experience.
 - It is prohibited to engage in unlawful discrimination when interacting with others or providing care.
 - It is prohibited to violate personal privacy and dignity when interacting with others or providing care.
 8. Respond appropriately to constructive criticism and suggestions for continued self-development, without arguing or ignoring feedback.
 9. Punctually attend class, campus labs, and off campus clinical experiences.
 - It is also prohibited to leave clinical during assigned time without faculty or staff notification.
 10. Consistently prepare for all class, campus labs, and off campus clinical experiences.
 - For example, complete and submit assignments on time.
 11. Use resources appropriately and in alignment with principles of stewardship.
 12. Provide care for patients, real and simulated, in a timely and compassionate manner.
 13. Implement safe practices, including accurate documentation, and refrain from any action or omission of care that puts patients, self, and/or others at risk in all practice care settings.
 - For example, behavior or inactions consistent with failure to rescue are prohibited.
 - It is prohibited to inaccurately record, falsify, or alter patient care records and/or assignments.
 14. Engage in professional development by attending professional and/or educational programs.
 15. Abstain from the use of alcohol or any substances that might impair judgement in the academic and clinical setting.
 16. Maintain personal wellness in order to fulfil essential clinical abilities as outlined. This includes physical demands of clinical experiences, adequate sleep to promote learning and safety in classroom, campus lab, and off campus clinical setting.
 - For example, any performance impairment due to lack of sleep, illness, or influence of drugs or alcohol in a learning environment is prohibited.
 17. Develop self-direction and professional growth through utilization of a variety of available resources.
 18. Adhere to the University Academic Code of Conduct including reporting of any known or suspected violations.

19. Complete all assignments, quizzes, and examinations independently without plagiarizing or self-plagiarizing, unless otherwise instructed by faculty.
20. Adhere to the policies and procedures of the University of Evansville, the Dunigan Family School of Nursing and affiliating clinical agencies.
 - For example, violations of the dress code are unprofessional behaviors.

Breach of Professional Behavior

Breaches or violations of professional behavior will be categorized into yellow or red offenses. Yellow indicates a non-safety violation requiring written sanctions and counseling from faculty. A red offense may include a safety, ethical, or serious offense that requires written sanctions and counseling from faculty and may warrant immediate dismissal from the nursing program. Multiple instances of yellow offenses or a pattern of unprofessional conduct could also result in dismissal from the nursing program.

- A documented Breach of Professional Behavior form (Breach) includes a plan of corrective action with consequences.
- The faculty member initiating the Breach will notify the student's advisor, the chair of the nursing program and the ASP (Admission, Standards and Progression) committee of the unprofessional behavior.
- An in-person meeting will be held with the student, the faculty member(s) involved, and a member of the ASP committee. The advisor or another faculty proxy may also attend.
- Individuals present during the in-person meeting will sign the original contract. The original will be placed in the locked file room in a locked file cabinet in the Nursing office. The student will receive a copy of the signed contract.
- It is the student's responsibility to adhere to the terms of the Breach contract/agreement. Violations of the stated plans for commitment to improvement may result in additional Breaches and/or dismissal from the Nursing program.
- Breaches of the University Academic Honor Code will be forwarded to the Dean of Students.

Unprofessional behavior may result in dismissal from the nursing program despite passing course grades. Dismissal may occur for a serious first offense (red) or for repeated unprofessional behavior that does not improve.

Substance Use

Due to the nature of nursing practice, it is necessary to safeguard patients from impaired caregivers. Impairment may involve prescription or illicit drugs or alcohol. The Dunigan Family School of Nursing abides by Indiana State Laws, federal laws, University of Evansville Student Handbook, and parameters set forth by the clinical partner(s) with the strictest substance use policy for all students. For example, if clinical agency "A" does not allow use of a certain substance, but clinical agency "B" does, the student must follow the stricter of the two ("A") even if they are not placed at the agency for the current clinical rotation. It is important for students to recognize their personal and professional responsibility and accountability regarding this issue. Marijuana and products containing THC continue to be considered controlled substances in the state of Indiana, therefore it is not permitted while

enrolled in the Dunigan Family School of Nursing. Furthermore, students should be aware that their behavior in the classroom and clinic is observed and open to interpretation and intervention.

Mandatory Drug Screen Policy (Required Prior to Off-Campus Clinical)

Students must complete a urine drug screen before starting their off-site clinical experience to maintain a safe and healthy workplace. Successful completion of this screening will be required for participation in the clinical course.

Procedure: Students will be assigned to complete their drug screen during the fall semester of level-two, prior to going off-site for clinical. Drug screenings will be completed by the University of Evansville Crayton E. and Helen Mann Student Health Center. The student is responsible for the cost of this screening. The results of this testing will be provided to the Chair of the Dunigan Family School of Nursing.

Substance Use Policy (Random and Requested Drug Screening)

Random drug screening for level-two, -three, and -four students will be performed on a monthly basis. Students who are randomly selected must undergo a mandatory drug screen at the Crayton E. and Helen Mann Student Health Center on the day of notification of selection. Students will have until 1600 that day to go to the Crayton E. and Helen Mann Student Health Center. Random screening is at no charge to the student. It is each student's responsibility to be aware of the current policies regarding drug and alcohol abuse which are published in the University of Evansville Student Handbook. The Dunigan Family School of Nursing also reserves the right to request drug screening when substance use is suspected. All **due cause** (i.e. requested) drug screens will be paid for by the student.

Refusal or Failure to Comply with Drug Screen

If a student does not comply with mandatory drug screening, there will be disciplinary action, up to and including termination from the program. Non-compliance includes refusal to comply with drug screening, or failure to complete the screen by the assigned due date and time. In these instances, the Dean of Students office will be notified. In situations where the safety of students or others could be in jeopardy, the Nursing Department reserves the right to require the student seek additional resources (i.e. medical treatment and/or transportation services) and the cost of these services is the responsibility of the student.

Consequence for Positive Drug Screen

The Dunigan Family School of Nursing screens for substances and follows guidelines set forth by Indiana State Laws, federal laws, University of Evansville policies, and adheres to the strictest clinical partner policy for all students. If a student's drug screen results positive, the student will not be allowed to go to clinical and will receive a breach of professional behavior. See [Breach Policy](#) for procedure. Missed clinical time due to the positive screen may result in additional consequences to the student. Parameters from the [Clinical Absence and Makeup Policy](#) apply to this circumstance. The Dean of Students office will be consulted, and the student will be referred to the Counseling Center at the University of Evansville. The student will not be eligible to return to clinical until written authorization is received from an approved health care provider AND a negative follow-up drug screen done at the student's cost. Continuation in the Dunigan Family School of Nursing is dependent on non-recurrence of a positive drug or alcohol screen, conducted randomly or for any reasonable cause on satisfactory performance.

Section 4: General Nursing Academic Policies

Technology Requirements

All nursing students must have a personal laptop to access electronic information, take computerized examinations in nursing courses, and develop essential competencies in healthcare informatics.

- The device must be available starting the first day of classes
- Operating System: Windows 10 or newer, Mac OS 15 or newer
- Memory: 8 GB of RAM or more
- Storage: 256 GB Solid State Drive or larger
- Processor: 9th Generation Intel Core i3 @ GHz or better; comparable AMD processor or better
- Internet speed of a minimum of 5 Mbps.
- Laptops must have a webcam and microphone.
- iPad or tablets are not supported for ATI exams.
- Google Chrome is required on all devices for use of Proctorio.
- Additional requirements for the use of ATI products can be found at <https://atitesting.com/technical-requirements>
- Ability to submit written assignments as a Word document (.doc)

ATI, Textbooks, and Purple Pack

1. All nursing students must have the required electronic books and resources, including ATI Institutional Package Plan, on the first day of class. Nursing classes utilize ATI electronic products included in the ATI Institutional Package Plan. Students may also be required to obtain additional books or materials in addition to the ATI products. Under the Institutional Package Plan, if the electronic resources are updated, the students will receive the new information. The cost of the nursing electronic resources is non-refundable and non-transferable.
2. University of Evansville students can participate in the Purple Pack, which will include ATI Resources and any required textbooks for courses the student is registered for. Additional information is available at <https://www.evansville.edu/offices/bookstore/purple-pack.cfm>. Students have the option to opt out of this program if desired. If the student opts out, they will still be required to obtain required resources, most likely at full price.

Academic Integrity

Academic integrity is expected of all students. Academic dishonesty in any form is unacceptable. Academic dishonesty includes but is not limited to cheating, lying, and plagiarism. The student is referred to the University of Evansville Student Handbook and the University Catalog for information regarding the Academic Honor Code. The faculty in the Baccalaureate Nursing Program is committed to the Code and the ideals and academic integrity it promotes. Course specific comments regarding the Academic Honor Code are found in each syllabus. Use of unauthorized aid for work submitted for course credit is considered a breach of the Honor Code and is prohibited.

Faculty may use originality detectors, such as Turnitin for some or all nursing assignments. No PDF submissions are allowed for written assignments unless explicitly stated in the course syllabus or assignment details.

Plagiarism

One aspect of academic honor is the commitment to giving proper credit for words, ideas, data, or work of others. The faculty follows the definitions of plagiarism and self-plagiarism of the American Psychological Association (APA) 7th edition. The student is responsible for knowing what constitutes plagiarism (including self-plagiarism) and how to properly give credit to sources according to the APA manual. Also see the apastyle.org information on plagiarism. [Plagiarism \(apa.org\)](http://apa.org)

Sharing Work

Students sharing academic material within courses is a violation of the Honor Code. This includes material written, printed, electronically, or recited verbally from memory. Examples include but are not limited to papers, assignments, simulation details, exams, etc.

Reporting

The Academic Honor Code requires not only that you do not instigate or actively participate in cheating, but also that you report known or suspected instances of cheating. Failure to do so is a violation of the Honor Code and will result in disciplinary action up to and including dismissal from the nursing program. All breaches in academic integrity will be reported to the Dean of Students. See [Breach Policy](#) for further details.

Artificial Intelligence (AI) Policy

The American Nurses Association (2022) states, “nurses in all roles are accountable for decisions made and actions taken in the course of nursing practice. AI does not replace a nurse’s decision-making, judgment, critical thinking, or assessment skills.” Any use of AI that interferes or hinders the students’ development of these qualities is prohibited and considered a breach of academic integrity and an honor code violation. Reflective, critical thinking and nursing process assignments are designed to develop essential nursing skills, therefore, should not include any use of AI. Faculty will be using originality detectors to assess the use of AI and potential plagiarism. Individual course syllabi will outline the acceptable use and/or penalties for using Artificial Intelligence (AI) for any nursing assignment. Accepted use of AI should be cited appropriately in-text and in the reference section per APA guidelines (7th ed.) to ensure transparency of process.

Testing Policies

Standardized exams are administered throughout the curriculum each semester. Because the exams could require several hours for some tests, they may need to be scheduled outside of regular class hours. Completion of these exams is required for successful completion of the courses in which they are administered. ATI exam scores are converted into a grade as indicated in each individual corresponding course. Students must take all required versions of each standardized exam offered and remediate for all exams as required by the ATI remediation policy. If the standardized exam or exams required in a specific nursing course are not completed, the student will earn a grade of no higher than a D in the corresponding course, regardless of overall course grade.

Administering Exams

Exams should be administered via Blackboard, ATI (preferred), or paper and pencil if necessary.

Testing Procedures and Proctoring

1. The Academic Honor Code will be enforced during all testing (quizzes or exams) situations. Failure to comply with these policies will result in disciplinary action up to and including dismissal from the program.
2. Seating charts may be used for testing. The charts may vary for different testing sessions.
3. Test questions on computer quizzes or exams are scrambled; order of answers may also be scrambled.
4. Only items required for the testing are permitted at the desk area. If math questions are included on the test the student may use a self-supplied, approved, non-programmable calculator. If ATI is being used to administer exams, the student must use the ATI-supplied calculator.
5. Examples of items not allowed at the desk area during testing are books and book bags, papers, notes, sticky notes on laptops, coats, hats/caps, food or drink, or any electronic devices including cell phones and smart watches. These items must be left at the faculty designated area.
6. Talking and any questionable behavior including but not limited to “roaming eyes” or “craning neck” is not allowed during the exam.
7. Students may leave the exam room only when their test is completed and submitted or with an escort. Faculty will have a back-up proctor on call as needed. Students may not re-enter the testing room after they have completed their exam while testing is still in progress.
8. Faculty will monitor student behavior during testing; this may include walking about the test area. More than one faculty member may proctor some exams.
9. Students must sit square to the desk while testing.
10. If testing in BlackBoard, only the BlackBoard tab should be open, and the window should be in full-screen mode.
11. Students must comply with faculty directions and course-specific instructions regarding on-line, computerized, or take-home tests.
12. Unexcused absence from a test without prior faculty notification will result in a zero for the test. Unexcused tardiness will result in the student being required to submit the exam at the conclusion of the regularly scheduled time allotted for the exam.
13. If a student enters the testing area late, they will only be allowed the remaining allotted time for the class testing. For example, if an exam is allowed 60 minutes and begins at 0800, if the student enters the room at 0830, they will only be allowed the remaining 30 minutes to complete the exam.
14. If a student misses an exam for an excused absence, they are responsible for initiating the exam rescheduling process with the lead faculty within 48 hours of returning to campus via email. If the student has not reached out to the faculty member involved in the time frame specified, they will receive a score of 0% for the associated exam.
15. Test review will occur only under directly proctored conditions. During test review, no items other than the test are allowed in the student’s possession; all papers, pencils or pens, electronic devices including cell phones/computers must be stored away in designated area. No note taking or reproduction of the test or its content is allowed.

16. Any student who requires accommodations for testing must establish eligibility through the Disability Services Office (812-488-2663) and communicate the desire to use the approved accommodations with each individual faculty each semester. Testing accommodations should be arranged and faculty notified no later than 24 hours prior to a scheduled exam.
17. Students with accommodations should test at the counseling center.
18. Proctorio may be used for students testing in the counseling center, other remote locations at the discretion of the nursing faculty.
19. Proctored ATI Content Mastery Series (CMS) exams should be proctored in-person by one or more ATI Certified Proctor(s). In extenuating circumstances, Proctorio may be used in lieu of the ATI Certified Proctor(s) at the discretion of the nursing faculty.

Updated December 2024

ATI Remediation Policy

Modified from Assessment Technologies Institute, L.L.C. for the University of Evansville Dunigan Family School of Nursing; Approved August 2024.

The comprehensive ATI review program offers the following to students:

- A comprehensive, assessment-driven review program designed to enhance student NCLEX® success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, online practice assessments, and proctored assessments are provided and span major content areas in nursing. These ATI tools, along with the nursing program content, help students prepare effectively, increasing their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan, may be accessed from the “My ATI” tab. It is highly recommended that you spend time navigating through these orientation materials.

Review Modules/eBooks

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials to Support Assessment and Remediation Process

ATI Pulse introduces new predictive capabilities that build on existing Pulse functionality by generating dynamic predictions of the likelihood of students to achieve at least a Level 2 proficiency on the first attempt for each Content Mastery Series (CMS) proctored assessment – providing faculty and students with even earlier insights into future performance on the proctored assessments that ultimately are used to predict NCLEX success, as well as earlier warning for students not on track to succeed. Predictions of likelihood to succeed will generate as students complete coursework and practice assignments within each of the CMS areas, before they even attempt the proctored exam. Additionally, ATI Pulse provides prescriptive, data-backed recommended ATI learning activities for students to improve their likelihood of proctored CMS assessment success.

For example, ATI offers unique tutorials designed to teach nursing students how to think like a nurse, take a nursing assessment, and make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice quizzes in specific nursing content areas that allow students to apply valuable learning tools from Nurse Logic. ATI is committed to increasing student confidence by providing students with experience answering NCLEX-style questions in a variety of quizzing formats. With Learning System, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories, or test their category-specific comprehension in an adaptive quizzing environment.

Assessments

The Content Mastery Series Assessments (CMS) provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help students identify what they know, in addition to areas requiring remediation (called Topics to Review).

Focused Reviews/Active Learning/Remediation

ATI Focused Review facilitates the post CMS assessment remediation experience for students. This personalized learning experience uses a student's performance on the CMS practice and proctored assessments to drive focused student learning. Once the student has completed a CMS practice assessment, Focused Review automatically assesses the student's learning gaps and generates a personalized learning experience. Focused Review provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. When the student has completed their first round of remediation (practice assessments only), they can take a post-remediation quiz that provides similar questions on identified content gaps. Upon completion of the quiz, the student can review their knowledge gaps and study updated eBook content. The post-remediation quiz is intended to provide feedback on remediation impact. If the student has completed a CMS proctored assessment, Focused Review provides ATI Review Module content in an eBook experience that is viewed by chapter versus a specific highlighted presentation. There is no post-remediation quiz generated for proctored assessments.

*Note – CBC Assessments have a version of Focused Review that does not include a post-remediation quiz. CBC Assessment data is not currently available in Pulse.

Integration of ATI Assessments in Curriculum

The University of Evansville Dunigan Family School of Nursing has integrated ATI Assessments throughout the curriculum. The following table designates in what course each ATI Assessment will be administered. This is subject to change. Additional ATI Assessments may be required in courses not listed below. Completion of all ATI Assessments is required for completion of course in which the exam is assigned.

ATI Assessment	Course Location
Assessment: RN Comprehensive	NURS 469

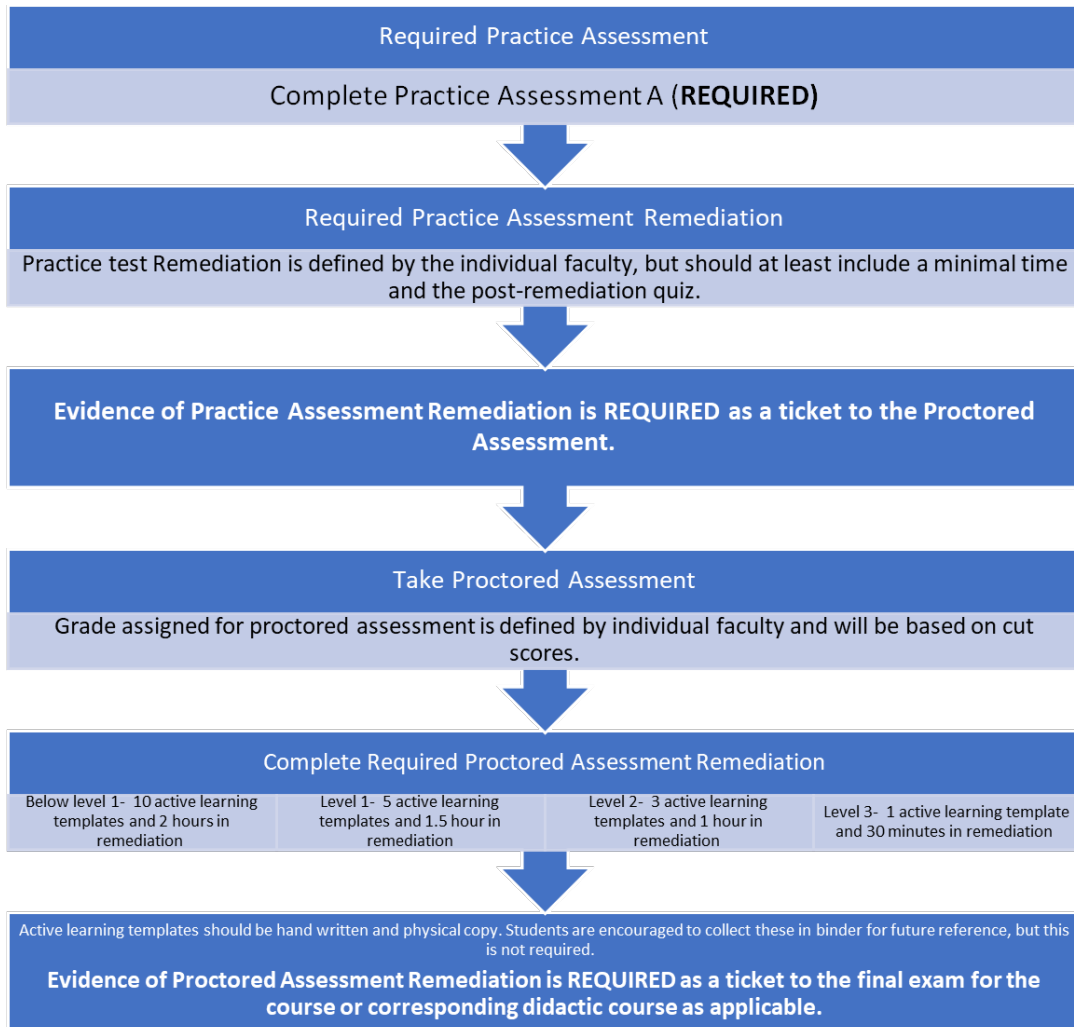
Assessment: RN Fundamentals 2023	NURS 262
Assessment: RN Adult Medical Surgical 2023	NURS 478
Assessment: RN Mental Health 2023	NURS 364
Assessment: RN Maternal Newborn 2023	NURS 272
Assessment: RN Pediatric Nursing 2023	NURS 374
Assessment: Anatomy and Physiology	NURS 371
Assessment: RN Nutrition 2023	NURS 362
Assessment: RN Leadership 2023	NURS 463
Assessment: RN Pharmacology 2023	NURS 374
Assessment: RN Community Health 2023	NURS 468

CMS and Comprehensive Predictor Requirements

For each Content Mastery Series (CMS) exam, the Dunigan Family School of Nursing will use a combination of the practice and proctored assessments to achieve 10% or less of the course grade in which the exam is assigned, in compliance with ATI Best Practice Recommendations. In courses where there are two or more CMS exams assigned, the grading impact of standardized assessments will be limited to 10% or less of a student's total course grade. See individual course syllabi for course grading guidelines.

Please see individual course rubric. In instances where the course requirements are different from this sample, the individual course guidelines will be used to grade the ATI Assessment and Review assignment.

In instances where remediation is not completed and/or the student cannot produce evidence of the remediation as a ticket to test, the student is not eligible to take the proctored assessment and/or final exam and the ineligibility will be considered an unexcused absence. Unless otherwise specified in individual course syllabi, this will result in a score of zero (0) for the assessment or final exam, which could contribute to the student not earning a passing grade in the course and prevent progression through the program.



Attendance and Participation

The faculty of the Baccalaureate Nursing Program believes that regular attendance and participation enhances learning and creates a cooperative learning environment. Being in class on time, actively participating in class activities, and turning in assignments on time reflect personal and professional responsibility. Professional behavior is expected of all in the classroom and on campus and clinical labs. You are expected to be in class, clinical and lab every day on time. Tardiness and unexcused absences may result in overall course deductions. Attending class or lab (including campus lab, simulations, skills lab, and clinical) unprepared, without required supplies, or improperly attired will result in the same penalty as unexcused absence as designated on individual course syllabus.

Tardiness is defined as less than 15 minutes missed of the learning experience (including being late and/or leaving early). Tardiness without prior notification and/or unexcused tardies are penalized as a 1% deduction for each occurrence. Students must notify faculty according to their preferred contact method as outlined on syllabus.

Absence is defined as 15 minutes or more missed of the learning experience. Absence without prior notification and/or unexcused absences are penalized as a 2% deduction for each occurrence. Students must notify faculty according to their preferred contact method as outlined on syllabus.

Refer to [Clinical Absence and Makeup Policy](#) for details regarding clinical attendance and participation.

Students cannot miss more than 20% of each laboratory/clinical experience whether excused or unexcused. Students may need to withdraw from the course or will earn a failing grade. All absences from laboratory/clinical experiences are required to be made up. Making-up clinical/lab hours does not void the 20% policy. Each individual course will outline the make-up plan.

Excused absences include but are not limited to those associated with participation in official University events, emergency situations, and injury or illness conditions that prohibit the student from meeting clinical performance requirements at the time of the learning experience. Determination of an emergency or crisis may involve personal judgement, but the final decision of whether the absence is excused is up to the faculty involved. In the event of a situation that will result in absence or tardiness, the student must communicate with the faculty member involved *prior* to the absence or tardiness. It is the student's responsibility to notify the faculty via their preferred contact method as outlined in the individual course syllabus.

Professionalism in Virtual Learning Environments

The following expectations apply to virtual learning and meeting environments:

- For clinical simulations or skills, students must be in uniform or as directed by instructor and have the correct supplies.
- Active involvement and participation in discussion is required.
- No distractions from the virtual learning environment are allowed, including but not limited to electronic devices, driving, background noise, distracting environments, etc.
- Students should be aware that online classes may be recorded for future use for other students to view, faculty grading or reviewing, and/or for honor code implications.
- The camera must be on and aimed so that the student's face shows.

Professional Behavior and Expectations for In-Person Classes

Most nursing instructors use a "flipped" or "scrambled" classroom approach to instruction. Students are expected to complete all assigned pre-class preparatory work and be prepared to engage in active learning activities during the allotted class time. Pre-class preparatory work may include graded and/or non-graded assignments, including but not limited to videos, learning objectives, readings, and/or ATI resources prior to class.

Late Assignment Policy

Timelines in completing assignments is a valued behavior. Each course faculty will communicate due dates and consequences of late assignments in the syllabus and/or assignment details.

If you require an extension on a due date, it is your responsibility to prearrange with the faculty the specifics of time and submission. Assignment extensions may or may not be granted; this is the decision of the faculty member(s) involved.

Unless the student makes previous arrangements with the instructor, any assignments turned in late (according to the digital time stamp on Blackboard, e-mail, etc.) will have a 50% penalty deduction. Any assignments turned in more than 24 hours late (according to the digital timestamp on Blackboard, e-mail, etc.) earning 0% regardless of the grade or penalty. ALL assignments must be turned in to successfully pass all nursing courses. Late policy times refer to clock hours, not business hours.

It is your responsibility to verify submission/receipt of electronically submitted assignments. It is recommended to keep a Word document of all submitted assignments in the event the electronic copy fails to properly submit to Turnitin, Blackboard, or Live Text.

Clinical Evaluations follow an alternate late assignment policy. Clinical self-evaluations are due at a set time as indicated on the course syllabus or calendar. If the clinical self-evaluation is turned in late by 1 minute to 23 hours and 59 minutes, a 2% deduction will apply to the overall course grade. For each subsequent 24-clock hour period that the self-evaluation is not turned in, a 2% deduction to the overall course grade will apply. Clinical evaluation meetings will be scheduled by the clinical instructor and student. If the student does not schedule a clinical evaluation meeting and/or misses their scheduled appointment, a 2% deduction will apply.

Addended December 2024

Grades

Program Grading Scale and Contingencies

A = 92 or above	C+ = 80 – 78	I = Incomplete
A- = 91 – 90	C = 77 – 75	W = Withdrew from course
B+ = 89 – 88	D = 74 – 70	
B = 87 – 84	F = 69 or below	
B- = 83 – 81		

Grade Contingencies: Although the grading scale is the same for all nursing courses, each course will determine the percentage grade based on course specific components. Examples include but are not limited to contingencies such as a required overall weighted exam average of 75% in non-clinical nursing courses to pass the course, minimum overall passing grade on nursing process assignments in clinical courses, required calculation exam performance and grading, ATI exams and remediation requirements, and skills/assessment proficiencies. Each student is accountable for knowing course requirements.

The following guidelines apply to all nursing courses, unless differently specified in specific nursing course syllabi and/or assignment details:

- Grades can be rounded up using standard rounding rules, but GPA cannot be rounded.
- A final test average of 74.50% (without rounding) must be achieved for all nursing theory courses.
- A final assignment average of 74.50% (without rounding) must be achieved for all nursing clinical courses.

- A score of zero “0” for late assignments excludes the assignment from being repeated.
- All assignments within the course MUST be completed to pass the course.

Grade Communication

Blackboard may be used to communicate grades on class assignments and testing. Students need to be aware that the grades on Blackboard are not the official grade for the course. For example, deductions or penalties may not be included in the grade on Blackboard. Please consult with course faculty if you have questions about your grade. The official grade is communicated through Self-Service.

Academic Grievance Procedure

The academic grievance process provides an opportunity for the student who believes in academic decision within the Nursing Department has been prejudiced or capricious to appeal that decision.

Preliminary Procedures:

- Step 1: A student nurse confers promptly with the faculty member involved.
- Step 2: If Step 1 does not produce *mutually* satisfactory results, the student, faculty member and the Chair of the School of Nursing will confer.
- If Step 2 does not produce mutually satisfactory results, the student may initiate the formal academic grievance process within the Department.

Formal Procedures:

1. Within 10 weekdays after the day of the decision at Step 2, the student who wishes to appeal an academic decision must make an appointment with the Chair of the School of Nursing (or Chair’s designee). At least two weekdays prior to the appointment with the Chair or designee, the student must submit to the Chair or designee a written statement of the grounds for the appeal. Because the burden of proof described below rests upon the student, the written statement must provide the following information:
 - a. An account of the facts relevant to the academic decision and all the reasons why the student believes the academic decision to be arbitrary or capricious. The student must be specific with respect to the evidence provided. The student must attach to the written statement all documents relevant to the student’s appeal. The student should not make this written statement a vehicle for unsubstantiated charges. The written statement is intended as a source of information for the Departmental Academic Grievance Committee and the faculty member(s) concerned.
2. If the student’s written statement does not contain all factors believed by the nursing faculty to be relevant to the academic decision, the nursing faculty may introduce additional information concerning the reason(s) for the academic decision period this additional information shall be considered in reaching a decision.
3. If the Department Chair determines that the appeal cannot be satisfactorily resolved without a hearing, copies of the students written statement with any attachment shall be forwarded to the chair of the departmental Academic Grievance Committee and the faculty member(s) concerned.
4. The Academic Grievance Committee Chair shall then set a date, time and place for the hearing and shall assure that the student and faculty member are notified. The notification shall also provide the

names of the Academic Grievance Committee members. The hearing shall take place and no fewer than five (5) weekdays nor longer than 14 weekdays after the day the student's written statement is received.

5. Both the student and the faculty member(s) have the right to challenge the presence of any Committee member up to two days prior to the hearing. The Committee will meet to rule on the matter without the challenged member present and appoint an alternative who has a similar background if it determines that this is appropriate.
6. Prior to the hearing, the Chair shall distribute the students' written statement, along with any supporting documents the student has provided, to the committee members. At the same time, the Chair shall also distribute all materials submitted by the faculty member(s) for review and all materials used by the faculty member(s) in determining the academic decision. In a grade appeal this may include, but is not limited to, materials used in determining the grade.
7. The hearing will follow the procedure as outlined in the University of Evansville Student Handbook. Once the hearing is held, no additional evidence may be submitted by the student.
8. The decision of the Committee shall be communicated to the student and the faculty member(s) in writing.
9. If the student is not satisfied with the Department's decision, the student may proceed further to appeal to the University Admissions and Standards Committee.

Credit and Clock Hours

The Dunigan Family School of Nursing follows the federal requirements that define credit and clock-hour ratios.

Didactic courses: the ratio for credit hours to clock hours for theory courses is 1:1 with an expected 30 hours out of class work and 15 hours of in-class work for each credit hour. The number of credit hours earned and the number of weekly class hours are indicated on the course syllabus. This information is communicated to the students on the first day of class each semester. The number of credit hours earned is stated in the University Catalog as part of the course description and on the Nursing Curriculum schema.

Clinical courses: the ratio for credit hours to clock hours for clinical courses is 1:3 with an expected 45 to 75 hours of student work per credit hour. The number of credit hours earned and the number of weekly clinical hours are indicated on the course syllabus. This information is communicated to the students on the first day of class each semester. The number of credit hours earned is stated in the University Catalog as part of the course description and on the Nursing Curriculum schema.

Section 5: Clinical and Laboratory Policies

Eligibility to Participate in Clinical

Clinical Essential Abilities

Essential abilities for clinical nursing courses:

To participate in clinical learning experiences students must be both physically and mentally able to perform those activities associated with the practice of professional nursing. Progression through clinical nursing courses requires continuing demonstration of these essential abilities. To perform the activities of clinical practice, the student needs to demonstrate the following essential abilities with or without reasonable accommodations:

1. Ability to walk, stoop, kneel, crawl, reach, and move person and/or objects.
2. Ability to lift, carry, push, or pull up to 50 pounds.
3. Ability to both speak clearly and to hear and understand the spoken word.
4. Ability to see distant, close, and peripheral objects; to discern colors; to read.
5. Sufficient eye-hand coordination and finger and hand dexterity to execute nursing procedures and to write legibly.
6. Ability to discern patient data using visual, auditory, and tactile means.
7. Ability to apply knowledge to make reasonable judgments in patient situations and to perform drug calculations.
8. Coping abilities to be able to practice in stressful clinical situations.
9. Ability to wash hands and implement standard body substance and isolation precautions. (i.e. braces or bandages that would impair effective hand washing)
10. Possess adequate body defenses to practice safely in environments where patients have infections.

Each student bears the responsibility to be aware of these essential abilities and to report immediately to clinical faculty any aspects of health and well-being which could impact ability to perform the essential abilities required for clinical nursing courses. Notification must also be provided to the University of Evansville Office of Counseling and Disability Services.

The faculty reserves the right to request that a student seek medical evaluation and treatment in situations that would place the student and/or peers, faculty, or patients at risk. The cost of this evaluation and/or treatment is the responsibility of the student.

Change in Health/Pregnancy

If a student's physical condition changes or if immunizations become outdated, the student is responsible for updating CastleBranch. The student is to inform the current clinical faculty about any reportable communicable disease or known or suspected exposure to communicable disease. After surgery, hospitalization, injury, infectious disease, or significant changes in health status, a student must submit the Return to School and Clinical Practice Form indicating the student is released by his or her health care provider to return to clinical. This statement is to be submitted to the current clinical faculty prior to return to clinical and is filed with the student's health information. Any restrictions or current treatment should be included in this form; restrictions may prevent return to clinical.

Pregnancy

Some clinical experiences may be hazardous during pregnancy. A student must immediately notify clinical faculty if they are or become pregnant. A written consent from a health care provider is required for a pregnant student to participate in clinical. Pregnant students may not be permitted to pursue certain clinical experiences. After delivery, a health care provider's release is required prior to returning to clinical.

Clinical Requirements

Summary

Each student must meet several requirements prior to clinical practice and learning experiences. The cost of obtaining clinical requirements is the responsibility of the student. The following list is an overview checklist of required items. See following sections for deadlines, details, and approved documentation.

1. University Student Health Information document (once)
2. Clinical Practice Health and Essential Requirements Form (once)
 - a. Clinical Practice Health and Essential Requirements Student Attestation Form (each semester after initial form completed by provider)
3. TB testing (annually)
4. MMR Vaccination status (once)
5. Varicella Vaccination status/immunity (once)
6. Hepatitis B Vaccination status/immunity (once)
7. Tdap (once unless it expires during duration of program)
8. Influenza (annually)
9. Covid Vaccination Card (if applicable)
10. CPR Certification (expires every 2 years, renew prior to expiration)
11. Background check (annually)
12. Drug screen (at least once and as requested by nursing department)

Deadlines

All documentation is to be on file with CastleBranch by August 30th for fall semester clinical courses or by **January 2** for spring semester clinical courses. Students admitted to the Nursing program after the start of classes must submit the clinical requirements within 2 weeks of admission or as agreed upon by the course instructor. Level-four students attending Harlaxton College must submit this documentation to CastleBranch **prior to departure**.

Students are not permitted to participate in clinical learning experiences unless all requirements have been documented and are on file. Since missing clinical laboratory experience interferes with the student's ability to meet objectives for the course, penalties are assessed in clinical courses for missing the stated deadline for submission of required items. The penalty may be the same deduction that the course applies for an unexcused absence. This may result in failure of, or the need to withdraw from, the course. Individual course syllabi will reflect specifics about grade deductions for late and/or incomplete filing of clinical requirements.

Health Requirements

Health requirements are reviewed annually and/or as needed by the University and clinical agencies and are subject to change. If there is a variation between the recommendations of the student's personal health care provider and Department or agency requirements, Departmental and agency requirements must be met for the student to participate in the experiences.

Required documentation includes:

- A copy of the University Student Health Information document to be electronically filed with the University before matriculation. This is needed only once- prior to the first nursing clinical course.
- Evidence dated within the past year shows that the student is in good health, free of communicable diseases, and physically capable of performing assigned duties. This must be documented by a healthcare provider once, using the "Clinical Practice Health and Essential Requirements" form. Subsequently, each semester the student must submit a completed "Clinical Practice Health and Essential Requirements Student Attestation" Form.

TB Testing

- Evidence that the student is free from communicable tuberculosis before the first clinical and each year after. Documentation may include results from tuberculin skin testing OR blood test results.

Skin Testing

- *Initial Skin Testing:* The "2-step tuberculin (TB) skin testing" requires 2 separate TB tests performed 1-3 weeks apart within the past 3 months preceding the first clinical course. This 2-step testing (2 tests) is required only once. Keep in mind that each skin test requires a visit to obtain the injection and a visit to read the results. Therefore, the "2-step TB skin testing" **will require 4 visits** to the healthcare agency where the student chooses to have it performed.
- *Subsequent Skin Testing:* Thereafter, the student must submit a SINGLE test by August 30th each year.
- *Requirements for Reporting Results of Skin Testing:* Test results for all TB skin testing must be reported on the form provided by the Dunigan Family School of Nursing Office. The following data is required:
 1. Date and time of administration of dose
 2. Date and time of reading each test
 3. Signatures of persons administering and reading the tests
 4. Results recorded in millimeters (mm)
 - a. a report of positive or negative is not adequate
 - b. If there is no induration the result should be recorded as 0 mm
 5. The test must be read between 48 and 72 hours after it is administered to be valid

Blood Testing

Annual blood testing (interferon-gamma release assays or IGRAs) may be substituted for the 2-step or 1-step and annual tuberculin skin test. Two blood tests are approved: QuantiFERON® - TB Gold in-Tube test (QFT-GIT) or T-SPOT® (T-Spot).

Positive TB Testing Consequence

For patient safety, a student who has a positive reaction to the tuberculin skin test is required to submit medical documentation of the significant reaction accompanied by documentation of completion of an adequate course of therapy if indicated and a medical statement documentation of completion of an adequate course of therapy if indicated and a medical statement dated within three (3) months prior to the affiliation with the clinical facility that indicates the student is clear of communicable TB. This statement should include documentation of TB symptom screening as well as either chest x-ray results or the QFT or T-SPOT® results. After the initial documentation of a significant reaction, an annual TB blood test or chest x-ray with physician interpretation and statement of status is required. Persons who have received the BCG vaccine for TB are to have annual blood testing.

Vaccinations

Evidence of immunity status for the following which will be submitted in CastleBranch prior to the first clinical course:

Measles, Mumps, and Rubella

- Measles immunity either by titer or by two live vaccinations with the first doses given after 12 months of age no less than one month apart.
- Rubella immunity either by titer or one rubella vaccine given on or after 12 months of age.
- Mumps immunity either by titer or at least, two doses of mumps vaccine, one of which was given on or after the first birthday.

Please note Measles, Mumps and Rubella are usually given as combined MMR; the student needs documentation of 2 MMRs

Varicella (Chicken Pox)

Varicella (chicken pox) immunity: copy of results of titer testing with result showing immunity to chicken pox OR document of two doses of live vaccine varicella vaccine (ex. Varivax vaccine).

Please note that the live Varicella immunization must be separated from TB testing; consult your healthcare provider if both are needed. The stated history of chicken pox is NOT adequate documentation; you must have either a titer showing immunity or documentation of 2 doses of varicella vaccination.

Hepatitis B

Hepatitis B: 3 injection series with dates OR titer results; it is recommended that the student complete this series prior to or during level-one year if possible as it takes 6 months to complete the series. In any event, the student may not begin clinical nursing courses without evidence of beginning the series or of a titer indicating immune status.

Tetanus, Pertussis, and Diphtheria (Tdap)

Current immunizations for tetanus, pertussis, and diphtheria (Tdap booster required within past 10 years).

Influenza

Current immunization for influenza.

All nursing students who will be in clinical care are required to submit documentation of current annual influenza vaccination. The vaccination must be received, and documentation presented to the Department of Nursing Office by the date established each year per the CDC; this date will usually fall in October and will be communicated to students when the date is set.

Students attending Harlaxton in Fall semester should delay influenza immunization until returning to the States and are to submit their documentation no later than January 2. Appropriate documentation includes the type of vaccine, dose, and route of administration as well as date and time of administered with the signature of the person administering the vaccine. A receipt of payment is not adequate documentation. Students are encouraged to receive the vaccination as soon as possible in the fall to ensure maximum protection during the anticipated flu period for this season.

COVID-19

Some clinical agencies may require employees and student learners to be fully vaccinated per CDC guidelines. Boosters may be recommended and strongly encouraged over CDC guidelines. If applicable, proof of vaccination needs to be uploaded to CastleBranch prior to the due date for clinical requirements. Some clinical facilities may require a letter of declination from anyone not receiving the vaccine a statement on letterhead from their health care provider for a medical declination reason or from their clergy for a religious exemption.

Declination of Vaccinations

All nursing students must either be vaccinated or provide a declination for one of the following reasons:

- Severe allergy to a component of the vaccine(s)
- Severe allergy to eggs
- History of Guillain-Barré Syndrome
- Religious reasons
- Other medical indications as documented by a provider

To receive a medical declination approval, the student must obtain a signed statement from their physician on the physician's letterhead indicating why they are medically unable to receive the vaccination based on one of the above reasons. Those with a religious exemption must obtain a signed letter from a member of their clergy written on their religious organization's letterhead. The students requesting a waiver will be required to submit their documentation to the Nursing Office by not later than the date all clinical requirements are due. Failure to comply with this policy will prevent the student from participating in clinical experiences and will require the student to withdraw from nursing courses.

CPR Certification

Beginning with the clinical nursing courses (level-two), certification in CPR for the Professional must be current. Appropriate or acceptable certification includes the American Red Cross CPR/AED for the Professional Rescuer & the Healthcare Provider or the American Heart Association Healthcare Provider course (BLS for Healthcare Providers CPR and AED). These certifications must be renewed as indicated on the card or certificate which is usually every 2 years. The course must include infant, child, and adult CPR with both one and two person rescuers. Online courses by other providers are not acceptable. The American Heart Association and the American Red Cross do have certification courses online, but the online portion must be followed by a live practicum test to receive the CPR card or

certificate. Courses designed for the public or lay persons are not acceptable; an example of an unacceptable public or lay course is the American Heart Association Heartsaver course.

Drug Screening

Contractual agreements require that each student must submit a drug screen prior to their first clinical affiliation. Each student enrolled in a clinical nursing course must have this drug screen on file. The drug screening must be performed by the agency designated by the Department. Information about the drug screen will be provided by the Department in class prior to their first clinical affiliation. See [drug screening](#) procedure.

Background Check

All students in clinical nursing courses are required to provide a background check annually. The check must be performed via the University designated vendor. Instructions for obtaining this background check will be provided by the Department; the cost for the check is the responsibility of the individual student. Background checks are performed through a link in CastleBranch.

If a student's background check results include any criminal incidents, this information will be reported to the Chair of the Nursing Program who will then meet with the student to discuss potential implications for progression in the nursing program and/or ability to sit for the licensure exam after graduation. Previous criminal acts may prevent a student from being allowed to participate in clinical learning activities and complete the nursing degree and/or being permitted to obtain and/or keep a license to practice. Please consult now with your academic advisor if you are concerned about possible issues in this area.

Clinical Supplies

There are some items you will need to have prior to beginning clinical, including clinical uniform and nursing bag.

Clinical Uniform


- **Name tag**
 - Notify Dunigan Family School of Nursing Operations Coordinator of preferred name for name tag and pay approximately \$7 in cash or check for 2 nametags.
- **Scrubs**
 - Approved Scrub Style Options (Color **Grape**):
 - A. Womens Cherokee Infinity
 - a. 2624 Women's Scrub Top
 - b. 1123 Women's Scrub Pant
 - B. Cherokee Revolution
 - a. WW620 Women's Scrub Top
 - b. WW110Women's Scrub Pant
 - c. WW310 Women's Jacket (Optional)
 - d. WW670 Men's Scrub Top
 - e. WW140 Men's Scrub Pant
 - Scrub Aquisition Procedure






1. Go to Kim's Scrub Connection (812-474-9025) 200 S Green River Rd, Evansville, IN 47715. Hours: 10-6 M-F, 10-5 Sat, 1-5 Sun
 2. Let the staff know you are a UE Nursing Student and need to get your hospital uniform. They will get you uniform pieces to try on. If your size is in stock, you can purchase and take that day. If it is not, you can place your order.
 3. Pick up your uniform. Take your Scrub top to Pearl Embroidery for Monogramming. (812-429-1684) 4905 Bellemeade (near Big Lots). The cost for the monogramming is \$8.00 (cash or check).
- Community Uniform
 1. Students will purchase a community uniform polo through the nursing office, and the Operations Coordinator will oversee this order. The community uniform is ordered during the level-two (sophomore) spring semester.
 2. Students must purchase appropriate black pants independently. See required details in dress code below.

If you are not local to Evansville and do not have the option of going into Kim's, you may call and order the scrubs over the phone with a credit card. Kim does not ship, BUT she will hold them for you to pick up as soon as you are back in Evansville. She will be happy to exchange sizes for you if they do not work. If you are not local to Evansville, you can take your scrubs to Pearl for embroidery as soon as you pick them up. Your faculty are aware that some of you may have scrubs without embroidery at the start of school because of this.

Nursing Bag

You will need the following items for your clinical nursing bag. You can purchase all items as a bundle at the University of Evansville Bookstore, or buy the canvas bag ONLY from the bookstore, and purchase other mandatory items from an alternate source. *Any variation to accommodate student needs (hearing/vision aids, etc.) should be directed through the Director of Disability Services.*

1. Purple UE Nursing Bag	Must be purchased through bookstore, or use a bag donated by graduates, if available.
<p>2. Stethoscope</p> 	<p>One of the two following options ONLY:</p> <ol style="list-style-type: none"> 1. 3M Littmann Classic III Monitoring Stethoscope, Black Tube, 27 Inch, 5620 2. 3M Littmann Classic III Monitoring Stethoscope, Plum Tube, 27 Inch, 5831 <p>Silver colored metal on stethoscope is preferred.</p>

<p>3. Black or Navy Adult Size Blood Pressure Cuff</p> 	<p>MUST BE MANUAL and have an analog sphygmomanometer.</p>
<p>4. Bandage Scissors and Penlight</p> 	<p>Can be any color.</p>
<p>5. Safety goggles</p> 	<p>If you wear glasses, the goggles must fit around your glasses.</p>
<p>6. EKG Calipers Measuring Tool with Ruler</p> 	<p>Can be any color.</p>
<p>7. Kelly Hemostat Forceps Locking Tweezers Clamp, Silver, 5.5 Inches, Straight Stainless Steel</p> 	

Estimated Costs

Costs are approximate and are subject to change based on vendor sources.

Item	Cost
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Clinical Nursing bag (includes stethoscope, pen light, blood pressure cuff, etc.)	<p><i>At the bookstore, you can purchase the entire bag kit, or purchase the embroidered bag alone, and supplies from an alternate source.</i></p> <p>Bag with stethoscope \$234.98</p> <p>OR</p> <p>Bag without stethoscope \$106.98 <i>with stethoscope purchased separately</i></p> <p>OR</p> <p>Embroidered bag alone \$32.98 <i>with all bag items purchased separately</i></p>
Clinical name tags	(2) \$3.49 each=\$7.00
Scrubs Purchased from Kim's Scrub Connection	<p>Women's top \$15.29 OR \$24.29</p> <p>Women's Pants \$17.09 OR \$27.89 <i>(Choice of 2 styles)</i></p> <p>OR</p> <p>Men's top \$19.79 Pants \$23.39</p> <p>Optional: Additional sets of scrubs Jacket \$20.69</p>
Embroidery on scrub tops from Pearl Embroidery	\$8 per top
Community Polo	Approximately \$25 <i>Ordered in spring semester</i>
Black or White Uniform Shoes and Socks	Varies
Black pants for community uniform	Varies
Watch with second hand (no smart watches)	Varies
Book Packages/ Purple Pack	Recurring: Charged per semester through University of Evansville Bill
Lab Fee	Recurring: \$75 per lab course
CPR Certification	Recurring: \$80 per course, renew every 2 years
Vaccinations and Clinical Requirements (TB test)	Recurring: Per individual health insurance
Drug Screen	\$20 for first drug screen completed on campus in Fall semester.
CastleBranch Subscription	Approximately \$160 initially then \$135 annually

In-Clinical Policies

Dress Code

The following dress code has been developed so that students will present a positive professional image as representatives of the Baccalaureate Nursing Program and the University of Evansville. The code is derived from faculty input as well as affiliating agencies' dress codes. Any student participating in a clinical experience (on or off campus) is expected to follow this dress code. The code covers two types of attire, hospital attire and community attire. Individual faculty and/or agency requirements may supersede or add to this general policy. Non-adherence to this policy may result in a lowering of the clinical grade and may result in dismissal from the clinical site with resulting lowering of grade. The following policies apply to hospital and community experiences as well designated campus lab activities. **The faculty reserves the right to request changes in grooming or dress as needed.**

1. Uniforms (both hospital and community) are to be purchased from the vendors designated by the department.
 - a. The hospital uniform includes the designated purple top, purple slacks or skirt, optional lab jacket, and a nametag.
 - b. The community uniform includes black dress slacks/pants and purple polo shirt. Black pants may not have double stitched seams or rivets, may not be denim fabric, and may not be tight. Black leggings are not allowed. Black scrub pants will be allowed as long as NO elastic cuff on pants. Pants must go past the ankle and rest on top of the shoe. No ankle or capri pants are allowed.
 - c. Substitutions must be approved by clinical faculty. Uniforms are to be freshly laundered, unstained, and wrinkle free. They are to fit properly. The uniform should not fit too snugly or hang too loosely. Skirt length is to be "at the knee" while pant length is to be to the top of the shoe (not dragging the ground).
 - d. Students are not permitted to wear UE Nursing uniforms outside of learning experiences (i.e. wearing scrubs to dinner after clinical)
2. Shoes worn with the hospital or community uniform are to be solid white or solid black and non-permeable. Shoes are to be clean. Shoestrings must also be clean and not tattered. No open toes or heels (e.g. sandals or clogs). No boots or high heels are permitted.
3. Plain white socks are required with white shoes and plain black socks are required with black shoes. Hose must be worn if skirts are preferred.
4. The name tag is part of both uniforms and is not to be worn with other uniforms such as a work uniform. Name tags are purchased through the Nursing department. Security badges provided by individual clinical sites are not to be worn as a name tag at other sites and are to be surrendered to clinical faculty at the end of each clinical rotation.
5. Appropriate undergarments are to be worn with the clinical uniform. They should not be visible through the uniform and should not extend beyond the uniform.
6. In addition to the uniforms, the student may purchase an optional designated scrub jacket - other coats, cover-ups, sweaters, or jackets are not permitted. The scrub jacket is to be removed during direct physical care. Students attending Harlaxton may have a jacket/shirt that is approved/required by the faculty member.

7. No long-sleeved shirts are allowed under either the hospital or the community uniform. If a student feels they must wear a short-sleeved shirt under their uniform for modesty, then it must be a plain matching purple or plain white crew neck tee shirt.
8. Hair is to be clean and groomed. The student must secure the hair so that it does not fall forward or over a patient field during care giving. Long hair can usually be pulled back with a clip or band, but it must be neatly secured. NO messy buns or pieces of hair falling around the face. Distracting hair colors and styles are not allowed. Hair colors must be natural tones (i.e. purple or blue hair is not allowed). Hair clips or bands are to be of neutral color. Bows and other adornments are not permitted.
9. Facial hair if present must be clean, trimmed, and groomed. Some situations may prohibit facial hair or require further trimming.
10. False removable eyelashes are prohibited in the clinical setting.
11. Body hygiene and uniform laundering is to be performed regularly. Body odor is not tolerated. The uniform is to be clean and non-wrinkled.
12. No perfume, cologne, or aftershave is to be worn to any clinical experience.
13. Make-up when worn should be modest and non-perfumed.
14. Jewelry is limited to an analogue wristwatch with a second hand (no smart watches, e.g. Apple watch, digital watches or Fitbits are permitted), a single pair of small stud earrings in ear lobes only, and wedding or engagement rings. The stud earrings are to be of a neutral color and are not to dangle. Engagement or wedding rings must be removed for hand hygiene, so it is advised that they not be worn to clinical due to the risk of accidental loss. The University of Evansville is not responsible for loss of any possessions during clinical. Necklaces, wrist or ankle bracelets, and body piercing jewelry other than the single pair of earrings are not to be worn even if not visible.
15. Fingernails are to be kept clean, trimmed short (no longer than $\frac{1}{4}$ inch past the fingertip), and carefully filed. No nail polish (even clear), adornments, or false nails are permitted.
16. Tattoos are discouraged in any visible areas. Agency policies vary, but students are required to follow faculty and/or agency requirements as instructed. Visible tattoos may have to be covered per various agency policies.
17. Variations in this dress code will be communicated by the clinical faculty when appropriate. Students will be dismissed from the Dunigan Family Nursing Lab or clinical if not properly attired and groomed; dismissal for not following the dress code counts as an unexcused absence.
18. Students who are employed in health care settings, including those agencies where they may have clinical rotations, need to be fully aware of the specifics of dress code policy of both the agency and the department and act in accordance with the appropriate policy for their role.
19. Students who are attending events in representation of the University of Evansville will be required to wear the Community Uniform unless instructed or approved by the Nursing Faculty.

Standards for use of Technology in Clinical

Extra caution must be taken when using electronic devices in relation to clinical cases, patient information, and peer performance. As professional students and caregivers, students are obligated morally, ethically, and legally to guard patient and peer information, privacy, and confidentiality. The following are guidelines to direct you in the appropriate professional use of technology in campus labs and at clinical sites. Violation of these standards will result in disciplinary action up to and including dismissal from the program.

1. Professional behavior and proper technological etiquette should be observed at all times.
2. Pictures are not to be taken in any clinical facility or nursing classroom or campus lab without appropriate approval.
3. Cell phones are not to be used for any purpose during campus or off campus clinical or in classrooms except when specified in course syllabi (for example, to communicate with faculty during community clinical). This includes but is not limited to calls, text messaging, emails, or Internet use. The phone may be used ONLY when off the clinical unit or outside the classroom or campus lab during a scheduled break.
4. Students are not to access personal web pages, social media sites, or online communication networks such as Twitter, Facebook, instant messaging, or other sites used for personal communication during clinical or in nursing campus labs or nursing classes.
5. Students using any electronic devices with cameras are not to use the camera during nursing campus lab or at clinical sites or in nursing classrooms.
6. Smart watches are prohibited during exams and during all clinical settings including on campus labs.
7. Use of agency technological resources (including but not limited to computers and copy machines) is limited to activities directly related to patient care. These resources are not to be used for personal needs including course assignments.
8. Posting or sharing pictures or information regarding patients or peer performance is prohibited.
9. Be aware that faculty or staff may ask to verify what programs or applications you are using at any time.
10. Be sure to handle your personal electronic devices using medical aseptic techniques to prevent the spread of potential pathogens.

Students who violate patient privacy and confidentiality while using technological devices are subject to HIPAA infractions. Violation of HIPAA standards may result in financial penalties as well as dismissal from the agency and/or the nursing program without prior written or verbal warning

Patient Privacy and Confidentiality

Nursing students have access to confidential medical and personal information and agency information. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires healthcare providers to maintain patient confidentiality and privacy. Information concerning a patient or agency is not to be discussed openly in clinical or after leaving the unit, agency, or classroom or with anyone other than those directly involved in the care of the patient or in the specific learning experience. Diligent caution must be exercised when completing written patient assignments to not include personal identifying data (such as name, address, room number, specific occupation). Violation of this policy will result in lowering of the course grade and/or dismissal from the agency and/or the University of Evansville Dunigan Family School of Nursing. Starting with the clinical nursing courses, each student must annually review HIPAA policies and procedures specific to the agencies they affiliate with and to demonstrate knowledge of these policies and procedures. Students will not be allowed to participate in any clinical experience if they have not completed the agency required orientation and documentation regarding confidentiality and HIPAA.

As a nursing student, you are to review only those charts of patients for whom you personally provide care or those you are assigned by your faculty to review for a specific assignment. Charts are never to be reviewed for personal reasons. Confidentiality requires patient data, records, or forms not to be duplicated.

Infection Control

Education on infection control including standard precautions, body substances isolation, blood borne pathogens, use of personal protective equipment (PPE), handling of wastes and sharps, and medical and surgical aseptic technique is provided in fundamentals clinical. Each student is required to complete practical check offs of these skills and must annually review material and demonstrate knowledge of these measures. Students will not be allowed to participate in any clinical experiences if they have not completed the agency required orientation regarding infection control.

Legal Witness

Nursing students, regardless of age, may not witness or sign legal documents such as advance directives, wills, surgery permits, blood or blood product administration forms, or infant identification records. Nursing students are not permitted to take and document in the patient record verbal or telephone orders from health care providers.

Documentation Standards

Because patient records are legal documents, student nurses must be aware of agency standards regarding documentation. Examples of standards include co-signing all medication administration and student charting entries by the RN responsible for the patient or by the faculty member. The student bears responsibility and accountability for asking what standards apply in the practice setting and following these standards.

Guidelines for Clinical Performance Evaluation

Throughout the nursing program, each student will take a variety of clinical nursing courses. Although each of these courses will have specific objectives and evaluation criteria, there are some general guidelines that apply to all clinical evaluations.

The Clinical Performance Evaluation is utilized by faculty and students to keep all informed of student progress in the clinical and laboratory environment. The Clinical Performance Evaluation provides both a formative and a summative evaluation to maximize student learning and progress. The tool will be distributed at the beginning of each clinical course. Students are to evaluate themselves and present supporting data to their clinical faculty prior to required midterm and final conferences.

Clinical practice is cumulative; therefore, behaviors from preceding clinical courses are to be maintained at a passing level in all subsequent courses. Physical and emotional safety and security are a priority in nursing practice. A breach of safety and security is defined as any action or inaction that threatens or violates the patient's well-being. Students must demonstrate safe practice in both campus and clinical settings. Students whose practice is unsafe or unethical will earn no higher than a "D" regardless of their course percent grade; a grade of "D" in a nursing course is not a passing grade.

Clinical Evaluation Tool Guidelines

- The clinical evaluation tool is used for all clinical nursing courses. Each nursing course builds on prior knowledge, skills, and attitudes.

- All clinical learning experiences will be evaluated upon completion and/or as deemed necessary by the faculty. Students who are not meeting clinical outcomes will be counseled individually as needed.
- Each student will fill out a new self-evaluation with clinical evaluation(s). Plagiarism and self-plagiarism rules apply.
- Each student will identify a knowledge, skill or attitude (KSA) to improve for the future semester.
- Each row item (boxes) must be scored by placing a number ranging from 1-4 in appropriate box. **ONLY whole numbers may be used.**
- The score for Clinical Evaluation must be within the range of 75 to 100 at the final evaluation to successfully pass the course with a “C” or better.
- Final grades for any nursing clinical related component must be at “2” or above.
- A grade of “4” denotes behavior that exceeds expectations. A self-evaluation of a 4 requires the student to write an exemplar demonstrating above expectations.
- An unsatisfactory “1” for **any** clinical learning experience constitutes not passing the course.
- Each student must supply a clinical log describing experiences of each clinical day. This log should accompany the self-evaluation that is submitted to the clinical faculty.
- **CPP tool is required to plan for reinforcement for any score of “2” or as needed.**

Grade Descriptions

A number “4” means the student (above expectations):

- Demonstrates all the attributes of “3” meets expectations.
- Functions consistently with *minimum* guidance in the clinical situation.
- Recognized by staff, peers, patients, families, or community as practicing above and beyond expectations for course objectives. (exemplar required related to the specific clinical experience being evaluated)
- The student must create an exemplar to satisfy above expectations objectives. Faculty may disagree with the score and exemplar.
- Engages *consistently* in self direction in approach to learning.

A number “3” means the student (meets expectations):

- Functions satisfactorily with *moderate to minimum* guidance in the clinical situation.
- Demonstrates accurate and appropriate knowledge and integrates knowledge with skills and attitudes among interdisciplinary team members.
- *Occasional* prompting for engaging in self-direction in approach to learning.
- Provides evidence of preparation for all clinical learning experiences.
- Follows directions and performs safely.
- Identifies own learning needs and seeks appropriate assistance.
- Demonstrates continued improvement during the semester.
- Uses nursing process and applies scientific rationale.

A number “2” means the student (below expectations):

- Functions safely with *moderate to extensive* amount of guidance in the clinical situation.

- Demonstrates adequate knowledge and requires *moderate* assistance in integrating knowledge with skills.
- Requires some direction in recognizing and utilizing learning opportunities.
- Is *unprepared* and has *limited insight* into own behavior.
- Requires *frequent and detailed* instructions regarding learning opportunities and is unable to utilize them.
- **CPP tool is required to plan for reinforcement.**

A number “1” means the student (unsafe/failing behavior):

- Student fails to perform activities at a safe level.
- Clinical performance reflects difficulty in the provision of nursing care.
- Demonstrates gaps in necessary knowledge and requires frequent or almost constant assistance in integrating knowledge and skills.
- Is *unable* to identify own learning needs and neglects to seek appropriate assistance.
- Not dependable.
- Breaches in professional or ethical conduct such as falsification of records and failure to maintain confidentiality.

Clinical Absence and Makeup Policy

Introduction and Rationale

Attendance at clinical experiences is crucial for students in the Dunigan Family School of Nursing Program. Clinical experiences occur both on and off campus and include events such as skills labs, seminars, simulation, and practice or observation at a clinical agency. Attendance and participation in these experiences allow students to meet the course learning objectives and end of program learning outcomes. Participation in clinical experiences is also required by the nursing accrediting bodies.

Classification of Absences

Absences from clinical and/or laboratory experiences are classified as either unexcused or excused. Unexcused absences typically result in grade deductions as outlined in individual course syllabi.

Excused absences include but are not limited to those associated with participation in official University events, emergency situations, and injury or illness conditions that prohibit the student from meeting clinical performance requirements at the time of the clinical or laboratory experience. Determination of an emergency or crisis may involve personal judgement, but the final decision of whether the absence is excused is up to the faculty involved.

In the event of a situation that will result in absence or tardiness, the student must communicate with the faculty member involved **prior** to the absence or tardiness. It is the student’s responsibility to notify the faculty via their preferred contact method as outlined in the individual course syllabus.

Clinical orientations including facility specific orientations are typically scheduled prior to the first clinical experience in each clinical course. These orientations are required by the facilities and

cannot be rescheduled. Students who miss the scheduled orientation may be unable to continue the clinical course due to their inability to meet the agency requirements. This could result in failure of the course or the need to withdraw.

Maximum Absence Allowance

Students cannot miss more than 20% of each scheduled clinical and/or laboratory experience to successfully pass the course. The total number of required clinical and/or laboratory hours is specific to each course as related to the number of credit hours in each course syllabus. Making up clinical hours does not negate missed clinical hours. For example, if a 2-hour clinical is missed, the 2 hours must be made up (see makeup section), but even after the makeup has been completed, those 2 hours still count towards the 20% total absence allowance.

In a situation where a student misses or is projected to miss more than 20% of clinical experience time, the student may consider withdrawing from the course. If 20% or greater of clinical hours are missed in a clinical experience, the student will earn no higher than a D in the course, regardless of assignment grades.

This maximum absence allowance is enforced to ensure that students are provided an adequate amount of time in clinical and laboratory experiences to meet course learning objectives and program student learning outcomes. It is, at times, impossible to recreate specific laboratory and/or clinical experiences.

Makeup Requirements

All absences from laboratory/clinical experiences are required to be made up. Making up clinical and/or laboratory experience hours does not negate the total 20% absence allowance per course. All clinical hours missed are required to be made up. If clinical hours are not made up, the student will not meet the federal requirements provided by accrediting bodies, therefore cannot pass the course and will earn no higher than a D regardless of assignment grades.

Clinical makeup experiences will be provided only at specific times. Students should avoid scheduling extracurricular activities during clinical makeup offerings in case they need to use the provided time. Additional clinical makeup experiences will not be added ad hoc for students who have extracurricular scheduling conflicts, such as work.

Clinical Makeup Experiences

The Dunigan Family School of Nursing will use a combination of ATI RN Online Clinical Plans, skills proficiencies for clinical makeup experiences, and/or clinical site experiences. Unless otherwise specified, clinical makeup experiences will take place in the Dunigan Family Nursing Laboratory under the supervision of a nursing faculty member. Supervising faculty may or may not be the same person as the lead course faculty. Full time nursing faculty will rotate responsibility of supervising students during scheduled clinical makeup experiences.

When a student has a planned or unplanned absence, whether excused or unexcused, the student must communicate with the lead clinical faculty member within 48 hours of the absence to

create a makeup plan, including the date and time the student will utilize clinical makeup time. If communication does not occur within 48 hours, a 2% deduction will apply.

The lead clinical faculty member will determine a clinical experience that aligns with the course objectives missed due to absence, and that is an equivalent amount of time to the absence. The student will not receive the clinical experience assignment until they arrive at the Dunigan Family laboratory or assigned site to participate in clinical makeup. If ATI RN Online Clinical Plans are being used, the supervising faculty will audit completion of the assigned ATI RN Online Clinical Plan assignment and confirm that the student made up all time required. The student is responsible for obtaining and retaining any required documentation to validate the makeup experience.

If the student missed a skill/competency during their absence, the lead clinical faculty member will also prepare check-off instructions, if relevant. The student will be responsible for preparing for the skill or competency, which will be checked-off by the supervising faculty at the clinical makeup experience. If any specific supplies are necessary for practice and/or the check-off, the student is responsible for contacting the laboratory and simulation coordinator to obtain the supplies prior to when they are needed.

Suspension from Facility

By contractual agreement, clinical facilities reserved their right to temporarily suspend or dismiss a nursing student for unsatisfactory work, or for violation of any rules or ethical tenets of the facility, or for misconduct contrary to the best interests of the facility. Being removed from a required clinical experience may interfere with the student's ability to meet program outcomes. Length of time for suspension is determined by clinical facility.

Nursing Laboratory Policies

Nursing Lab Fees

To help defray the cost of lab supplies used in nursing courses, a lab fee is charged each semester, beginning at the second level of the program, for students enrolled in clinical courses. These fees are added to the semester tuition bill.

Dunigan Family Nursing Lab

The Dunigan Family Nursing Labs are in Wallace Graves Hall rooms 105, 106, 107, 237, 241, and simulation suite 105 and simulation suite 241. Student safety during campus laboratory experiences and practice, including simulation, is a joint responsibility between the student and the faculty. Proper handling, disposal of equipment, clean up and storage require the cooperative efforts of students, faculty, and staff. The following policies apply to the use of the Nursing Labs:

- The labs are to be kept locked except when in use for scheduled lab sessions.
 - Student Access to Labs
 - Students may utilize laboratory spaces for practice at times where the laboratory is not being used by any course in the Dunigan Family School of Nursing (traditional and accelerated programs).
 - When using the lab, it is the student's responsibility to leave the lab clean, organized, and locked.

- Practice with sharps requires faculty supervision; therefore, this is not available after hours or on weekends except by appointment with faculty.
 - Who is eligible for access:
 - Only nursing students registered in nursing classes are allowed in these labs after hours; do not bring family members, friends, or other University students to the lab after hours.
 - A minimum of 2 students must be present for lab use after hours and at weekends.
 - To gain access:
 - Monday through Friday from 8:00-4:00: please contact the nursing Operations Coordinator.
 - After hours and on the weekend (when campus is open), call security at ext. 2051
- All facility users are expected to leave the lab in the same manner they found it (i.e., equipment, tables, chairs, manikins, etc.). Please dispose of any trash in appropriate containers and ensure that the equipment is put away.
- Professional and safe behavior is expected of all when working or studying in the lab.
- Facility users are responsible for the following standard precautions. Sharps and syringes are to be disposed of in appropriate containers. Anyone sustaining a needle stick, or any type of injury must report the injury to staff or faculty and complete an injury report.
- Phones are available in the labs and emergency numbers are posted.
- Copies of The Laboratory Safety and Chemical Hygiene Plan and the SDS are available in the lab.
- Care and handling of manikins:
 - Do not use pens or markers in the vicinity of the manikins.
 - Do not use povidone or iodine-based cleanser on the manikins.
 - Wash hands prior to handling manikins.
 - No food or drink in the vicinity of manikins.
 - Wear gloves whenever appropriate in care of a patient.
- During lab sessions students are to follow the dress code as outlined in the section on dress code or as instructed by the course faculty.
- During lab sessions cell phones are to be “off”.
- Food, drink, and gum are permitted only in the classroom (room 105 and 237) portion of the lab with permission.
- Those with latex sensitivity or allergy are to be aware that some items in the Dunigan Family Nursing Lab do contain latex; appropriate precautions should be taken. Always be sure to communicate with faculty and staff regarding sensitivity or allergy.
- Closed-toe shoes must be worn in the lab spaces.

Simulation

To foster a non-threatening, positive learning environment and to safeguard the teaching integrity of simulations, the experiences from a simulation are to be shared only within that specific learning group and within the simulation environment. Simulation scenarios are confidential. Students are not to share information or events from a simulation with others outside of the learning

environment. Violations of this policy are considered breaks in the academic code of conduct and/or violations of confidentiality and will be treated as such.

Laboratory Health and Safety Policy Statement

It is the policy of the University of Evansville to ensure that the hazards of all chemicals, equipment, procedures and experiments are identified and information concerning these hazards is transmitted to employees and students to provide for their safety and health protection. This Laboratory Safety and Chemical Hygiene Plan is authorized by the University of Evansville. It will be implemented pursuant to Title 29 of the U.S. Code of Federal Regulations, Part 1910, subpart 1450.

The Laboratory Safety and Chemical Hygiene Plan is designed to protect laboratory employees and students from harm due to chemicals while they are working in a laboratory. The primary objective of this document is to provide a general guide for handling hazardous chemicals in laboratories, and to ensure that appropriate information in the form of Safety Data Sheets is readily available. The Laboratory Safety and Chemical Hygiene Plan establishes the basic safety principles for laboratory procedures, equipment and work practices that are capable of protecting employees and students from physical and health hazards of hazardous chemicals in the laboratories. This document is intended only to highlight those safety measures necessary for achieving a safe and healthy work environment. The plan is located in a binder on the bookshelf in the Dunigan Family Nursing Lab.

Section 6: Student Organizations

There are numerous student organizations at the University of Evansville. A few of these are open only to nursing majors: University of Evansville Student Nurse Association of Peers (SNAP), Sigma Theta Tau International, and the Brotherhood of Student Nurses for male students, and Student Nurse Administrative Team.

Student Nurse Association of Peers (SNAP)

All students in the BSN program are eligible for membership in SNAP and are strongly encouraged to participate. The purpose of SNAP includes:

- To assume responsibility for contributing to nursing education to provide higher quality healthcare.
- To provide programs representative of fundamental and current professional interests and concerns.
- To promote professionalism and leadership within the community for the profession of nursing.
- To aid in the development of the whole person, and his/her responsibility for the healthcare of people in all walks of life.

Sigma Theta Tau

Eta Lambda Chapter of Sigma Theta Tau International was chartered on April 25, 1984. Sigma Theta Tau, International is the Nursing Honor Society. The purposes of Sigma Theta Tau, International are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purposes of the profession.

Invitation for membership in Sigma is extended to baccalaureate nursing students who have completed half of the nursing curriculum and have demonstrated superior scholastic achievement and evidence of potential for leadership.

Brotherhood of Student Nurses

The purpose of this organization is to promote men in nursing. Membership is limited to University of Evansville full-time nursing or pre-nursing students.

Student Nurse Administrative Team

The purpose of the Nursing Student Administrative Team is to provide an opportunity for student leaders within the nursing student body to promote the mission of the Dunigan Family School of Nursing. The Nursing Student Administrative Team consists of two sub-committees: Student Nurse Representatives and Student Nurse Ambassadors.

Nursing Class Representatives

Class representatives may be utilized to facilitate communication between students and faculty, and as an avenue of collaboration and student input on the nursing program. Serving as a class representative is an esteemed privilege, in which the Dunigan Family Chair of Nursing may revoke if the position is abused, including but not limited to incivility towards faculty or peers, failure to uphold eligibility requirements of the position, or abuse of perceived power.

The purpose of this role is to prepare student nurses for leadership positions throughout their career; there is no financial compensation. There may be up to two class representatives per nursing graduation class. Responsibilities of the position may include but are not limited to facilitating communication among classmates, attending meetings with faculty, and/or supplemental leadership activities. Class representatives may erroneously be perceived as the “gatekeeper of complaints.” Classmates are encouraged to respect the multifaceted responsibilities of the class representative, and the class representative must utilize professional discernment and principles of professional communication and execution of the liaison role.

Whereas serving student representative is responsibility in addition to a full-time student role, the following criteria must be met to be eligible for student class representative:

- Willingness to fulfill responsibilities of the class representative.
- Nursing GPA greater than or equal to 3.0
- No breaches of professional conduct in the University of Evansville
- Nursing faculty sponsor (the nursing faculty must send in a brief letter professing their support).

- Any level nursing student.

The process of election of class representative is as follows:

Students who meet criteria and who choose to volunteer should e-mail the nursing Operations Coordinator within the first two weeks of school with the following information:

- Name
- Class (Level-one, level-two, level-three, level-four) and projected graduation date
- Name of faculty sponsor (faculty should separately send a letter of support)
- 1 paragraph proclamation of how they execute the role of class representative.
- After the conclusion of the second week of school, eligible nominations will be compiled, and students will vote for class representative(s) who will serve in the role for the academic role unless otherwise revoked. There may be up to two class representatives per cohort. Class representatives must be re-elected every academic year.

Nursing Ambassadors

The student nurse ambassador group assists with community outreach, recruitment, and connection with alumni to further promote the mission and vision of the Dunigan Family School of Nursing. The student nurse ambassadors will be elected by nursing faculty in August and tenure will continue throughout the student's duration in the nursing program. Ideally, there will be at least 2 ambassadors per nursing class, level-two and higher. Student nurse ambassadors, when nominated by faculty, can accept or reject the position. Student nurse ambassadors will have responsibilities including an orientation to the role, and responsibilities including but not limited to:

- Assisting the recruitment team with social media posts
- Assisting the recruitment team with prospective student visits
- Assisting the recruitment team with high school and professional outreach fairs
- Formulation of creative recruitment ideas, including swag, new opportunities, etc.
- Development and maintenance of strategies to connect with UE Nursing Alums
- Students are eligible to serve on both sub-committees if elected.

Nursing Mentoring Program

To increase potential for enhanced academic success the faculty supports a mentoring program. Supplemental instruction is usually available for each nursing course. Students that attend this and still have academic difficulty can request a personal tutor through Academic Advising. The student should collaborate with their advisor and current nursing faculty to select specific services to utilize. Level-four students in the Nursing Leadership class also serve as group mentors to all levels of nursing students.

Section 7: Forms

2024-2025 Changes Agreement Attestation

I hereby acknowledge that I have been informed about the recent changes in the policies and curriculum at the University of Evansville Dunigan Family School of Nursing. I confirm that I have received, read, and understood the details of these changes in the University of Evansville Dunigan Family School of Nursing 2024-2025 Student Handbook, and I agree to comply with the new policies and curriculum requirements as outlined by the institution.

I understand that it is my responsibility to stay informed about and adhere to these changes throughout my time at University of Evansville Dunigan Family School of Nursing. Should I have any questions or require further clarification, I am aware that I can reach out to the appropriate school officials for assistance.

By signing this document, I attest that I have been properly notified and understand the implications of these changes.

Student Name (Printed) _____

Student Signature _____ **Date** _____



Dunigan Family School of Nursing
 1800 Lincoln Avenue • Evansville, Indiana 47722
 812-488-2343 • Fax 812-488-2717
 nursing@evansville.edu • www.evansville.edu

Return to School and Clinical Practice Form

This form is to be completed by a healthcare provider prior to student's return to school and clinical practice.

All aspects of this form must be filled out or it is considered null and void and student will not be able to participate in clinical.

Student Name: _____ DOB: _____

HEALTHCARE PROVIDER: Clearly circle Y for yes and N for no beside each statement.

The student has:

- Y N** The ability to walk, stoop, kneel, crawl, reach, and move persons and/or objects.
- Y N** The ability to lift, carry, push, or pull up to 50 pounds.
- Y N** The ability to both speak clearly and to hear and understand the spoken word.
- Y N** The ability to see distant, close, and peripheral object; to discern colors; to read.
- Y N** Sufficient eye-hand coordination and finger and hand dexterity to execute nursing procedures and to write legibly.
- Y N** Ability to discern patient data using visual, auditory, and tactile means.
- Y N** Ability to apply knowledge to make reasonable judgements in patient situations.
- Y N** Coping abilities to be able to practice in stressful clinical situations.
- Y N** Ability to wash hands and implement standard body substance; isolation precautions.
- Y N** Adequate body defenses to practice safely in environments where patients have infections.

Student has NO Restrictions.

Student has the following restrictions:

Attach any document describing the restrictions and projected date of release from restrictions.

I certify that I have examined the above named student.

 Healthcare Provider's Signature

 Date

 Printed Name of Healthcare Provider



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allergic to anything that faculty should be aware of?

If so, please describe:

Y N Is the student free of communicable disease?

If not, please explain:

I certify that I have examined the above named student.

Healthcare Provider Signature

Date

Healthcare Printed Name

Healthcare Provider Contact Information

Healthcare Provider License Number

If the student has any medical conditions that require faculty notification, the student must provide notification through the University of Evansville Office of Counseling and Disability Services.

I understand that I bear the responsibility to be aware of these essential abilities and to report immediately to my clinical faculty any aspects of my health and well-being which could impact my ability to perform the essential abilities required for clinical nursing courses.

I understand the faculty reserves the right to request that I seek medical evaluation and treatment in situations that would place myself and/or peers, faculty, or patients at risk. I understand the cost of this evaluation and/or treatment is my responsibility.

I will immediately notify clinical faculty if I am or become pregnant. I understand a written consent from a health care provider is required for a pregnant student to participate in clinical. I understand pregnant students may not be permitted to pursue certain clinical experiences. I understand that after delivery a health care provider's release is required prior to returning to clinical.

Student Signature

Date



Instructions: Complete the report and forward within 24 hours of accident to the Office of Risk Management – in the General Services Building. If you have any questions call (812)488-2011 or (812)488-2940. Please print clearly—All fields must be completed.

ACCIDENT REPORT

For Emergencies, Call Public Safety @ (812) 488-2051

PERSONAL INFORMATION

Classification: Employee Student Worker Student Volunteer Visitor

Name of Injured _____ Male Female
Last First Middle Int.

Permanent Address _____
Street City/State Zip

Home Cell No. _____ Email _____

INJURED EMPLOYEE INFORMATION

Full Time Part Time

Job Title or Description _____

Department _____ Hire Date _____ Years on Present Job _____ Shift _____ Ext. _____

Supervisors Name _____ Work Ext. _____ Email _____

University Representative / Supervisor Notified of Injury: Date _____ Time _____ A.M. P.M.

DESCRIPTION OF ACCIDENT (To be completed by the injured party or Supervisor)

Accident Date _____ Time _____ A.M. P.M. Accident Location: _____

Part(s) of Body Injured/Affected _____ (R) (L)

Describe in detail the event which resulted in the accident or occupational illness, with details on factors which led or contributed to the accident.

WITNESS INFORMATION

Witness _____ Email _____ Phone No. _____

FIRST AID / MEDICAL TREATMENT

Campus Health Center Medical Treatment Received _____

Health Center Nurse: _____ Health Center Doctor / N.P.: _____

Off Campus Medical Facility _____ Transported by Ambulance Supervisor Self

Street Address _____ Phone No. _____
Street City Zip

Report Prepared By _____ Date _____

I verify that the above information is true:

Signature of Injured Person _____ Date _____