Ball State University
School of Nursing
RN to BS Track Handbook
2013-2014
FOREWORD

The guidelines in this Handbook are based on the policies and procedures of the School of Nursing. The Handbook is to be used as a reference document in conjunction with the University Undergraduate Catalog and School of Nursing published materials. The RN to BS Track Handbook is the product of the Baccalaureate Curriculum Committee.
# Table of Contents

**SECTION I: SCHOOL OF NURSING**

- BACCALAUREATE PROGRAM OUTCOMES ................................................................. 1  
- BACCALAUREATE PROGRAM POLICIES AND INFORMATION ................................. 2  
  - PROGRESSION POLICIES .................................................................................. 2  
  - READMISSION TO NURSING COURSES ....................................................... 3  
  - CLINICAL FAILURE POLICY .......................................................................... 4  
  - APPEALS .......................................................................................................... 4  
- RN TO BS PLAN OF STUDY FOR MAJOR IN NURSING ........................................... 5  
- INFORMED CONSENT AND BACKGROUND CHECK ........................................... 7  
- REQUIRED AND ELECTIVE NURSING COURSES ............................................. 9  
- REQUIRED TEXTBOOKS ................................................................................... 9  
- INFORMATION REGARDING CLINICAL COURSES .......................................... 9  
- LIABILITY INSURANCE ....................................................................................... 10  
- APPROXIMATE FEES FOR PROGRAM ............................................................... 10  
- UNIFORM POLICIES .......................................................................................... 11  
- AMERICAN NURSES’ ASSOCIATION CODE OF ETHICS FOR NURSES .......... 12  
- ANA STANDARDS OF NURSING PRACTICE ..................................................... 13  
- CLINICAL EVALUATION .................................................................................... 19  
- STUDENT PERFORMANCE EVALUATIONS ....................................................... 22  
- POLICY ON DISMISSAL FROM THE BACCALAUREATE NURSING PROGRAM .... 24  
- MANAGEMENT OF A BLOOD-BORNE PATHOGEN INCIDENT ............................ 25  
- ILLNESS/HOSPITALIZATION POLICY .............................................................. 27  
- ILLNESS/HOSPITALIZATION POLICY APPEAL PROCEDURES .................... 27  
- BACCALAUREATE NURSING GRADING SCALE ............................................... 28  
- WITHDRAWAL AND INCOMPLETE POLICIES ............................................... 28  
- EDUCATIONAL POLICIES ................................................................................ 29  
- GRADE APPEAL ................................................................................................. 29
SECTION I: SCHOOL OF NURSING

Refer to Section 1 for history of the School of Nursing, organizational chart, accreditation, vision, mission statement, goals, philosophy of nursing, philosophy of education, organizing framework, and organizing framework concepts and definitions.

BACCALAUREATE PROGRAM OUTCOMES

1. Integrates knowledge, skills, and values from biological, psychological, social sciences, and arts in nursing practice.
2. Demonstrates leadership and communication skills to promote patient safety and quality care within the interprofessional team.
3. Integrates research process for evidence-based practice to improve patient outcomes.
4. Integrates use of information management and application of patient care technology in professional nursing.
5. Demonstrates a basic knowledge of health care systems, including the organization and financing of patient services, reimbursement structure, healthcare policies, and regulatory processes.
6. Utilizes effective professional communication and collaboration to provide evidence-based, patient-centered care.
7. Integrates culturally appropriate health promotion and disease and injury prevention strategies across the life span, including assisting individuals, families, groups, communities, and populations.
8. Exemplifies professionalism, professional values, honesty and ethical behaviors utilizing evidence-based knowledge, skills, and attitudes in professional nursing practice.
9. Manages holistic, diverse patient-centered care across health-illness continuum and lifespan in all health care environments.
PROGRESSION POLICIES

1. Requirements for NUR 302:
   - Course enrollment will be based upon the date of acceptance into the RN to BS Track if more students apply for NUR 302 than the School of Nursing can accommodate.
   - Prerequisites: with a grade of C (2.0) or better – A complete sequence of ANAT 201, BIO 113, CHEM 101, and PHSYL 215; COMM 210, PSYSC 100, SOC 100, EDPSY 270, FCSFN 340.
   - Evidence of current unencumbered state RN licensure.
   - Background checks completed annually with satisfactory results.

2. Requirements for NUR 303:
   - Grade of C (2.0) or better in NUR 302 if taken prior to NUR 303.
   - Prerequisite or parallel: NUR 302.
   - If this is the first clinical course, the necessary health clearance requirements include submission of Ball State University Health Form, current tuberculin test or chest x-ray, and record of immunizations. The Health Form is on the Health Center Web Page.
   - Submit proof of Hepatitis B immunizations to the School of Nursing. A student who does not meet this requirement must sign a waiver. The Waiver is located on the School of Nursing Web Home Page.
   - Signature on Informed Consent is required. The Informed Consent is located on the School of Nursing Web Home Page.
   - Submit proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association or Professional Rescuer per American Red Cross.
   - Evidence of current unencumbered state RN licensure.
   - Background checks completed annually with satisfactory result.
   - Validation of annual Standard Precautions and HIPAA training. The Standard Precautions and HIPAA forms are located on the School of Nursing Web Home Page.

3. Requirements for NUR 322:
   - Prerequisite: NUR 302.
   - Prerequisite or parallel: NUR 314, PSYSC 241 or SOC 382, statistics.

4. Requirements for NUR 401:
   - Grade of C (2.0) or better in NUR 302 and NUR 303.
   - The student must show evidence of current tuberculin test or chest x-ray.
   - Submit proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association or Professional Rescuer per American Red Cross.
   - Evidence of current unencumbered state RN licensure.
   - Background checks completed annually with satisfactory result.
   - Validation of annual Standard Precautions and HIPAA training. The Standard Precautions and HIPAA forms are located on the School of Nursing Web Home Page.
After successful completion of NUR 302, NUR 303, and NUR 401, departmental credit or transfer credit is awarded for NUR 231 (3 hours), NUR 330 (4 hours), NUR 340 (4 hours), NUR 350 (4 hours), NUR 402 (4 hours), NUR 406 (4 hours), and NUR 408 (4 hours) for a total of 27 hours.

5. Requirements for NUR 404:
- Grade of C (2.0) or better in NUR 401.
- Prerequisite: HSC 180.
- The student must show evidence of current tuberculin test or chest x-ray.
- Submit proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association or Professional Rescuer per American Red Cross.
- Evidence of current unencumbered state RN licensure.
- Background check completed annually with satisfactory result.
- Validation of annual Standard Precautions and HIPAA training. The Standard Precautions and HIPAA forms are located on the School of Nursing Web Home Page.

6. Requirements for NUR 405:
- If this is the first clinical course, the necessary health clearance requirements include submission of Ball State University Health Form, current tuberculin test or chest x-ray, and record of immunizations. The Health Form is on the Health Center Web Page.
- Submit proof of Hepatitis B immunizations to the School of Nursing. A student who does not meet this requirement must sign a waiver. The Waiver is located on the School of Nursing Web Home Page.
- Signature on Informed Consent is required. The Informed Consent is located on the School of Nursing Web Home Page.
- Submit proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association or Professional Rescuer per American Red Cross.
- Evidence of current unencumbered state RN licensure.
- Background check completed annually with satisfactory result.
- Validation of annual Standard Precautions and HIPAA training. The Standard Precautions and HIPAA forms are located on the School of Nursing Web Home Page.

READMISSION TO NURSING COURSES

1. Students who unsuccessfully complete a nursing course (grade of C- or lower) must contact the Program Director of the RN to BS Track and request approval for readmission in writing.
2. A recommendation from course faculty will be sought in determining any criteria to be met for re-entry into the course.
3. If the Baccalaureate Admission and Progression Committee approve the request after individual consideration, the Program Director of the RN to BS Track will plan readmission on an individual basis.
4. Priority for limited space in classes will be given to those in the uninterrupted sequence of classes. The date of the receipt of the letter will determine placement on a waiting list if the Baccalaureate Admission and Progression Committee approves the request. The student will receive written notification of re-entry status.
CLINICAL FAILURE POLICY

1. Students enrolled in the professional program of the School of Nursing are responsible and accountable for their actions related to patient care. The faculty will determine whether a student’s conduct and actions are appropriate to patient welfare. Should it be determined that a student’s conduct in clinical areas has been observed to be detrimental to patient health and/or safety, the faculty may dismiss a student from the course with a grade of F and dismiss the student from the School of Nursing.

2. Repetition of a required clinical nursing course will be permitted one time and for only one course if the course was not successfully completed.

3. A student who has a SECOND clinical course failure shall not be eligible to earn a Bachelor of Science degree with a major in nursing from Ball State University, and is encouraged to make an appointment with the Program Director of the RN to BS Track of the School of Nursing to discuss continuing his/her education in another field or at another school.

APPEALS

1. All appeals to the Baccalaureate Admission and Progression policies must be made to the Program Director, RN to BS Track, School of Nursing.

Faculty Approved: 11/07
Approved by UEC: 1/07
Edited: 8/08

The information presented here, correct at the time of publication, is subject to change.
RN to BS PLAN OF STUDY FOR MAJOR in NURSING

CURRICULUM REQUIREMENTS FOR RN BACCALAUREATE COMPLETION TRACK

Prerequisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Short Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology</td>
<td>Fund. Mam. Anatomy &amp; Physiology</td>
<td>6-8</td>
</tr>
<tr>
<td>Microbiology with a lab</td>
<td>Microbio HSC- T2-D</td>
<td>3-5</td>
</tr>
<tr>
<td>Chemistry with a lab</td>
<td>Biochemistry/chemistry- T1-D</td>
<td>3-5</td>
</tr>
<tr>
<td>EDPSY 270</td>
<td>Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>PSYSC 100</td>
<td>Gen. Psychology- T1-D</td>
<td>3</td>
</tr>
<tr>
<td>SOC 100</td>
<td>Princ. Sociology</td>
<td>3</td>
</tr>
<tr>
<td>FCFSN 340</td>
<td>Princ. Hum. Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HSC 180</td>
<td>Community Health- T2-D</td>
<td>3</td>
</tr>
<tr>
<td>COMM 210</td>
<td>Fund. Communication- T1-F</td>
<td>3</td>
</tr>
<tr>
<td>NUR 314, PSYSC 241 OR SOC 382</td>
<td>Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

University Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Short Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 103 &amp; 104</td>
<td>English Comp. I &amp; II-T1-F</td>
<td>6</td>
</tr>
<tr>
<td>HIST 150</td>
<td>Western Civ.- T1-F</td>
<td>3</td>
</tr>
<tr>
<td>MATH 125</td>
<td>Math Applications- T1-F</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective- T1-D</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Elective- T1-D</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>In’tl./Global Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Wiser + Writing- T1-F</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Personal Fin-T1-D</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>PFW- T1-F</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>General Electives</td>
<td></td>
<td>7+</td>
</tr>
</tbody>
</table>

Nursing Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Short Title</th>
<th>Sem. Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 302</td>
<td>Found. &amp; Issues</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUR 303</td>
<td>Health Assess</td>
<td>3</td>
<td>45 hours of clinical</td>
</tr>
<tr>
<td>NUR 322</td>
<td>Research</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUR 401</td>
<td>App. Concepts</td>
<td>4</td>
<td>45 hours of clinical</td>
</tr>
<tr>
<td>NUR 404</td>
<td>Community Nursing</td>
<td>4</td>
<td>45 hours of clinical</td>
</tr>
<tr>
<td>NUR 405</td>
<td>Leadership/Management</td>
<td>3</td>
<td>45 hours of clinical</td>
</tr>
</tbody>
</table>

Nursing courses total: 20

* Departmental Authorization or ASN nursing courses: 27

Nursing major total: 47

Program total: minimum semester hours required: 120

Effective May 2012

Upon completion of the nursing sequence, the student will have a minimum of 47 credit hours in nursing. *These credits include the 20 nursing hours plus transferred nursing credits or credit hours given through departmental authorization. Departmental Authorization: NUR 231 (3), NUR 330 (4), NUR 340 (4), NUR 402 (4), NUR 350 (4), NUR 406 (4), and NUR 408 (4) = 27 semester hours.

The residency requirement is met by completing 30 of the last 40 credit hours of the degree with Ball State University courses. Independent Learning and Internet courses count toward the residency requirement.
Each student will be required to pass a writing competency exam before graduation. It is taken in your junior year after completing ENG 103 and 104.

Course Sequence:
If the prerequisite courses are met, students may take two of the NUR courses per semester (3 semester sequence) or enroll in course one per semester (6 semester sequence).

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 302</td>
<td>NUR 322</td>
<td>NUR 405</td>
</tr>
<tr>
<td>NUR 303</td>
<td>NUR 401</td>
<td>NUR 404 (Tier 3)</td>
</tr>
</tbody>
</table>
INFORMED CONSENT AND BACKGROUND CHECK

The School of Nursing maintains agency contracts with all clinical agencies used by nursing students in the education programs. The agency contracts enable students to have clinical experiences in various agencies.

The following changes affect ALL NURSING STUDENTS as follows:

1. **All nursing students are required to sign an INFORMED CONSENT form.**
   Each student is required to:
   a. Go to the School of Nursing Forms page. [http://nursing.iweb.bsu.edu/forms2/](http://nursing.iweb.bsu.edu/forms2/)
   b. Select “Informed Consent RN to BS Form.” Print this form.
   c. Read carefully and initial each statement in black ink.
   d. Complete, date, and sign the form as indicated in black ink.
   e. Mail the signed form to:
      Connie McIntosh, RN, MBA
      School of Nursing
      Ball State University
      Muncie, IN 47306

2. **All nursing students are required to complete a Criminal Background Check. The criminal background check will be required annually and is completed at the student’s expense.**
   a. To complete this background check, open the attached instructions and follow the directions on the attachment. (Adobe 6.0 is required to open the attachments). This background check is accessed by Internet [www.CertifiedBackground.com](http://www.CertifiedBackground.com). Certified.Background.com is a background check service. The background check is initiated by each student. The secure website allows you and the school to view the results. The complete package is $45.00 for one name and one county. You can pay online.
   b. Go to the School of Nursing Forms page. [http://nursing.iweb.bsu.edu/forms](http://nursing.iweb.bsu.edu/forms)
   c. Select “Disclosure of Criminal Background Form.” Print this form.
   d. Complete, date, and sign the form in black ink.
   e. Mail the signed form to:
      Connie McIntosh, RN, MBA
      School of Nursing
      Ball State University
      Muncie, IN 47306
   f. **The background check is required to be completed annually.** If you have questions, please contact Connie McIntosh, RN, MBA at 765-285-5298.
The above organization requires that each student purchase a background check through CertifiedBackground.com. Ball State University, School of Nursing – RN to BS

CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background check are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as the organizations can view the background check.

To order your background check from CertifiedBackground.com, please follow the instructions below.

1. Go to www.CertifiedBackground.com and click on "Students."
2. In the Package Code box, enter package code: AT96
3. Select a method of payment: Visa, MasterCard or money order.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48-72 hours. Once your background check is complete, please provide your organization with the password in order to share your background check results.

Additional counties lived in outside of the current county of residence will be automatically searched for $13.00 per county. Additionally, maiden names will be searched for duplicate charges.
REQUIRED AND ELECTIVE NURSING COURSES

See nursing course numbers and descriptions of all required and elective baccalaureate nursing courses in the Ball State University Undergraduate Catalog.

REQUIRED TEXTBOOKS

APA format is required for written papers in all programs. The following is the source:


Baccalaureate Program:


INFORMATION REGARDING CLINICAL COURSES

Preceptors and clinical experiences:

NUR 303: Health Assessment. The faculty requires that the student find a nurse practitioner or physician registered nurse with a bachelor’s of science degree that have access to clients across the life span. The clinical setting can vary and more than one preceptor can be used in order to have clients across the life span.

NUR 401: Applied Nursing Concepts. The faculty requires that the student have clinical hours focusing on clients across the life span with acute, chronic and disabling crises. The clinical hours will be in home health care agency, pediatric rehabilitation setting and other agencies such as a group home, Hospice, ER and others.

NUR 404: Community Health. The faculty requires that the student have clinical hours in community setting(s) such as women’s shelter, school nursing, group homes, local or state public health dept., and others. Some of the clinical hours will be allotted to the “Population Focused Project” and also attending a public policy meeting.

NUR 405: Management and Leadership: The faculty requires that the student work with a nurse manager, above the level of charge nurse. Some clinical hours will also be allotted to attend a state board of nursing meeting (or equivalent type of meeting per negotiation with faculty) and clinical option experience.
LIABILITY INSURANCE

Malpractice Student Nurse Policy

Each RN to BS student in a clinical course is covered under Ball State University’s umbrella for liability insurance each term.

$1,000,000 per each claim is the limit of liability
$3,000,000 aggregate (the total amount that may be paid by the insurance company in any policy year)
Reviewed by University each year.

BALL STATE UNIVERSITY
APPROXIMATE FEES FOR PROGRAM*
2010-2011 Academic Year

| Distance Education Fees | $257 In-State & $454 Out-of-State per semester credit hour for courses |

Technology Fee

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Cost Per Semester for Indiana and Out-of-State Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 credit hours</td>
<td>$55</td>
</tr>
<tr>
<td>4-6 credit hours</td>
<td>$105</td>
</tr>
<tr>
<td>More than 6 credit hours</td>
<td>$160</td>
</tr>
</tbody>
</table>

*Fees subject to change, but usually do not change until May of each year.
UNIFORM POLICIES

The uniform for students is to reflect a positive image of the nursing profession. The basics of a positive image are good hygiene, neatness, and social acceptability. The student is to wear a white lab coat with their BSU name tag. If for any reason this policy is not acceptable, it would be at your preceptors/facilities discretion. In addition there are safety and infection control concerns that must be considered. Any student wearing the Ball State University nametag represents our school.

The RN-BS student’s uniform will conform to the clinical agency standards. If the student has health concerns that affect compliance, the clinical preceptor must pre-approve the change.

Students are required to have a name tag made identifying themselves as a Ball State University School of Nursing RN to BS Student. The pin will be a white background with blue lettering and will read as follows:

BALL STATE UNIVERSITY
STUDENT NAME INSERTED HERE, RN
RN-BS STUDENT

Example:

BALL STATE UNIVERSITY
JANE DOE, RN
RN-BS STUDENT

HAIR

Hair must be clean, off the collar and controlled (may not hang over face) at all times, with no large, fluffy, or ornamental accessories. Small, simple, neutral colored hair accessories are acceptable. Hair coloring should remain in the realm of what can be genetically transmitted. Beards or moustaches must be neatly trimmed.

JEWELRY, PIERCINGS, and BODY ART

May wear wedding band, watch, and 1 pair of plain posts for pierced ears. No necklaces and/or bracelets except medical alert information may be worn. No rings with stones may be worn. No dangling or hoop earrings. No visible piercings other than the single post noted above. Body art must be covered.

NAILS

Nails are to be neatly trimmed, clean, and not extend beyond the finger tips. No nail polish. No false or sculptured nails or nail tips may be worn.
1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

ANA STANDARDS OF NURSING PRACTICE

Standard 1. Assessment

THE REGISTERED NURSE COLLECTS COMPREHENSIVE DATA PERTINENT TO THE PATIENT’S HEALTH OR THE SITUATION.

Measurement Criteria
1. Collects data in a systematic and ongoing process.
2. Involves the patient, family, other healthcare providers, and environment, as appropriate, in holistic data collection.
3. Prioritizes data collection activities based on the patient’s immediate condition, or anticipated needs of the patient or situation.
4. Uses appropriate evidence-based assessment techniques and instruments in collecting pertinent data.
5. Uses analytical models and problem-solving tools.
6. Synthesizes available data, information, and knowledge relevant to the situation to identify patterns and variances.
7. Documents relevant data in a retrievable format.

Standard 2. Diagnosis

THE REGISTERED NURSE ANALYZES THE ASSESSMENT DATA TO DETERMINE THE DIAGNOSES OR ISSUES.

Measurement Criteria
1. Derives the diagnoses or issues based on assessment data.
2. Validates the diagnoses or issues with the patient, family, and other healthcare providers when possible and appropriate.
3. Documents diagnoses or issues in a manner that facilitates the determination of the expected outcomes and plan.

Standard 3. Outcome Identification

THE REGISTERED NURSE IDENTIFIES EXPECTED OUTCOMES FOR A PLAN INDIVIDUALIZED TO THE PATIENT OR THE SITUATION.

Measurement Criteria
1. Involves the patient, family, and other healthcare providers in formulating expected outcomes when possible and appropriate.
2. Derives culturally appropriate expected outcomes from the diagnoses.
3. Considers associated risks, benefits, costs, current scientific evidence, and clinical expertise when formulating expected outcomes.
4. Defines expected outcomes in terms of the patient, patient values, ethical considerations, environment, or situation with such consideration as associated risks, benefits and costs, and current scientific evidence.
5. Includes a time estimate for attainment of expected outcomes.
6. Develops expected outcomes that provide direction for continuity of care.
7. Modifies expected outcomes based on changes in the status of the patient or evaluation of the situation.
8. Documents expected outcomes as measurable goals.
Standard 4. Planning

THE REGISTERED NURSE DEVELOPS A PLAN THAT PRESCRIBES STRATEGIES AND ALTERNATIVES TO ATTAIN EXPECTED OUTCOMES.

Measurement Criteria
1. Develops an individualized plan considering patient characteristics or the situation (e.g., age and culturally appropriate, environmentally sensitive).
2. Develops the plan in conjunction with patient, family, and others, as appropriate.
3. Includes strategies within the plan that address each of the identified diagnoses or issues, which may include strategies for promotion and restoration of health and prevention of illness, injury, and disease.
4. Provides for continuity within the plan.
5. Incorporates an implementation pathway or timeline within the plan.
6. Establishes the plan priorities with the patient, family, and others as appropriate.
7. Utilizes the plan to provide direction to other members of the healthcare team.
8. Defines the plan to reflect current status, rules and regulations, and standards.
9. Integrates current trends and research affecting care in the planning process.
10. Considers the economic impact of the plan.
11. Uses standardized language or recognized terminology to document the plan.

Standard 5. Implementation

THE REGISTERED NURSE IMPLEMENTS THE IDENTIFIED PLAN.

Measurement Criteria
1. Implements the plan in a safe and timely manner.
2. Documents implementation and any modifications, including changes or omissions, of the identified plan.
3. Utilizes evidence-based interventions and treatments specific to the diagnosis or problem.
4. Utilizes community resources and systems to implement the plan.
5. Collaborates with nursing colleagues and others to implement the plan.

Standard 5A. Coordination of Care

THE REGISTERED NURSE COORDINATES CARE DELIVERY.

Measurement Criteria
1. Coordinates implementation of the plan.
2. Documents the coordination of the care.

Standard 5B. Health Teaching and Health Promotion

THE REGISTERED NURSE EMPLOYS STRATEGIES TO PROMOTE HEALTH AND A SAFE ENVIRONMENT.

Measurement Criteria
1. Provides health teaching that addresses such topics as healthy lifestyles, risk-reducing behaviors, developmental needs, activities of daily living, and preventive self-care.
2. Uses health promotion and health teaching methods appropriate to the situation and the patient’s developmental level, learning needs, readiness, ability to learn, language preference, and culture.
3. Seeks opportunities for feedback and evaluation of the effectiveness of the strategies used.
Standard 6. Evaluation

THE REGISTERED NURSE EVALUATES PROGRESS TOWARD ATTAINMENT OF OUTCOMES.

Measurement Criteria
1. Conducts a systematic, ongoing, and criterion-based evaluation of the outcomes in relation to the structures and processes prescribed by the plan and the indicated timeline.
2. Includes the patient and others involved in the care or situation in the evaluative process.
3. Evaluates the effectiveness of the planned strategies in relation to patient responses and the attainment of the expected outcomes.
4. Documents the results of the evaluation.
5. Uses ongoing assessment data to revise the diagnoses, outcomes, the plan, and the implementation as needed.
6. Disseminates the results to the patient and others involved in the care or situation, as appropriate, in accordance with state and federal laws and regulations.

ANA STANDARDS OF PROFESSIONAL PERFORMANCE

Standard 7. Quality of Practice

THE REGISTERED NURSE SYSTEMATICALLY ENHANCES THE QUALITY AND EFFECTIVENESS OF NURSING PRACTICE.

Measurement Criteria
1. Demonstrates quality by documenting the application of the nursing process in a responsible, accountable, and ethical manner.
2. Uses the results of quality improvement activities to initiate changes in nursing practice and in the healthcare delivery system.
3. Uses creativity and innovation in nursing practice to improve care delivery.
4. Incorporates new knowledge to initiate changes in nursing practice if desired outcomes are not achieved.
5. Participates in quality improvement activities.

Standard 8. Education

THE REGISTERED NURSE ATTAINS KNOWLEDGE AND COMPETENCY THAT REFLECTS CURRENT NURSING PRACTICE.

Measurement Criteria
1. Participates in ongoing educational activities related to appropriate knowledge bases and professional issues.
2. Demonstrates a commitment to lifelong learning through self-reflection and inquiry to identify learning needs.
3. Seeks experiences that reflect current practice in order to maintain skills and competence in clinical practice or role performance.
4. Acquires knowledge and skills appropriate to the specialty area, practice setting, role, or situation.
5. Maintains professional records that provide evidence of competency and life long learning.
6. Seeks experiences and formal and independent learning activities to maintain and develop clinical and professional skills and knowledge.
Standard 9. Professional Practice Evaluation

THE REGISTERED NURSE EVALUATES ONE’S OWN NURSING PRACTICE IN REALTION TO PROFESSIONAL PRACTICE STANDARDS AND GUIDELINES, RELEVANT STATUTES, RULES, AND REGULATIONS.

Measurement Criteria
The registered nurse’s practice reflects the application of knowledge of current practice standards, guidelines, statutes, rules, and regulations.

1. Provides age appropriate care in a culturally and ethnically sensitive manner.
2. Engages in self-evaluation of practice on a regular basis, identifying areas of strength, as well as areas in which professional development would be beneficial.
3. Obtains informal feedback regarding one’s own practice from patients, peers, professional colleagues, and others.
4. Participates in systematic peer review as appropriate.
5. Takes action to achieve goals identified during the evaluation process.
6. Provides rationales for practice beliefs, decisions, and actions as part of the informal and formal evaluation processes.

Standard 10. Collegiality

THE REGISTERED NURSE INTERACTS WITH AND CONTRIBUTES TO THE PROFESSIONAL DEVELOPMENT OF PEERS AND COLLEGES.

Measurement Criteria
1. Shares knowledge and skills with peers and colleagues as evidenced by such activities as patient care conferences or presentations at formal or informal meetings.
2. Provides peers with feedback regarding their practice and/or role performance.
3. Interacts with peers and colleagues to enhance one’s own professional nursing practice and/or role performance.
4. Maintains compassionate and caring relationships with peers and colleagues.
5. Contributes to an environment that is conducive to the education of healthcare professionals.
6. Contributes to a supportive and healthy work environment.

Standard 11. Collaboration

THE REGISTERED NURSE COLLABORATES WITH PATIENT, FAMILY, AND OTHERS IN THE CONDUCT OF NURSING PRACTICE.

Measurement Criteria
1. Communicates with patient, family, and healthcare providers regarding patient care and the nurse’s role in the provision of that care.
2. Collaborates in creating a documented plan, focused on outcomes and decisions related to care and delivery of services that indicates communication with patients, families, and others.
3. Partners with others to effect change and generate positive outcomes through knowledge of the patient or situation.
4. Documents referrals, including provisions for continuity of care.
Standard 12. Ethics

THE REGISTERED NURSE INTEGRATES ETHICAL PROVISIONS IN ALL AREAS OF PRACTICE.

Measurement Criteria
1. Uses the *Code of Ethics for Nurses with Interpretive Statements* (ANA, 2001) to guide practice.
2. Delivers care in a manner that preserves and protects patient autonomy, dignity, and rights.
3. Maintains patient confidentiality within legal and regulatory parameters.
4. Serves as a patient advocate assisting patients in developing skills for self advocacy.
5. Maintains a therapeutic and professional patient-nurse relationship with appropriate professional role boundaries.
6. Demonstrates a commitment to practicing self-care, managing stress, and connecting with self and others.
7. Contributes to resolving ethical issues of patients, colleagues, or systems as evidenced in such activities as participating on ethics committees.
8. Reports illegal, incompetent, or impaired practices.

Standard 13. Research

THE REGISTERED NURSE INTEGRATES RESEARCH FINDINGS INTO PRACTICE.

Measurement Criteria
1. Utilizes the best available evidence, including research findings, to guide practice decisions.
2. Actively participates in research activities at various levels appropriate to the nurse’s level of education and position.

Standard 14. Resource Utilization

THE REGISTERED NURSE CONSIDERES FACTORS RELATED TO SAFETY, EFFECTIVENESS, COST, AND IMPACT ON PRACTICE IN THE PLANNING AND DELIVERY OF NURSING SERVICES.

Measurement Criteria
1. Evaluates factors such as safety, effectiveness, availability, cost and benefits, efficiencies, and impact on practice when choosing practice options that would result in the same expected outcome.
2. Assists the patient and family in identifying and securing appropriate and available services to address health-related needs.
3. Assigns or delegates tasks based on the needs and condition of the patient potential for harm, stability of the patient’s condition, complexity of the task, and predictability of the outcome.
4. Assists the patient and family in becoming informed consumers about the options, costs, risks, and benefits of treatment and care.
Standard 15. Leadership

THE REGISTERED NURSE PROVIDES LEADERSHIP IN THE PROFESSIONAL PRACTICE SETTING AND THE PROFESSION.

Measurement Criteria

1. Engages in teamwork as a team player and a team builder.
2. Works to create and maintain healthy work environments in local, regional, national, or international communities.
3. Displays the ability to define a clear vision, the associated goals, and a plan to implement and measure progress.
4. Demonstrates a commitment to continuous, lifelong learning for self and others.
5. Teaches others to succeed by mentoring and other strategies.
6. Exhibits creativity and flexibility through times of change.
7. Demonstrates energy, excitement, and a passion for quality work.
8. Willingly accepts mistakes by self and others, thereby creating a culture in which risk-taking is not only safe, but expected.
9. Inspires loyalty through valuing of people as the most precious asset in an organization.
10. Directs the coordination of care across settings and among caregivers, including oversight of licensed and unlicensed personnel in any assigned or delegated tasks.
11. Serves in key roles in the work setting by participating on committees, councils, and administrative teams.
12. Promotes advancement of the profession through participation in professional organizations.

CLINICAL EVALUATION

Ball State University School of Nursing:

Because of the professional accountability required in nursing, students must demonstrate satisfactory nursing performance in the clinical setting. Students in the RN to BS Track are evaluated by preceptors in the various clinical settings. Evaluations are satisfactory or unsatisfactory based on the clinical and course outcomes. Should the student’s clinical performance be evaluated as unsatisfactory, a grade of F will be given for the course.

Clinical evaluation is based on the State Board of Nursing’s Standards for Competent Practice for Registered Nurses in the state that you are practicing. You can access your State Board of Nursing at: http://www.ncsbn.org/public/regulation/boards_of_nursing_board.htm.

The Indiana State Board of Nursing standards are as follows:

ARTICLE 2. STANDARDS FOR THE COMPETENT PRACTICE OF REGISTERED NURSE…

848 IAC 2-1-2 “Competence” defined
Authority: IC 25-23-1-7
Affected: IC 25-23

Sec. 2. “Competence” means performing skillfully and proficiently the functions that are within the role of the licensee and demonstrating behavior that is consistent with the interrelationship of essential knowledge, judgment, and skill. (Indiana State Board of Nursing; 848 IAC 2-1-2; filed Oct 25, 1991, 5:00 p.m.: 15 IR 242; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA)

848 IAC 2-1-3 “Health team” defined
Authority: IC 25-23-1-7
Affected: IC 25-23

Sec. 3. “Health team” means a group of health care providers which may, in addition to health care practitioners, include the patient/client, family, and any significant others. (Indiana State Board of Nursing; 848 IAC 2-1-3; filed Oct 25, 1991, 5:00 p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA)

Rule 2. Registered Nursing

848 IAC 2-2-1 Responsibility to apply the nursing process
Authority: IC 25-23-1-7
Affected: IC 25-23

Sec. 1. The registered nurse shall do the following:
(1) Assess the patient/client in a systematic, organized manner.
(2) Formulate a nursing diagnosis based on accessible, communicable, and recorded data which is collected in a systematic and continuous manner.
(3) Plan care which includes goals and prioritized nursing approaches or measures derived from the nursing diagnosis.
4) Implement strategies to provide for patient/client participation in health promotion, maintenance, and restoration.
5) Initiate nursing actions to assist the patient/client to maximize his or her health capabilities.
6) Evaluate with the patient/client the status of goal achievement as a basis for reassessment, reordering priorities, new goal-setting, and revision of the plan of nursing care.
7) Seek educational resources and create learning experiences to enhance and maintain current knowledge and skills for his or her continuing competence in nursing practice and individual professional growth.

(Indiana State Board of Nursing; 848 IAC 2-2-2; filed Oct 25, 1991, 5:00 p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA)

848 IAC 2-2-2 Responsibility as a member of the nursing profession

Authority: IC 25-23-1-7
Affected: IC 25-23

Sec. 2. The registered nurse shall do the following:

1) Function within the legal boundaries of nursing practice based on the knowledge of statutes and rules governing nursing.
2) Accept responsibility for individual nursing actions and continued competence.
3) Communicate, collaborate, and function with other members of the health team to provide safe and effective care.
4) Seek education and supervision as necessary when implementing nursing practice techniques.
5) Respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem.
6) Maintain each patient/client's right to privacy by protecting confidential information unless obligated, by law, to disclose the information.
7) Provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed, or color.
8) Delegate and supervise only those nursing measures which the nurse knows, or should know, that another person is prepared, qualified, or licensed to perform.
9) Retain professional accountability for nursing care when delegating nursing intervention.
10) Respect and safeguard the property of patient/client, family, significant others, and the employer.
11) Notify, in writing, the appropriate party, which may include:
    A) the office of the attorney general, consumer protection division;
    B) his or her employer or contracting agency; or
    C) the board;
    of any unprofessional conduct which may jeopardize the patient/client safety.
12) Participate in the review and evaluation of the quality and effectiveness of nursing care.

Indiana Nursing Licensure Laws and Regulations: A Compilation from the Indiana Code and Indiana Administrative Code; 2008 Edition; Distributed by the Indiana State Board of Nursing and the Indiana Health Professions Bureau; 402 W. Washington St. Room 072; Indianapolis, IN 46204.
Unprofessional conduct is defined by each state’s Board of Nursing and by the Indiana State Board of Nursing follows.

848 IAC 2-2-3 Unprofessional conduct
Authority: IC 25-23-1-7
Affected: IC 25-23

Sec. 3. Nursing behaviors (acts, knowledge, and practices) failing to meet the minimal standards of acceptable and prevailing nursing practice, which could jeopardize the health, safety, and welfare of the public, shall constitute unprofessional conduct. These behaviors shall include, but are not limited to, the following:

(1) Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
(2) Performing any nursing technique or procedure for which the nurse is unprepared by education or experience.
(3) Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.
(4) Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
(5) Abusing a patient/client verbally, physically, emotionally, or sexually.
(6) Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
(7) Abandoning or knowingly neglecting patients/clients requiring nursing care.
(8) Delegating nursing care, functions, tasks, or responsibility to others when the nurse knows, or should know, that such delegation is to the detriment of patient safety.
(9) Providing one's license/temporary permit to another individual for any reason.
(10) Failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment.
(11) Diverting prescription drugs for own or another person's use.
(12) Misappropriating money or property from a patient/client or employee.
(13) Failing to notify, in writing, the appropriate party, which may include:
   (A) the office of the attorney general, consumer protection division;
   (B) his or her employer or contracting agency; or
   (C) the board; or any unprofessional conduct which may jeopardize patient/client safety.

(Indiana State Board of Nursing; 848 IAC 2-2-3; filed Oct 25, 1991, 5:00 p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; READOPTED FILED Jul 19, 2007, 12:54 p.m.:20070808-IR-848070058RFA)

Indiana Nursing Licensure Laws and Regulations: A Compilation from the Indiana Code and Indiana Administrative Code; 2002 Edition; Distributed by the Indiana State Board of Nursing and the Indiana Health Professions Bureau; 402 W. Washington St. Room 072; Indianapolis, IN 46204. [http://www.state.in.us/pla/bandc/isbn/statrules.html]
STUDENT PERFORMANCE EVALUATIONS

CLINICAL PERFORMANCE AND PROFESSIONALISM
The preceptor in collaboration with the faculty will determine whether a student’s clinical conduct and actions are appropriate to the welfare of the patient. Should it be determined that a student’s conduct in clinical has been observed to be detrimental to the health and safety of the patient or others in the setting, the preceptor will dismiss the student from the clinical, and the student will receive an unsatisfactory clinical day. The unsatisfactory clinical day will be required to be made up with a satisfactory clinical day. The make-up lab will not delete the unsatisfactory clinical day for the course. If another unsatisfactory clinical day occurs, the student will fail the nursing course with a grade of F.

One unsatisfactory clinical day due to unsafe or potentially unsafe actions(s), lack of professional behaviors, and/or unprofessional communication with patients and others may result in clinical failure of the course with a grade of F.

Examples of unprofessional actions and lack of accountability which may result in an unsatisfactory clinical day include, but are not limited to:

1. Failure to call in to the unit to report absence or lateness.
2. Reporting late to the clinical site.
3. Failure to follow School of Nursing uniform policy.

Unsafe/unsatisfactory clinical performance is behavior that places patient or others in either physical or emotional jeopardy. Severe actions which demonstrate unethical or unprofessional conduct per nursing practice standards may result in automatic course failure or dismissal from the nursing program at one occurrence. These include, but are not limited to:

1. Failure to perform assigned patient care.
2. Failure to accept responsibility for one’s own actions.
3. Lack of preparation to perform procedures/care assigned for that day.
4. Impaired judgment due to drugs, alcohol, or lack of sleep.
5. Lack of respect for patients and others.
6. Inconsistent assessments and patient care.
7. Poor clinical decision making.
8. Failure to change behaviors in response to feedback.
9. Unprofessional or ineffective communication with patients, faculty, and others.
10. Verbal abuse, including profanity, or physical abuse of a patient, colleague, faculty, staff, or other. This behavior includes disrespectful comments or retorts, yelling, or threats to wellbeing.
11. Grossly inappropriate or unprofessional conduct such as theft, fighting, carrying weapons, and falsifying data.

12. Omission or commission of acts which result in patient injury or jeopardize patient safety.

13. Failure to recognize or acknowledge errors.

14. Failure to maintain patient confidentiality.

15. Failure to follow policies/procedures for the organization in which the clinical experience is occurring.

16. Failure to demonstrate respect in all interactions.

17. Dishonesty.

18. Functioning outside the legal boundaries of nursing practice.

19. Failure to follow the Indiana State Nurse Practice Act.

20. Failure to perform/document critical assessments prior to nursing action.

21. Failure to report critical incidents.

These are examples of professional misconduct. Individual courses may hold more stringent clinical guidelines.

If the preceptor determines that a student’s continued presence in a situation or setting constitutes a safety hazard for the patient or the student, the student will be removed from the clinical situation/setting.
POLICY ON DISMISSAL FROM THE BACCALAUREATE NURSING PROGRAM

A student may be dismissed from the program if:

- There are failures (didactic and/or clinical) in two clinical courses.
- Unsafe practice and/or unprofessional behavior, defined as:
  - An act or behavior of the type which violates the Indiana Nursing Practice Act.
  - An act or behavior which violates the Code for Nurses of the American Nurses Association.
  - Any act or behavior which violates School or agency policy.
  - Any act or behavior which places in jeopardy or has the potential to threaten the physical, mental, emotional, or environmental safety of the patient, a faculty member, another student, or any other person within the settings of classroom, clinical or laboratory experiences.
  - Any act, knowledge, or practice for which the student is not authorized, not oriented or trained for the behavior, or where the behavior is carried out without appropriate assistance or supervision.
  - Dishonesty.

- Violation of confidentiality of client and/or agency information.

Approved by Faculty Organization 1/10/08
MANAGEMENT OF A BLOOD-BORNE PATHOGEN INCIDENT

Management of Occupational Exposures to Hepatitis B, Hepatitis C, and HIV and Recommendations for Postexposure Prophylaxis

Updated U.S. Public Health Service Guidelines, 2001
http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm
http://www.cdc.gov/ncidod/dhqp/gl_occupational.html

Step One: Attend to the exposure and immediately notify a supervisor.

Provide immediate care to the exposure site.
- Wash exposed area thoroughly with soap and water.
- Flush eye or mucous membrane (mouth) for 15 minutes.
- Supervisor assesses the situation to determine if all emergency medical needs have been met.
- Supervisor determines if additional clean-up steps are necessary to decontaminate the area.

Step Two: Document the identity of the exposed individual, the route of exposure, and the circumstance of the exposure incident.
- Document exposed individual's name and social security number.
- Document detailed description of the exposure.
- Document equipment used.
- Document procedures followed.
- Document information regarding the source individual.
  - The above information will be analyzed by supervisor to determine if changes need to be made in procedures or equipment availability. Information regarding the source individual will be utilized during the medical evaluation.
- Documented when the exposed individual last received blood-borne pathogen training.

Step Three: Seek immediate medical evaluation through Ball State University Health Center or agency designee.
- The agency designee will meet directly with the person who experienced the exposure to determine what medical evaluation steps need to be taken.
- At this time it will be determined whether or not the exposed individual has been previously vaccinated for Hepatitis B, and if not should then be offered the Hepatitis B vaccine or a post exposure prophylaxis for HBV.
- Additionally, the exposed individual will be offered free of charge an opportunity to be tested for the presence of HIV antibodies.
- The exposed individual must provide written consent for testing or may decline to be tested at all.
- If the source individual of the exposure is known, there may be an attempt to obtain consent from the source individual to determine the presence of HIV or HBV in the source individual. The source individual may decline to be tested. After the medical
evaluation, the exposed individual will be given a medical opinion in writing regarding the exposure incident.

- All records of the exposure will be confidentially kept thirty (30) years post employment. No disclosure of these records will be made without the exposed person’s consent.
ILLNESS/HOSPITALIZATION POLICY

Whenever a student has been ill has been hospitalized, a release form completed and signed by the physician and/or therapist must be submitted to the course faculty prior to the student’s return to clinical. The physician/therapist is to stipulate any limitations that the student may have as a result of the illness on the release form. To return to the clinical setting, there can be NO RESTRICTIONS noted.

The Medical Release Form is located in Nursing Forms page, http://nursing.iweb.bsu.edu/forms2/.

The course instructors have the authority to refuse re-admittance to classes and clinical laboratories if they, in their professional judgment, believe the student cannot fulfill the course objectives and assignments because of the nature of the illness or the identified limitations.

Approved on 1/13/86
Revised 8/02

ILLNESS/HOSPITALIZATION POLICY APPEAL PROCEDURES

Step One:
1. The student will contact the course instructor(s) to discuss the decision. The decision will be given to the student verbally within one hour following the meeting.

2. The student will be instructed that she/he may appeal the decision by contacting the Director of the School of Nursing or designee. This contact should be made within the next day or two.

3. The course faculty shall communicate in writing the decision to the Director or designee within one school day. A copy of this decision will be placed in the student’s permanent file and a copy mailed to the student at this time.

Step Two:
1. The Director of the School of Nursing, or designee, shall meet or have a phone conference with the student two school days after the decision was made. The Director’s decision will be given to the student verbally within one hour following the meeting.

2. After the meeting, the Director or designee, shall communicate the recommendation in writing to the instructor(s) within one school day and a copy of the decision will be placed in the student’s permanent file.

Step Three:
1. If the grievance is not resolved, the student may appeal to the Dean of the College of Applied Sciences and Technology.

Approved 3/28/88
Reviewed 8/02
BACCALAUREATE NURSING GRADING SCALE

The School of Nursing utilizes the grading system established by the University with grades A, B, C, D, and F, including the plus and minus format. The grading scale for the School of Nursing for required courses is as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A</td>
</tr>
<tr>
<td>92-94.9</td>
<td>A-</td>
</tr>
<tr>
<td>90-91.9</td>
<td>B+</td>
</tr>
<tr>
<td>87-89.9</td>
<td>B</td>
</tr>
<tr>
<td>84-86.9</td>
<td>B-</td>
</tr>
<tr>
<td>81-83.9</td>
<td>C+</td>
</tr>
<tr>
<td>78-80.9</td>
<td>C (2.00)</td>
</tr>
<tr>
<td>76-77.9</td>
<td>C-</td>
</tr>
<tr>
<td>74-75.9</td>
<td>D+</td>
</tr>
<tr>
<td>72-73.9</td>
<td>D</td>
</tr>
<tr>
<td>70-71.9</td>
<td>D-</td>
</tr>
<tr>
<td>69</td>
<td>F</td>
</tr>
</tbody>
</table>

Due to the professional and safety qualities necessary in nursing, a grade of C- or lower is unacceptable in all required nursing courses. These include:

NUR 302, NUR 303, NUR 322, NUR 401, NUR 404, NUR 405

WITHDRAWAL AND INCOMPLETE GRADE POLICIES

The school of nursing also follows the guidelines established by the University for “Withdrawal for a Course” and the use of “I” for incomplete course work. The withdrawal process is different for the distance education student.

WITHDRAWAL FROM A COURSE

Student initiated withdrawal during the withdrawal period will be accepted and recorded as a W unless the student has failed a clinical competency or failed clinically. If a student has failed a clinical competency and/or failed clinically, the student will receive a grade of “F.”

Student initiated withdrawal after the forty-fifth day of class because of verifiable extenuating circumstances requires faculty approval and approval of the college dean (or designate). If the student is not passing the course at the time of withdrawal, the withdrawal will be recorded as “F.” If the student is passing the course at the time of withdrawal due to verifiable extenuating circumstances and has not failed clinically, a grade of “W” will be recorded.

If a student withdraws from a clinical nursing course, the student may or may not be readmitted.

INCOMPLETE COURSE WORK

For an explanation of an “I” for incomplete course work go to http://cms.bsu.edu/About/AdministrativeOffices/Registrar/ForEnrolledStudents/GradesTranscripts/GradeDefinitionsandPoints.aspx.
1. Basis For Grade Appeal: The presentation of the case appeal is entirely the responsibility of the student. The only basis for a grade appeal is a procedural or fairness issue as follows:

   a) An obvious error in the calculation of the grade.
   b) The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the course.
   c) The assignment of a grade to a particular student on some basis other than performance in the course.
   d) The assignment of a grade by a substantial departure from the instructor’s previously announced standards.

2. A student wishing to appeal a final grade must meet with the instructor and inform the instructor in writing (via letter) of the request for review of the grade within ten (10) school days after the final grade is posted by the Registrar’s Office.

3. The faculty member or, in his or her absence, the Director, School of Nursing, must respond via letter with a decision regarding the student’s grade within five (5) school days after receipt of the request. A copy of the Appeal and the decision will be placed in the student’s permanent file.

4. If the matter cannot be resolved with the faculty member, the student may notify the Director, School of Nursing within five (5) school days after the date of the instructor’s response. This notification shall be made via letter to the Director and should outline the nature of the dispute. The Director will meet with the student and faculty and attempt to resolve the dispute.
   • If resolution is successful, the Director shall inform the student and the faculty member of the nature of the resolution in writing. A copy of the decision will be placed in the student’s permanent file.
   • If the matter cannot be resolved, the Director shall notify the student via letter. Either notification must be made within five (5) school days of the student’s contact with the department chair. The student may then choose to proceed with a university appeal. A copy of the decision will be placed in the student’s permanent file.

5. If a student chooses to proceed with a university appeal, the student is referred to the University Grade Appeal Process, 6.7.2, Student Rights and Community Standards at http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/67GradeAppeals.aspx.

6. The decision as to whether or not the grade is changed rests finally with the instructor (s) issuing the grade.

University Grade Appeal Process

The University Grade Appeal Committee will only address those appeals for which a procedural or fairness issue is in question.

   a. Notification of intent to appeal. If the matter cannot be resolved satisfactorily at the School level, the student may request consideration of a grade appeal hearing. To do so, the student must submit a formal appeal of the grade in writing to the Office of Student Rights and Community Standards within five (5) school days after notification from the Director, School of Nursing,
clearly stating the basis for appeal and providing supporting argument. The Director of Student Rights and Community Standards or his/her designee shall solicit a written response from the instructor. Within five (5) school days after receipt of the written appeal in the Office of Student Rights and Community Standards, the Director or designee, in collaboration with the Associate Provost or designee and the Vice President of the Student Government Association, will make a decision on whether to refer the appeal to the University Grade Appeal Committee for a hearing. The decision to refer or not to refer shall be based upon the student’s compliance with grade appeal procedures, the written request for appeal and the criteria cited within the written appeal. If the decision is not to forward the appeal to a hearing, the matter is concluded.

See Student Rights and Community Standards - Grade Appeal Process.

b. For grade appeal of the clinical grade, if the grievance is not resolved, the student may submit the appeal in writing to the Dean of the College of Applied Sciences and Technology. Special circumstances exist for courses involving the placement of students in settings external to the University. In those courses, if it has been determined prior to the issuance of a final grade that removal of the student from the placement is necessary, a review of that decision is available solely upon request to the office of the Dean of the College in which the course is offered. The review and determination of the dean is final.

A copy of the Appeal and the decision will be placed in the student’s permanent file.

Grievances and Chain of Command

For grievances or appeals related to grades refer to the policies in the Graduate Handbook. For any other grievances or concerns, the appropriate chain of command to be followed is:

1. Meet with the faculty person most directly involved with the concern.
2. If the issue is not resolved, schedule a meeting with all faculty members for the specific course.
3. If the issue remains unresolved, schedule a meeting with the Associate Director, Baccalaureate Program.
4. If the issue remains unresolved, schedule a meeting with the Director, School of Nursing.
FRATERNIZATION

During and following your clinical experience, fraternization with clients previously unknown to you is inappropriate and professionally unethical. In addition, students are not to buy items/gifts for clients nor should items/gifts be accepted from clients. Students are not to give personal phone numbers, addresses, or information related to other students to clients/families/significant others.

CONFIDENTIALITY

Breach of confidentiality is serious error and the student will automatically receive an unsatisfactory day. Breach of confidentiality may result in course failure.

STUDENT ETHICS

Code of Student Rights and Responsibilities (Student Rights and Community Standards), http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/VIEthicsPolicy.aspx. Plagiarism in written work is evidence for a grade of F.

See CLINICAL EVALUATION, RN to BS Nursing Student Handbook, for professional dishonesty.
DISABLED STUDENT POLICIES

Within the first week of class, it is the student’s responsibility to notify the faculty if course adaptations or accommodations are needed because of a disability, if the student has emergency medical information, or if special arrangements need to be made in case the building must be evacuated.

To request an accommodation, the student must submit official medical and psychometric documentation to verify a disability to the Director of the office of Disabled Student Development. The Director of the office of Disabled Student Development will provide a letter to verify the disability, list appropriate accommodations, and describe options for the administration of accommodated tests. The student will present this letter to the faculty and the original letter will be placed in the student’s permanent file.

Protocols for students with disabilities are at the following site:
http://www.bsu.edu/dsd/

COMMUNICATION

ELECTRONIC MAIL

Students need to check Electronic Mail (E-mail) frequently for messages from the School of Nursing regarding registration, changes in policies, deadlines, and others. Students are responsible for notifying the School of Nursing of any US and E-mail address changes.

For students currently in the nursing courses, faculty and staff will send all messages to the student’s BSU Outlook account. If students wish to forward their BSU e-mail to their home or work e-mail accounts, there are instructions available at http://www.bsu.edu/webmail. It is the student’s responsibility to keep the forwarding address current if they change their Internet provider.

STUDENTS’ PERMANENT FILES

Permanent records are maintained on all RN to BS nursing students, as required by the Indiana State Board of Nursing, in a secure location. Students may make an appointment with the Associate Director, RN to BS Track, to review the student’s permanent record.
TRANSFER OF CREDITS FROM OTHER NURSING PROGRAMS

Transfer of credits for nursing courses from other baccalaureate nursing programs will be considered on an individual basis according to a review of academic records and course syllabi. If a student wants to transfer nursing course credits from another program, the student must submit the College/University course description, course syllabus, course content information, and related clinical information to the Associate Director, Baccalaureate Nursing Program for review. After review of materials, the student will receive a letter documenting the status of the course materials submitted for transfer credit.

Approved by faculty 10/4/90, Reviewed 8/08

TRANSFER OF COURSE(S)

Generally, all nonremedial, nonvocational courses in which a student earns a 2.0 or better at colleges and universities accredited by regional accrediting agencies are accepted by Ball State University. Only course credit transfers to Ball State University; no grades transfer (Refer to Admission section for transfer credit [http://cms.bsu.edu/Academics/Advising/EarningCredit/TransferCredit.aspx](http://cms.bsu.edu/Academics/Advising/EarningCredit/TransferCredit.aspx)).
POLICY FOR APPROVAL OF PART-TIME STUDY
AT OTHER UNIVERSITIES OR COLLEGES

Approval for Part-time Study Forms can be obtained from the Associate Coordinator of Extended Education in the School of Nursing.

1. The student is responsible for checking the accreditation of the institution he/she plans to attend.

2. The student should have course description(s) from the institution he/she plans to attend to facilitate approval of the intended course work.

3. The course description(s) and the Approval form must be returned to the Associate Coordinator via US mail or E-mail. The material will be forwarded to the Advising Resource Center Coordinator.

4. Courses for the major/minor (NUR) must to be approved by the Director of the School of Nursing. Approval must be granted before taking the course.

5. Courses in the core curriculum and general electives are to be approved by the Advising Resource Center Coordinator. Approval must be granted before taking the course.

6. The student must have a copy of the completed Approval for Part-time Study form placed in his/her file in the School of Nursing and at the Advising Resource Center before taking the course work.

7. The student is responsible for requesting that an official transcript from the university or college be sent to the Associate Coordinator of Extended Education, School of Nursing, Ball State University, Muncie, Indiana 47306, after the approved course work has been completed.

8. When the transcript is received and processed, the Advising Resource Center Coordinator will update the student’s record. The DAPR will reflect the additional course(s).
STUDENT FINANCIAL ASSISTANCE

Financial Aid

Inquiries should be made directly to the Office of Scholarships and Financial Aid.
Lucina Hall, Room 245
(765-285-CASH for local calls or 800-227-4017 toll free).

STUDENT FINANCIAL ASSISTANCE

The University offers a variety of financial aid programs and scholarships. For more information please refer to the Ball State University Bulletin, Undergraduate Catalog.

The School of Nursing also has a very limited number of scholarships. FAFSA applications must be made in the Office of Scholarships and Financial Aids and nursing applications to the Associate Director of the Baccalaureate Program by March 1st for the next academic year. Information and forms for the School of Nursing Scholarships are available at the following site: http://cms.bsu.edu/AdmissionsLanding/ScholarshipsandFinancialAid/TypesofAid/Scholarships/BallStateScholarships/NursingScholarshipFundProgram.aspx.

All School of Nursing scholarship awardees are expected to attend any event honoring them.

SCHOLARSHIPS AND FINANCIAL AID SOURCES FOR NURSING STUDENTS

Formal application must be in the Scholarships and Financial Aid office for Nursing Alumni Association Scholarship and School of Nursing Scholarship.

SCHOLARSHIP AND FINANCIAL AID INFORMATION AND APPLICATION - FAFSA deadlines are at the following Web Site: http://cms.bsu.edu/AdmissionsLanding/ScholarshipsandFinancialAid/HowtoApply/FAFSA.aspx

Scholarships and Financial Aid Officer – LU 245, Ball State University, Muncie, Indiana 47306
Telephone: (765) 285-5600

NURSING ALUMNI SOCIETY SCHOLARSHIP APPLICATION (DUE FEBRUARY 1st)

School of Nursing – CN 418, Ball State University, Muncie, Indiana 47306
Telephone: (765) 285-5570
Guidelines: http://cms.bsu.edu/Academics/CollegesandDepartments/Nursing/UndergradDegrees/AwardsAndScholar.aspx

Additional scholarship information may obtained from the Scholarships and Financial Aid Office at the following Web site: http://cms.bsu.edu/AdmissionsLanding/ScholarshipsandFinancialAid.aspx

Reviewed: 10/28/10
NURSING ASSOCIATIONS

BALL STATE UNIVERSITY NURSING ALUMNI SOCIETY:

The BSU Nursing Alumni Association is a part of the Ball State University Alumni Society and is responsible for planning nursing alumni activities throughout the year. Scholarships and awards are available to assist nursing students with tuition and fees. The society sponsors, with the School of Nursing, the pinning ceremonies for graduates. The School of Nursing and the Nursing Alumni Society annually create a newsletter. Graduating students are invited as guests of the Alumni Society to the Annual Nursing Alumni Banquet held in April. Part of the financial support for the Association is by gifts from Alumni of the School of Nursing. Any BSU School of Nursing graduate is eligible to apply to serve on the Nursing Alumni Board. (Nursing Alumni Association may be accessed via Internet by: http://cms.bsu.edu/About/AdministrativeOffices/Alumni/Groups/AlumniSocieties/Nursing.aspx

BETA RHO CHAPTER OF SIGMA THETA TAU

Beta Rho Chapter of Sigma Theta Tau, an international honor society dedicated to recognition of superior achievement, recognition of leadership qualities, fostering high professional standards, encouragement of creative work, and strengthening commitment to the ideals and purposes of the profession was established at Ball State University in 1974. Candidates for membership are selected from the baccalaureate and graduate students as well as outstanding nurses from the community. Selection is based on scholastic achievement, leadership qualities, creativity, professional standards, and commitment. At the annual banquet, the Chapter gives an award to a student member who has demonstrated outstanding leadership and scholarship skills. http://cms.bsu.edu/Academics/CollegesandDepartments/Nursing/BetaRho.aspx

STUDENT REPRESENTATION ON COMMITTEES IN THE SCHOOL OF NURSING

Students have the opportunity of participating in decisions that affect their education by serving on committees within the School of Nursing. Any student interested in serving on any of the following committees should contact the RN to BS Track Program Director.

Committee

Baccalaureate Curriculum Committee

Committees NOT open to students:

Admission and Progression Committee
Faculty Organization
Promotion & Tenure Committee
Salary Committee