The guidelines in this Handbook are essentially 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 Baccalaureate Nursing Program Handbook is the product of the Baccalaureate Curriculum Committee. The Ball State University School of Nursing Baccalaureate Handbook is reviewed annually. Updates are ongoing as changes are implemented.
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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.

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.
BACCALAUREATE PROGRAM POLICIES AND INFORMATION

PROGRESSION POLICIES
Basic Baccalaureate Nursing Program

It is anticipated that students accepted into the baccalaureate nursing program will progress through the five semester nursing sequence in a timely manner. No prerequisite may be repeated more than once. This applies to transfer and Ball State credits.

1. **Minimum Requirements for NUR 230/231:**
   a. Total undergraduate grade point average of 3.00 or higher.
   * b. Grade of C (2.00) or higher in ANAT 201, BIO 113, CHEM 101, NUR 228, PHYS 215, PSYS 100, SOC 100; departmental permission.
   c. Selection to enter NUR 230/231 by the Baccalaureate Admission and Progression Committee.
   d. NUR 230 is required to be parallel to NUR 231. Withdrawal from NUR 230 will require withdrawal from 231.
   e. Certified Profile Health Clearance is required BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Students may utilize the University Health Center in order to complete this requirement. Students will submit health clearance via Certified Profile (See Appendix)
   f. Hepatitis B immunizations must be started BY THE REQUIRED DATE with proof submitted to the School of Nursing via Certified Profile. A student who refuses must sign a waiver and be counseled by a School of Nursing administrator as to options and consequences. (See Appendix)
   g. Signature on Informed Consent Form is required and must be submitted via Certified Profile (See Appendix)
   h. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association or Professional Rescuer per American Red Cross BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   i. Completion of the required criminal background check with satisfactory result. (See Appendix)

2. **Requirements for NUR 330:**
   * a. Grade of C (2.00) or higher in COMM 210, EDPS 270, FFCN 340, NUR 230 & 231; departmental permission; parallel with NUR 350. Statistics parallel or prerequisite.
   b. Certified Profile Health Clearance is required BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association or Professional Rescuer per American Red Cross BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Background (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
3. **Requirements for NUR 350:**
   a. Grade of C (2.00) or higher in COMM 210, EDPS 270, FCFN 340, NUR 230 & 231; departmental permission; parallel with NUR 330. Statistics parallel or prerequisite.
   b. Certified Profile Health Clearance is required BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association or Professional Rescuer per American Red Cross BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Background (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)

4. **Requirements for NUR 340:**
   a. Grade of C (2.00) or higher in NUR 330, 350; statistics; departmental permission. NUR 322 parallel.
   b. Certified Profile Health Clearance is required BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association or Professional Rescuer per American Red Cross BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Background (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)

5. **Requirements for NUR 370:**
   a. Grade of C (2.00) or higher in NUR 330, 350; statistics; departmental permission. NUR 322 parallel.
   b. Certified Profile Health Clearance is required BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association or Professional Rescuer per American Red Cross BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Background (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
6. **Requirements for NUR 402:**
   a. Grade of C (2.00) or higher in HSC 180, NUR 322, 340, & 350; departmental permission. 
      Parallel or prerequisite: NUR 404 and NUR 406.
   b. Certified Profile Health Clearance is required BY THE SCHEDULED DATE OR 
      THE STUDENT WILL BE DROPPED FROM THE CLASS. Students will submit health clearance 
      via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at 
      Healthcare Provider level per American Heart Association or Professional Rescuer per 
      American Red Cross BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED 
      FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check completed annually with satisfactory results BY THE SCHEDULED 
      DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified 
      Background (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form BY THE SCHEDULED DATE OR THE 
      STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile(See Appendix)
   f.

7. **Requirements for NUR 404/406:**
   a. Grade of C (2.00) or higher in HSC 180, NUR 322, 340, & 370; departmental permission. 
      Parallel or prerequisite: NUR 402.
   b. Certified Profile Health Clearance is required BY THE SCHEDULED DATE OR 
      THE STUDENT WILL BE DROPPED FROM THE CLASS. Students will submit health clearance 
      via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at 
      Healthcare Provider level per American Heart Association or Professional Rescuer per 
      American Red Cross BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED 
      FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check completed annually with satisfactory results BY THE SCHEDULED 
      DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified 
      Background (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form BY THE SCHEDULED DATE OR THE 
      STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile(See Appendix)

8. **Requirements for NUR 423/425/430:**
   a. Grade of C (2.00) or higher in NUR 402, NUR 404, and NUR 406; departmental permission. 
   b. Certified Profile Health Clearance is required BY THE SCHEDULED DATE OR 
      THE STUDENT WILL BE DROPPED FROM THE CLASS. Students will submit health clearance 
      via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at 
      Healthcare Provider level per American Heart Association or Professional Rescuer per 
      American Red Cross BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED 
      FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check completed annually with satisfactory results BY THE SCHEDULED 
      DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified 
      Background (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form BY THE SCHEDULED DATE OR THE 
      STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile(See Appendix)
9. **Readmission to Nursing Courses:**
   a. Students who withdraw from or unsuccessfully complete a nursing course (grade of C- or lower) must contact the Baccalaureate Program Director of the School of Nursing and request approval for readmission in writing.
   b. A recommendation from course faculty will be sought in determining any criteria to be met for re-entry into the course.
   c. If the Baccalaureate Admission and Progression Committee approve the request after individual consideration, the Baccalaureate Program Director will plan readmission on an individual basis.
   d. Uninterrupted progression through the program is not assured, as the student will not be following the originally planned track of nursing courses.
   e. Priority for limited space in classes will be given to those in the uninterrupted sequence of classes. A written request for the re-entry into the program must be received in CN 418 School of Nursing or sent as an email attachment to the Baccalaureate Program Director and Baccalaureate Secretary. The date of the receipt of the letter or email 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.

10. **Clinical Failure Policy:**
    a. 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.
    b. Repetition of a required clinical nursing course will be permitted one time and for only one course if the course was not successfully completed.
    c. 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 Baccalaureate Program Director of the School of Nursing to discuss continuing his/her education in another field or at another school.

11. **Appeals:**
    a. All appeals to the Baccalaureate Admission and Progression policies must be made to the Baccalaureate Admission and Progression Committee through the Baccalaureate Program, School of Nursing.

The information presented here, correct at the time of publication, is subject to change.
**PLAN OF STUDY FOR MAJOR IN NURSING: BACCALAUREATE PROGRAM**

Requires a minimum of eight semesters of study  
Plan of study for 8 semester program – academic year

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
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<tr>
<td>1st Semester</td>
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<td>NUR 330 Adult 1</td>
<td>NUR 340 Adult 2</td>
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<td>WPP 392</td>
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**Total Hours: 120**

Application for NUR 230-231 are accepted online ONLY during the
- First 10 days of Spring semester for the following Summer or Fall admission.
- First 10 days of Fall semester for the following Spring admission.

Admission is competitive; not all qualified students may be admitted. A cumulative GPA of 3.0/4.0 or higher based on a minimum of 30 semester hours completed is required to apply and be considered for admission to the nursing program. **Science courses, including Anatomy, Physiology, Biochemistry, and Microbiology must be current (courses cannot be older than 7 years from the year student is applying to the School of Nursing).** Pre-nursing GPA (SOC 100, PSYS 100, CHEM 101, ANAT 201, and BIO 113) and a minimum pre-assessment score of 120 on the NLN PAX test is required to progress in the application process. Additional admission criteria are a resume, interview, and written essay. Priority is given to Ball State matrics. Permission to enroll after selection is required.

See current Baccalaureate Admission Policies for all application and admission requirements.

**Elective courses are used to raise total credit hours to 120. WISER+writing course must have (W) designation.**

The Baccalaureate Program has **FULL ACCREDITATION** with Indiana State Board of Nursing and Commission on Collegiate Nursing Education (CCNE).

Please contact Center Coordinator, Cooper Advising Center, CP 253, (765-285-5513) for information re: equivalent non-nursing courses from IVY Tech State College or go to **www.transferin.net** for BSU equivalent courses.

**Current at time of printing**

rev. 11/30/12 (current UCC)
PLAN OF STUDY FOR MAJOR IN NURSING: BACCALAUREATE PROGRAM

Requires a minimum of eight semesters of study
Plan of study for 8 semester program – academic year

<table>
<thead>
<tr>
<th>Freshman Year</th>
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<td>NUR 340 Adult 2</td>
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<tr>
<td>NUR 350 PsyMtlHlth</td>
<td>NUR 370 Pediatrics</td>
</tr>
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<td>Statistics - SOC382, PSYS 241, NUR 314</td>
<td>NUR 322 Research Humanities –T1-D</td>
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</table>

Total Hours: 120

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• First 10 days of Fall semester for the following Spring admission.

Admission is competitive; not all qualified students may be admitted. A cumulative GPA of 3.0/4.0 or higher based on a minimum of 30 semester hours completed is required to apply and be considered for admission to the nursing program. Science courses, including Anatomy, Physiology, Biochemistry, and Microbiology must be current (courses cannot be older than 7 years from the year student is applying to the School of Nursing). Pre-nursing GPA (SOC 100, PSYS 100, CHEM 101, ANAT 201, and BIO 113) and a minimum pre-assessment score of 120 on the NLN PAX test is required to progress in the application process. Additional admission criteria are a resume, interview, and written essay. Priority is given to Ball State matrics. Permission to enroll after selection is required.

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Current at time of printing

rev. 11/30/12 (Old UCC)
## SECOND BACCALAUREATE DEGREE TRACK FOR BACCALAUREATE NURSING

### Credits Based on Previously Earned Bachelor’s Degree (40 hr Completed)

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<td>HIST 150</td>
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<td>MATH 125, 132, 161</td>
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<td>COMM 210</td>
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<td>Humanities – T1-D</td>
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<td>WISER+Writing</td>
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<td>Electives</td>
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### Science Requirements (18 hr)

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<td>PHYSL 215</td>
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</table>

Science courses cannot be older than 7 years from the year student is applying to the School of Nursing.

### Miscellaneous Prerequisites (15 hr)

<table>
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<th>Course</th>
<th>Hours</th>
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<td>Statistics</td>
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<tr>
<td>FCFN 340</td>
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<td>EDPS 270</td>
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<td>HSC 180</td>
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<td>NUR 228</td>
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### Second Baccalaureate Degree Clinical Nursing Program

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<th>Summer – 10 wks</th>
<th>Fall – 15 wks</th>
<th>Spring – 15 wks</th>
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<td>NUR 340</td>
<td>NUR 402</td>
<td>NUR 423</td>
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<td>6 hr</td>
<td>NUR 322</td>
<td>NUR 406</td>
<td>NUR 430 –T3</td>
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Total Hours: 120

Elective courses are used to raise total credit hours to 120. WISER+writing course must have (W) designation.

Current at time of printing - rev. 12/13 (Current UCC)
## SECOND BACCALAUREATE DEGREE TRACK FOR BACCALAUREATE NURSING

<table>
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<tr>
<th>Credits Based on Previously Earned Bachelor’s Degree (44hr Completed)</th>
<th>Science Requirements (19hr)</th>
<th>Miscellaneous Prerequisites (15hr)</th>
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<td>ENG 103 3hr</td>
<td>ANAT 201 3hr</td>
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<td>PHYS 215 5hr</td>
<td>FCFN 340 3hr</td>
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<td>MATHS 125 3hr</td>
<td>BIO 113 5hr</td>
<td>HSC 180 3hr</td>
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<td>COMM 210 3hr</td>
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<td>NUR 228 3hr</td>
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<td>Fine Arts 3hr</td>
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<td>Humanities 3hr</td>
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<td>International/Global 3hr</td>
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### 19-Month Clinical Nursing Program

<table>
<thead>
<tr>
<th>Fall – 15 wks</th>
<th>Spring – 15 wks</th>
<th>Summer – 10 wks</th>
<th>Fall – 15 wks</th>
<th>Spring – 15 wks</th>
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<tbody>
<tr>
<td>NUR 230 3hr</td>
<td>NUR 330 4hr</td>
<td>NUR 340 4hr</td>
<td>NUR 402 4hr</td>
<td>NUR 423 2hr</td>
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<tr>
<td>NUR 231 3hr</td>
<td>NUR 350 4hr</td>
<td>NUR 370 4hr</td>
<td>NUR 404 4hr</td>
<td>NUR 425 4hr</td>
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<td>NUR 322 3hr</td>
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**Total Hours: 120**

Application for NUR 230-231 are accepted online ONLY during the First 10 days of Spring semester for the following Summer or Fall admission.

Admission is competitive; not all qualified students may be admitted. A cumulative GPA of 2.75/4.0 or higher is required to apply and be considered for admission to the nursing program. Science courses, including Anatomy, Physiology, Biochemistry, and Microbiology must be current (courses cannot be older than 7 years from the year student is applying to the School of Nursing). Pre-nursing GPA (SOC 100, PSYS 100, CHEM 101, ANAT 201, and BIO 113) and a minimum pre-assessment score of 120 on the NLN PAX test is required to progress in the application process. Additional admission criteria are a resume, interview, and written essay. Permission to enroll after selection is required.

See current Baccalaureate Admission Policies for all application and admission requirements.

The Baccalaureate Program has FULL ACCREDITATION with Indiana State Board of Nursing and Commission on Collegiate Nursing Education (CCNE).

Please contact Center Coordinator, Cooper Advising Center, CP 253, (765-285-5513) for information re: equivalent non-nursing courses from IVY Tech State College or go to www.transferin.net for BSU equivalent courses.

Current at time of printing

rev. 12/3/12 (Old UCC)
Ball State University  
School of Nursing  
Degree In 3 Baccalaureate Track Plan of Study  
PLAN OF STUDY FOR MAJOR IN NURSING: BACCALAUREATE PROGRAM  
Requires a minimum of eight semesters of study  
*DEGREE in 3*

## PLAN OF STUDY FOR MAJOR IN NURSING: BACCALAUREATE PROGRAM

Requires a minimum of eight semesters of study

### WEEKLY HOURS

<table>
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<tr>
<th>Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<td><strong>Freshman Year</strong></td>
<td>ENG 103</td>
<td>CHEM 101</td>
<td>PSYS 100</td>
<td>HIST 150</td>
<td>ANAT 201</td>
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<td>ENG 104</td>
<td>BIO 113</td>
<td>SOC 100</td>
<td>COMM 210</td>
<td>PFW</td>
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<td><strong>Sophomore Year</strong></td>
<td>NUR 330 Adult 1</td>
<td>NUR 340 Adult 2</td>
<td>NUR 402 Adult 3</td>
<td>NUR 404 Community</td>
<td>NUR 425 Lead/Mgt</td>
</tr>
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<td>NUR 370 Pediatrics</td>
<td>NUR 322 Research</td>
<td>NUR 406 Childbearing</td>
<td>Humanities – T1-D</td>
<td>Elective</td>
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<tr>
<td><strong>Junior Year</strong></td>
<td>Fine Arts – T1-D</td>
<td>WISER+Writing</td>
<td>NUR 392</td>
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<tr>
<td><strong>Senior Year</strong></td>
<td>NUR 330 Adult 1</td>
<td>NUR 340 Adult 2</td>
<td>NUR 402 Adult 3</td>
<td>NUR 404 Community</td>
<td>NUR 425 Lead/Mgt</td>
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<td>NUR 370 Pediatrics</td>
<td>NUR 322 Research</td>
<td>NUR 406 Childbearing</td>
<td>Humanities – T1-D</td>
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### TOTAL HOURS: 120

Application for NUR 230-231 are accepted online ONLY during the
- First 10 days of Spring semester of the second semester of the freshman year for the following Fall admission.

**Degree in 3 track** Students admitted to the university as matriculating freshman will submit a letter of request to the School of Nursing to enter the Degree in 3 track. The letter of request is sent during freshman orientation; a contract is also signed at this time. Students take all prerequisite courses in order via the 3 year plan of study. A cumulative GPA of 3.0/4.0 or higher based on a minimum of 30 semester hours completed is required to apply and be considered for admission to the nursing program. Pre-nursing GPA (SOC 100, PSYS 100, CHEM 101, ANAT 201, and BIO 113) and a minimum pre-assessment score of 120 on the NLN PAX test is required to progress in the application process. Additional admission criteria are a resume, interview, and written essay. Permission to enroll after selection is required. **Science courses (CHEM 101, ANAT 201, BIO 113, and PHYS 215) cannot be older than 7 years from the year student is applying to the School of Nursing.**

See current Baccalaureate Admission Policies for all application and admission requirements. WISER+writing course must have (W) designation.

The Baccalaureate Program has FULL ACCREDITATION with Indiana State Board of Nursing and Commission on Collegiate Nursing Education (CCNE).

Please contact Center Coordinator, Cooper Advising Center, CP 253, (765-285-5513) for information re: equivalent non-nursing courses from IVY Tech State College or go to [www.transferin.net](http://www.transferin.net) for BSU equivalent courses.

Elective courses are used to raise total credit hours to 120.

**Current at time of printing**

rev. 12/13 (Current UCC)
To see the nursing course numbers and descriptions of all required and elective baccalaureate nursing courses, go to the following Web site:
http://cms.bsu.edu/academics/advising/academicbasics/ballstatecatalogs

**Required Textbooks for the School of Nursing**


All textbooks from previous nursing courses.

Anatomy and Physiology texts.

**Personal mobile device and selected software from Skyscape:**

*Davis’s drug guide for nurses* (Current ed.). Special Mobile/Desktop Bundle.


*Nurse’s pocket guide: Diagnoses, interventions and rationales* (Current ed.). Special Mobile/Desktop Bundle.

*Taber’s cyclopedic medical dictionary* (Current ed.). Special Mobile/Desktop Bundle.

**CLINICAL AND ASSESSMENT FEES**
Students are required to purchase uniforms and other equipment for clinical/laboratory experiences.

Clinical fees have been established to provide financial support for the unique activities necessary for essential learning opportunities for students. Money from this account is utilized for:

Media equipment, software for clinical modules, consumable supplies such as syringes, needles, alcohol, pads, etc., laundry, other equipment for student practice in LRC.

Fees may be charged for assessment activities. “Assessment of student learning within the University’s undergraduate academic programs is an essential means of identifying areas for growth and improvement in those programs. Therefore, the colleges, departments, and schools of the University will engage in programmatic assessment” (Faculty and Professional Personnel Handbook, current edition).

**LIABILITY INSURANCE**
Malpractice Student Nurse Policy: Each baccalaureate student in a clinical course pays the designated amount billed, to be 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)
STUDENT ETHICS: ACADEMIC HONESTY & PLAGIARISM
Plagiarism in written work is evidence for a grade of F. See STUDENT CODE for this and other policies pertaining to grades.

For University policies about Academic Honesty and Plagiarism, go to the following Web site under STUDENT CODE: http://www.bsu.edu/sa/srcs/studentcode/

See CLINICAL EVALUATION, Baccalaureate Nursing Student Handbook, for professional dishonesty.

EXAMINATIONS
It is the policy of the School of Nursing that examination scores must average 78% or higher before other scores are averaged into the total score. There is no curving or rounding of scores. Individual nursing classes have examination policies (including make-up) and will be found in the individual class syllabi.

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:

95-100 = A  
92-94.9 = A-  
90-91.9 = B+  
87-89.9 = B  
84-86.9 = B-  
81-83.9 = C+  
78-80.9 = C (2.00)

76-77.9 = C-  
74-75.9 = D+  
72-73.9 = D  
70-71.9 = D-  
69 ↓ = F

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 230  NUR 314  NUR 402
NUR 231  NUR 322  NUR 404
NUR 330  NUR 406
NUR 340  NUR 423
NUR 350  NUR 425
NUR 370  NUR 430

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. Please refer to the Undergraduate Catalog for a detailed description of these policies and to the Schedule of Classes for withdrawal dates.

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

http://cms.bsu.edu/about/administrativeoffices/registrar/forenrolledstudents/mycourseprofile/withdrawal

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.

THE LEARNING CENTER
Many services are available through The Learning Center, NQ323. Information about The Learning Center can be found at the following Web site:
http://www.bsu.edu/universitycollege/learningcenter/
GRADE APPEAL PROCESS
See Student Rights and Community Standards - Grade Appeal Process.
http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/67GradeAppeals.aspx.

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 or related to illness/hospitalization refer to the policies in the Baccalaureate Nursing Program 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.

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/

INFORMATION REGARDING CLINICAL COURSES
Permission for Nursing Course Enrollment:
Enrollment in all baccalaureate nursing courses requires permission from the Baccalaureate Nursing Program, School of Nursing.

Orientation for Clinical Courses:
Most of the clinical courses have a required orientation period during the first week of each semester. If orientation is required, students must attend the orientation lab in order to prepare for a specific clinical area. Students who do not attend the orientation period will be required to withdraw from the course.

Preparation for Clinical Courses:
Students are required to prepare for clinical courses. The preparation required will be presented to students by course faculty. Students will not be permitted to care for patients when not appropriately prepared. Lack of preparation leads to unsafe patient care and is cause for an unsatisfactory clinical day.

Clinical Transportation:
Students must have access to a car for use during all clinical experiences. Some clinical labs are located in Anderson, Elwood, Ft. Wayne, Greenfield, Indianapolis, Kokomo, Marion, Muncie, Portland, Richmond, and other areas as well in East Central Indiana.
SOCIAL MEDIA POLICY
As stated from the ANA:
1. Nurses (and nursing students) must not transmit or place online individually identifiable patient or university information.
2. Nurses (and nursing students) must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses (and nursing students) should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses (and nursing students) should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses (and nursing students) should bring content that could harm a patient’s privacy to appropriate authorities.
6. Professional behavior should be adhered to on the online environment as well as clinical setting.

Tip sheet
1. Do not share or post information or photos gained through the nurse-patient relationship or clinical setting.
2. Maintain professional boundaries in the use of electronic media.
3. Do not make disparaging remarks about patients/families, employers, peers, faculty/professors, facilities, or co-workers, even if they are not identified.
4. Do not take photos or videos of patients on personal devices, including cell phones.


UNIFORM POLICIES
The uniform for students is to reflect a positive image of our profession. The basics of a positive image are good hygiene, neatness, and social acceptability. In addition, there are safety and infection control concerns that must be considered. Any student wearing the Ball State University nametag represents our school. Students will receive an unsatisfactory clinical day and be dismissed from the clinical unit for unacceptable dress. The student will be required to make up the missed clinical time. The make-up lab will not remove the unsatisfactory day. When going to the clinical facility for assignments, clinical observation experiences, or for clinical where scrubs are worn, students must wear student uniform and official BSU School of Nursing name pin.

UNIFORM
The required uniform will be purchased ONLY from Dove Professional Apparel. See uniform and place orders at: www.doveapparel.com. School code is BALL. Order via phone at: 1-800-829-3683. Be sure to tell the salesperson you are a nursing student in the Ball State University School of Nursing program.

Males:
Required: Pants + Top
Men’s White Zip Top with Navy Trim with white crewneck or turtle neck shirt; Navy Drawstring Unisex Pants; white crew socks; clean white leather or vinyl shoes with NO color and No fabric

Optional for Males and Females:
V-Neck Cardigan – Navy – ONLY

Females:
Required: Pantsuit or Dress
A. Pantsuit: Navy Drawstring Unisex Pants and Women’s white Zip Top Navy Trim (over white crew neck T shirt) AND white crew socks or white knee-high hose or white pantyhose; clean white leather or vinyl shoes with NO color and No fabric
B. White T.L.C. Dress, knee length or longer, with Navy Trim; white pantyhose; clean white leather or vinyl shoes with NO color and No fabric

School of Nursing PATCH: All tops, dresses and cardigans MUST have a Ball State University iron-on Patch worn on the lateral side of the LEFT SLEEVE. Center the patch on the sleeve. Iron on according to instructions. This patch must always be clearly seen when in uniform.
Undergarments must be white or a neutral color that does not show through the uniform.

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

**PSYCHIATRIC/MENTAL HEALTH NURSING UNIFORM**
Students are required to purchase a school polo and Docker’s pants for clinical.
Students will receive information regarding the uniform and purchase of such prior to the start of class.

**COMMUNITY HEALTH NURSING UNIFORM**
Students will wear either the required School Uniform or the Psychiatric/Mental Health Uniform.
Students will be advised as to the correct uniform depending upon the scheduled clinical experience.

**EQUIPMENT**
1. Official School of Nursing name tag
2. Watch with second hand and second markings
3. NUR 230 and NUR 231 equipment packs
4. Littman 2E Stethoscope
5. Ball point pen with black ink
6. 1-2 GB flash drive

**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**
No jewelry can be worn except plain wedding band, watch with sweep hand and 60 second markings, and medical alert necklace/bracelet. Body art must be completely 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.

**STUDENT PERFORMANCE EVALUATIONS**

**CLINICAL/CAMPUS LABS**
Clinical labs (including, but not limited to, an agency, home visit, community site, and other experiences) and campus labs (including, but not limited to, orientation, simulation, demonstration, practice, competencies, and others) are evaluated as “clinical lab.” Satisfactory preparation, clinical performance, and professionalism are required in all.

**CLINICAL PREPARATION**
Students are accountable and responsible for completing satisfactory clinical lab preparation as required by the course syllabus/clinical grade. Lack of clinical lab preparation will be cause for an unsatisfactory clinical day. If a student receives an unsatisfactory clinical day due to lack of preparation, the student will go to the agency library (or Bracken Library if the agency has no library) to complete the research and come to the assigned post conference for the day.

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

CLINICAL EVALUATION
Because of the professional accountability required in nursing, students must demonstrate satisfactory nursing performance in the clinical setting. Students in the nursing major are evaluated by instructors in the various clinical settings. Evaluations are satisfactory or unsatisfactory based on the clinical and course outcomes, which the student receives at the beginning of each course. In addition to a passing [C: 78% (2.00) or better] theory grade, satisfactory clinical performance is required of the student to successfully complete any clinical course. 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 Indiana State Board of Nursing’s Standards for Competent Practice for Registered Nurses. (See Appendix) The student will receive weekly, mid-term, and final clinical evaluations.

CLINICAL PERFORMANCE AND PROFESSIONALISM
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 health and safety of the patient or others in the setting, the faculty 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, falsifying data, etc.
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 instructor 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.

ANNUAL CRIMINAL BACKGROUND CHECK
At admission to the program, and annually thereafter, students are required to submit official state and federal documentation for criminal background checks via Certified Background Check. Students are required to pay for the costs of the background checks. FAILURE TO COMPLETE BY THE STATED DATE WILL RESULT IN THE STUDENT BEING DROPPED FROM THE PROGRAM. SEE APPENDIX

SEMESTERLY DISCLOSURE FORM
After initial entry into the program, all students are required to submit a semesterly disclosure of criminal background form via Certified Profile. FAILURE TO COMPLETE BY THE STATED DATE WILL RESULT IN THE STUDENT BEING DROPPED FROM THE PROGRAM. SEE APPENDIX

HEALTH CLEARANCE REQUIREMENTS FOR NURSING STUDENTS

Initial Health Clearance for Entry into Nursing Program: Students are required to complete a physical examination and the required immunizations for entry into the program. Students may utilize the University Health Center to complete these requirements. Students will submit ALL required documentation of said requirements via Certified Profile by the required date OR THE STUDENT WILL BE DROPPED FROM THE PROGRAM. See Appendix

Annual Health Clearance for Nursing Students: Students who are progressing through the program are required to complete an annual health clearance (no physical examination is needed). Students may utilize the University Health Center to complete these requirements. Students will submit ALL required documentation of said requirements via Certified Profile by the required date OR THE STUDENT WILL BE DROPPED FROM THE PROGRAM. See Appendix
CPR REQUIREMENTS FOR NURSING STUDENTS
The student must present proof of current cardiopulmonary resuscitation (CPR) certification at the Healthcare Provider Level per The American Heart Association BY THE SCHEDULED DATE OR THE STUDENT WILL BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
Please Note: RED CROSS COURSES OR ONLINE CPR COURSES WILL NOT BE ACCEPTED BY THE SCHOOL OF NURSING

ILLNESS/HOSPITALIZATION POLICY
Whenever a student has been ill for more two or more consecutive days involving class and/or clinical experiences or 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 classes or laboratories. 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 laboratory setting, there can be NO RESTRICTIONS noted.

See Appendix for a MEDICAL RELEASE FORM. Additional forms can be obtained in the office of the School of Nursing, CN 418B.

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.

ILLNESS/HOSPITALIZATION POLICY APPEAL PROCEDURES

Step One:
1. The student will meet with 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 making an appointment to see the Director of the School of Nursing or designee. This appointment should be made for 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 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:
If the grievance is not resolved, the student may appeal to the Dean of the College of Applied Sciences and Technology.
Management of Occupational Exposures to Hepatitis B, Hepatitis C, and HIV and Recommendations for Post exposure 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 individuals 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 Director of the Health Center or an 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.
COMMUNICATION
BLACKBOARD
Students are responsible for announcements and information posted on the individual class blackboards.

ELECTRONIC MAIL
The School of Nursing uses the student’s Ball State University email address for information and instructions. Students need to check email frequently for messages from the School of Nursing regarding registration, permission slips, dates, announcements from the School and/or course faculty, etc.

ADVISING PROGRAM
When a student completes 30 or more semester hours or has declared a major, he/she is assigned to a faculty advisor in his/her major. The Student Advising Handbook is available in the Advising Resource Center or online at: http://cms.bsu.edu/academics/advising/academicbasics/advisinghandbook

As part of the advising program, each student has access to the BSU Degree Works Report which assists the student in planning his/her own academic progress. The name of the student’s nursing advisor is also on this report. Nursing students may obtain this report on any computer. Go to the following website: https://prodcas.bsu.edu/cas-web/login?service=https%3A%2F%2Fmy.bsu.edu%3A443%2Fportal%2Flogin

If students need to meet with their nursing advisor, students can make an appointment with the advisor through email or phone contact. When contacting an advisor, students must utilize their BSU email account. Emails will not be answered from accounts other than the BSU account. Students need to include their full name and student ID number in the email.

To prepare for your advising session students should bring: Student Advising Handbook; BSU Degree Works Report; Ball State University ID. NOTE: Students should call or email the faculty advisor to schedule an appointment.

Due to faculty advisor schedules, unannounced drop-in appointments are discouraged.

Questions about University Core Curriculum should be addressed in Cooper Advising, CP 253.
For further information on advising, go to the following Web site: http://cms.bsu.edu/academics/advising

WRITTEN REFERENCES FOR STUDENTS
Students may ask faculty to write references letters for jobs, scholarships, grants, awards, and other opportunities related to the role of nursing student. To request a reference letter the student must:

- Submit a dated and signed letter of consent for release of information to the faculty member is required for each reference or recommendation letter request to avoid violation of the Family Educational Rights and Privacy Act of 1974.
  - The student’s letter must contain the specific name and address of the person to whom the reference letter is to be sent.
  - The student’s letter must state the type of information to be released.
  - The student’s letter must contain the date by which the reference must be sent.

- Submit the reference form to the faculty.

A photocopy of the student’s signed letter of consent for release of information and the completed reference form or letter will be placed in the student’s permanent file.

STUDENTS’ PERMANENT FILES
Permanent records are maintained on all baccalaureate nursing students, as required by the Indiana State Board of Nursing, in a secure location. Students may make an appointment with the Associate Director, Baccalaureate Nursing Program, to review the student’s permanent record.

SENIOR ASSESSMENT REQUIREMENT
Graduating senior students are required to complete the HESI RN Exit Exam on the scheduled date. Fees paid in NUR 423, NUR 425, and NUR 430 will pay for this exam. Other senior assessments include Exit Survey and SITC Survey.
CLASS ORGANIZATION GUIDELINES

I. Name
The name of this class shall be the December/May/July Class of 20__ of the Ball State University Baccalaureate Program in the School of Nursing.

II. Purpose
The class shall be organized to consider, discuss, and determine class officers and class functions pertaining to class participation in extramural social and professional activities with the final official celebration of graduation with the Pinning/Student Recognition Ceremony. The class officers shall serve as official representatives of the class; promote class participation in extramural social and professional activities such as B.S.N.A.; maintain a communications network with the faculty advisors, other class officers, the Associate Director of the Baccalaureate Program, the Pinning Committee; assist the faculty advisor(s) and coordinate for the assignment of student mentors; and make recommendations related to the concerns of the class to appropriate faculty and administrators of the School of Nursing.

III. Membership
Membership of the class shall consist of all students who will complete the degree requirements for the baccalaureate in December, May, or July 20__.

IV. Officers/Representatives
The officers shall consist of a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected for junior level and senior level courses as identified in V. Officers for NUR 230/232 will not be elected. The class may provide two volunteers who will serve as representatives to act as liaisons between the Director of the School of Nursing and the Associate Director of the Baccalaureate Nursing Program and their lecture group. If more than two students volunteer, two representatives will be elected by the lecture group from among the volunteers.

V. Election of Officers, Faculty Advisor, and Parliamentarian
The class will organize with the election of officers in the fall or spring first semester of the junior year (NUR 330).
The class will re-elect officers in the beginning semester of the senior year (NUR 404/406/408) to serve through graduation.
The class will elect one or two faculty members who are willing to serve as class advisors for the term of the class officers.
The class will elect a Parliamentarian who will serve for the term of the class officers.

VI. Responsibilities of the Officers, Faculty Advisor(s), and Parliamentarian
The President shall:
1. Preside at all class meetings.
2. Prepare an agenda one week prior to each meeting.
3. Accept items for the agenda at least two weeks prior to the class meeting.
4. Appoint a nominating committee for election of officers for the next term.
5. Appoint special committee for class activities, which a majority of the class members support.
6. Seek the advice of the class advisor in the conduct of the office.
7. Serve as a class spokesman to faculty, other classes, and the administrators of the School of Nursing.
The Vice-President shall:
1. Assume the duties of the President in his/her absence.
2. Assume the duties delegated by the President in fulfilling the responsibilities of the office.

The Secretary shall:
1. Record the minutes of all class meetings and meetings of the class officers.
2. Read the minutes of the previous meetings at class meetings.
3. Maintain a current roster of class members such as addresses, telephone numbers. Permission must be obtained from each member to have his/her address and telephone number distributed to others.
4. Maintain a copy of correspondence between the class officers and other persons in the conduct of business of the class organization.
5. Assume other duties delegated by the President in fulfilling the obligations of the office.

The Treasurer shall:
1. Collect all dues and assessments.
2. Keep an accurate record of receipts and disbursements.
3. Pay all financial obligations of the class organization and provide evidence of the closed account to the class advisor upon the termination of the organizations with graduation.
4. Prepare a report of the financial status of the class organization for the class officers and organization at the direction of the president.

The Faculty Advisor(s) to the class shall:
1. Meet with the class officers and provide guidance and direction as needed in the conduct of the class business and activities.
2. Attend the class meetings and serve as advisor to the class officers in the conduct of the meetings.
3. Attend meetings of the Pinning Committee with the class officers.

The Parliamentarian shall:
1. Attend class meetings.

VII. Meetings
The meetings shall be called throughout the year at the request of the President, or a majority of the class members.
1. The secretary shall arrange for a room for meetings of the class or the class officers within the School of Nursing with the Baccalaureate Secretary in CN 418B.
2. The class officers will meet at the times determined by President according to the schedule of activities involving the class organization.
3. Class officers will meet with the class advisor, when appropriate, and with faculty members serving on the Pinning Committee of the School of Nursing during the senior year.

VIII. Agenda
The President shall prepare the agenda for class meetings and meetings of the officers and class advisor(s). The order of business shall be:
1. Call to order
2. Reading of the Minutes
3. Officer’s reports (if appropriate)
4. Committee’s reports (if appropriate)
5. Old Business
6. New Business
7. Adjournment
IX. Parliamentary Authority
The current revision of Robert’s Rules of Order shall serve as the parliamentary authority of the class organization. The class parliamentarian will be present in class meetings.

1. Standing Rules
   • All class members may vote on matters pertaining to activities undertaken as a class.
   • A 2/3 vote of those present shall be necessary for acceptance of recommendations (motions) either from the class organization or from a committee.
   • Voting shall be verbal except in the case of elections or when one or more class members request a written ballot.

X. Revision of the By-laws
1. Proposed changes shall be forwarded to the Associate Director of the Baccalaureate Program who will present them to the By-laws and Policy committee of the School of Nursing for consideration and recommendation.

2. The By-laws may be amended by a ¾ vote of each class of students present and voting. Proposed changes must be circulated and posted to all students in the sophomore (NUR 230/232), junior, and senior nursing courses.

No changes may be proposed to the student body within one month of the end of the academic year.

POLICY FOR PINNING/STUDENT RECOGNITION CEREMONY
All academic requirements must be completed prior to the ceremony. Exception to this policy must be granted by the School Director via a written request.

The May, July, and December ceremonies will be held in a space selected by the students and approved by the School of Nursing. (Students will make venue selection, obtain approval from the SON, and reserve venue one year in advance of graduation [NUR 340/370 semester]. See the Administrative Coordinator for the School of Nursing for details.)

The Ball State University Nursing Alumni Society Board will be responsible for:
1. Notifying participants of ceremony date and time (CAST dean, BSU president, etc.).
2. Notifying students of the date and time for practice and the ceremony.
3. Conducting the practice and the ceremony according to the program.
4. Obtaining and paying for the printed programs.
5. Purchasing flowers and scissors for the ceremony.
6. Lining up students for the practice from a list of eligible students developed by the School of Nursing.

The School of Nursing members will do as follows:
1. The Baccalaureate secretary will schedule dates for the class composites. This information will be then given to the class advisors and class president.
2. Reserve for space for the ceremony. (Students will make venue selection, obtain approval from the SON, and reserve venue one year in advance of graduation (NUR 340/370 semester).
3. Facilitate introductions between graduating class officers and personnel at the pinning venue and representatives from University Teleplex.
4. The Administrative Coordinator will develop the list of students for the pinning program and will submit this list to the BSU Nursing Alumni Society.
The Class Advisors will be responsible for:
1. Assisting students in making appropriate decisions regarding pinning ceremony and possible money-making projects.
2. Supervising photography sessions for the class composite and state board pictures.
3. Consulting with School of Nursing Alumni Society liaison regarding concerns or requests of the graduating class.
4. Participating in the practice and ceremony; assisting with line-up and procession.

The Students of the Graduating Class will be responsible for:
1. Selecting two class advisors and class officers.
2. Obtain decorations for the pinning stage.
3. In cooperation with the School of Nursing, pay any costs associated with the rental of the pinning venue.
4. Ordering and paying for Official School of Nursing pins. (Forms and information will be distributed by the School of Nursing. The pins will be sent to the School of Nursing.)
5. Coordinate with the School of Nursing to obtain battery-operated candles to be carried during the ceremony.
6. The graduating the class will obtain 6 to 8 nursing students to distribute programs at the ceremony.
7. Identifying class speakers and selecting special music for the ceremony by an announced date.
ESTIMATED COST OF BACCALAUREATE DEGREE IN NURSING

TOTAL ESTIMATED COST = $79,297*

*This estimation of costs may change. Ball State University tuition is subject to change from semester to semester. Summer tuition is higher for 5 or 10 week session. **Costs vary depending on availability of used books and the change in book prices from semester to semester. *** Cost depends on the individual’s need for immunizations. Equipment typically includes a specific stethoscope, sphygmomanometer, and other assessment equipment to be purchased at bookstore (See Appendix)

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

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. FAFSA deadlines are at the following Web Site: http://cms.bsu.edu/admissions/scholarshipsandfinancialaid/howtoapply/fafsa

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/about/administrativeoffices/alumni/services/scholarships/nursingalumnisociety

SCHOOL OF NURSING SCHOLARSHIPS (DUE MARCH 1st)

The School of Nursing also has a very limited number of scholarships. School of Nursing scholarships are awarded by the Baccalaureate Admission and Progression Committee. Applications (along with current DegreeWorks) must be turned into CN418 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/academics/collegesanddepartments/nursing/academics/awardsandscholar

For other loan, grant, or scholarship information, see the Bulletin Board outside CN 418. (Scholarship sources and information may change.)
1. Application must be made in the following offices:
   a. FAFSA Scholarships and Financial Aid (LU 245)
   b. School of Nursing Scholarships (CN 418)
   Information of financial need is then forwarded to the School of Nursing.
2. The scholarship application, located in the Appendix or online, from the School for Nursing MUST be completed and submitted with a current DegreeWorks to the Office Secretary in CN 418 by March 1st. The Baccalaureate Admission and Progression Committee will determine the scholarship recipients.
3. Students should see the Director of the Baccalaureate Program if they are requesting scholarship aid for summer school.
4. When the recipients have been determined, the names and amounts of each scholarship will be forwarded to the Scholarships and Financial Aid Office for the administration of each grant.
5. The amount of the scholarship will be credited to the student’s account in the Scholarships and Financial Aid Office.
6. The recipient will receive notification of the award from the Admission and Progression Committee and any specific instructions related to receipt of the award which will be expected of the recipient.

Selection Criteria for School of Nursing Scholarship Recipients
1. The applicant MUST be a nursing major in good standing and ready to enter the junior or senior nursing course rotation in the baccalaureate degree program.
2. Financial need will be the primary consideration in determining recipients, although academic achievement is considered among other factors. Funds exceeding the applicant’s unmet expenses will not be given.
3. A lower priority will be placed on awarding scholarships to students who repeat courses due to failure.
4. Marital status, sex, race, creed, age, national origin, or ethnic background are NOT pertinent in the selection of recipients.
5. The decision of the Admission and Progression Committee of scholarship recipients and amount of the awards will be final.

Continuation of the scholarship will depend upon reapplication and annual review of financial resources.

DEPARTMENTAL HONORS IN NURSING
Students wishing to earn Departmental Honors in Nursing should discuss their plans with a nursing faculty member.

Procedure

Student must have cumulative grade point average of 3.5 or better on a 4-point scale. Student will obtain the necessary School of Nursing Honors form from the Honors College. After the work is completed, this form is signed by the supervising nursing faculty member. The student must then return the form to the Honors College, from which it will be sent to the Registrar's Office for inclusion in the student's transcript.

Options

1. Enroll in HONR 499 or NUR 499 for 3 hours of credit and develop a special project related to the course with faculty permission.
2. Take three 300 or 400 level nursing courses with “Honors” designation.
   - Identify to faculty at beginning of each course that this course will be taken for honors credit.
   - Must take two 300 or 400 level clinical courses and one non-clinical course.
   - Professor and student decide what type of extra academic work or special project will constitute the earning of honors credit in each course.
3. Complete a special project, such as research, writing, creative project, or other suitable special work deemed appropriate and significant. In most cases, student will work with a faculty mentor.
4. Honors Thesis: Only for students enrolled in the Honors College and who must complete an Honors Thesis. Student should discuss with nursing faculty the possibility that this Honor Thesis may also fulfill one of the options above.

5. Undergraduate Fellowships: Awarded through the Honors College, Undergraduate Fellowships offer students the opportunity to work with faculty on special projects. For further information, see the following Web site: [http://cms.bsu.edu/Academics/CollegesandDepartments/HonorsCollege.aspx](http://cms.bsu.edu/Academics/CollegesandDepartments/HonorsCollege.aspx)

ACADEMIC HONORS IN WRITING
Academic honors in writing is a program designed to foster and reward excellence in undergraduate writing. Both the commencement program and the students' transcripts will acknowledge this prestigious achievement.

Eligibility and criteria for selection and the timetable are spelled out in the University document: Academic Honors in Writing at the following Web site
[http://cms.bsu.edu/Academics/CollegesandDepartments/HonorsCollege.aspx](http://cms.bsu.edu/Academics/CollegesandDepartments/HonorsCollege.aspx)

AWARDS
The Cooper Science Award is given to one nursing student per year. The award is based on specific criteria that is available from the Office Secretary in CN418B
NURSING ASSOCIATIONS

BALL STATE NURSING ASSOCIATION:
BSNA is a member of the National Student Nurses’ Association (NSNA), which is an independent nursing student organization affiliated with the American Nurses’ Association. Members participate on the state level through the Indiana Association of Nursing Students (IANS). Students are eligible for membership upon admission into a state-approved registered nurse preparation program. BSNA provides a vehicle for students to express their ideas and initiate change. Open forums between faculty and students may be held to discuss issues. State and national conventions are very popular activities. See: http://cms.bsu.edu/academics/collegesanddepartments/nursing/academics/activitiesopportunities/studentnurse sassn/bsnamembership
(NSNA may be accessed via Internet by: http://www.nsna.org)

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/academics/activitiesopportunities/betarho

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 see the president of BSNA or the faculty advisor.

Baccalaureate Curriculum Committee

Pinning/Student Recognition Committee
(class president and vice president only)

Committees NOT open to students are:

Admission and Progression Committees
Faculty Organization
Promotion & Tenure Committee
Salary Committees
The Indiana State Board of Nursing evaluates eligibility of nursing school graduates to become licensed in Indiana. Graduates wishing to apply for registered nurse (RN) licensure in another state must apply to the State Board of Nursing in that state. For information about contacting the state boards of nursing, go to the following Web site: www.ncsbn.org and look up state.

Graduates of the baccalaureate nursing program are typically eligible to take the National Council Licensure Examination - RN for licensure (NCLEX-RN) to practice as registered nurses provided they have a) completed the prescribed curriculum, b) met the requirements of a state accredited program of registered nursing that only accepts students who have a high school diploma or its equivalent as determined by the board, and c) be professionally competent to engage in the practice of nursing. Computerized testing is used for NCLEX-RN. Graduating senior students will receive information about specific testing procedures.

Any person who applies to the Indiana State Board of Nursing for licensure to practice as a registered nurse must answer the following questions in the application process:

1. Has disciplinary action ever been taken regarding any health license, certificate, registration, or permit that you hold or have held in any state or country?

2. Have you ever been denied a license, certificate, registration, or permit to practice as a nurse or any regulated health occupation in any state or country?

3. Have you ever:
   (1) been arrested;
   (2) entered into a diversion agreement;
   (3) been convicted of;
   (4) pled guilty to; or
   (5) pled nolo contendere to any offense, misdemeanor or felony in any state (except minor traffic violations resulting in fines)?

4. Have you ever been terminated, reprimanded, disciplined or demoted in the scope of your practice as a nurse or as another health care professional?

5. Have you ever had a malpractice judgment against you or settled any malpractice action?

6. Are you now being, or have you ever been treated for drug or alcohol abuse?

(For further information contact the Indiana Professional Licensing Agency at 317-232-2960)
APPENDICES
STUDENT INSTRUCTIONS FOR BALL STATE UNIVERSITY – NURSING

CertifiedProfile is a secure platform that allows you to order your medical document manager online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

☐ Required Personal Information
  ◦ In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

☐ Immunizations
  ◦ Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

☐ Payment Information
  ◦ At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Go to: www.CertifiedBackground.com and enter package code:
AT52Im – Medical Document Manager ONLY
You will then be directed to set up your CertifiedProfile account.

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password.

Measles, Mumps & Rubella (MMR)
- There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titers for all 3 components (lab reports required)

Documentation from outside healthcare providers must be taken to the Ball State University Health Center. Student will then be given documentation from the Ball State University Health Center. Student must submit documentation provided by the Ball State University Health Center. This is a one-time submission that must be made (or begun) within one month of admission to the program. All documentation must be complete before the start of your first semester as an admitted nursing student.

Varicella (Chicken Pox)
- There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer (lab report required)

Documentation from outside healthcare providers must be taken to the Ball State University Health Center. Student will then be given documentation from the Ball State University Health Center. Student must submit documentation provided by the Ball State University Health Center. This is a one-time submission that must be made (or begun) within one month of admission to the program. All documentation must be complete before the start of your first semester as an admitted nursing student.

(continued on next page)
Physical Examination
- Physical exam must be completed by the Ball State University Health Center or documented by an outside healthcare provider on a form provided directly by the Ball State University Health Center.

This is a one-time submission that must be made within one month of admission to the program.

Hepatitis B
- There must be documentation of one of the following:
  • 3 vaccinations
  • Positive antibody titer (lab report required)
  • Declination Waiver

Documentation from outside healthcare providers must be taken to the Ball State University Health Center. Student will then be given documentation from the Ball State University Health Center. Student must submit documentation provided by the Ball State University Health Center. This is a one-time submission that must be made (or begun) within one month of admission to the program. All documentation must be complete before the start of your first semester as an admitted nursing student.

Tetanus, Diphtheria & Pertussis (Tdap)
- There must be documentation of a Tdap booster within the past 10 years.

Documentation from outside healthcare providers must be taken to the Ball State University Health Center. Student will then be given documentation from the Ball State University Health Center. Student must submit documentation provided by the Ball State University Health Center. This is a one-time submission that must be made within one month of admission to the program.

Informed Consent
- Complete form: http://nursing.iweb.bsu.edu/forms2/. EACH statement must be initialed by student. Document must be signed and dated by student in all places indicated.

This is a one-time submission that must be made within one month of admission to the program.

Entry Into Program 7 year Disclosure of Criminal Background Form
- Complete form: http://nursing.iweb.bsu.edu/forms2/

This is a one-time submission that must be made within one month of admission to the program.

TB Skin Test (Annually)
- There must be documentation of one of the following:
  • 1 step TB Skin test
  • If positive results, provide a clear Chest X-Ray (lab report required)

Documentation from outside healthcare providers must be taken to the Ball State University Health Center. Student will then be given documentation from the Ball State University Health Center. Student must submit documentation provided by the Ball State University Health Center.

Influenza (Annually)
- Submit documentation of a flu shot administered during the current flu season. Documentation must include date of administration: vaccine manufacturer, lot number, expiration date; location of administered (e.g., left forearm); and signature of healthcare provider.

CPR Certification (must maintain certification)
- Must be the American Heart Association Healthcare Provider course ONLY. No other courses will be accepted. Online course cards WILL NOT be accepted. Students must copy both front and back of the SIGNED card and submit via Certified Profile. Please renew no later than one before your due date.

Semesterly Disclosure of Criminal Background Form (each semester)
- Complete form: http://nursing.iweb.bsu.edu/forms2/

I NEED HELP!!! If you need assistance please contact CertifiedProfile at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 10am-6:30pm EST.
The Ball State University School of Nursing (the "School of Nursing") maintains legal contracts with clinical organizations and agencies ("agencies") in order to allow nursing students to practice nursing for the required clinical nursing courses. The School of Nursing and students must maintain compliance with agency policies, such as nursing standards of practice, health, CPR, drug screens, and criminal background requirements.

My initials on each item and my signature on this document signify that I have read each item and that my questions have been answered to my satisfaction with regard to (i) the risks involved in nursing and health care and (ii) the requirement that I follow the policies and procedures of the School of Nursing and agencies in which I will be working as a nursing student.

SCHOOL OF NURSING and PROFESSIONALISM

____ 1. I understand I must follow all policies and procedures established by the School of Nursing. These policies include, but are not limited to, policies in nursing course syllabi, the School of Nursing's Baccalaureate Nursing Program Handbook, and Ball State University's Code of Student Rights and Responsibilities. I understand some policies and procedures only apply to students in the School of Nursing and not to Ball State students in general due to professional requirements applicable in the nursing profession.

____ 2. I understand that when I am in uniform and/or participating in nursing and agency activities, I represent the School of Nursing and Ball State University and will demonstrate professionalism at all times.

____ 3. I understand I must follow the nursing code of ethics and standards of practice of the Indiana State Board of Nursing, the American Nurses Association, and the International Council of Nurses.

____ 4. I understand I am responsible and accountable for providing safe patient care. This includes, but is not limited to, satisfactory preparation for all labs, including patient care.

____ 5. I will make every effort to maintain the confidentiality and privacy of clients, including, without limitation, abiding by all requirements of the Health Insurance Portability and Accountability Act ("HIPAA") and regulations promulgated thereunder, and abiding by the privacy and security policies of agencies in which I work as a nursing student. I understand that this precludes, among other things, discussing, messaging, emailing, posting photos, or in any way communicating with anyone on any social networking site or otherwise, relating to any clinical experience I have as a student in the nursing program.

____ 6. I understand that, in order to obtain a degree in nursing from Ball State University, I must complete certain clinical placements with outside health care agencies and that such outside health care agencies apply their own criteria and make decisions as to whether to accept students for clinical placements. I understand that the School of Nursing does not guarantee that I will obtain such a clinical placement and that my inability to obtain or complete the requirement clinical placement(s) will prevent me from obtaining a degree in nursing from Ball State University.

MY HEALTH and SAFETY

____ 1. I understand there are health and safety risks inherent to the nursing profession and the healthcare system.

____ 2. I understand I could become ill by being exposed to any of a number of illnesses such as Hepatitis, HIV, and other infectious and/or communicable diseases. I will follow the Standard Precautions developed by the Centers for Disease Control and Prevention and the Standard Precautions adopted by the department of health of the state in which I am completing my practicum obligations. I understand and acknowledge that there is no known cure for some diseases at this time. I understand that the Standard Precautions are intended to help protect me, my patients, my family members, and other health care workers from infections and/or communicable diseases.

____ 3. I understand I am at risk for injury by sharp objects (needles, glass ampules, etc.). I will follow established procedures to help prevent injuries. If I am involved with a needle stick or other accident or incident while caring for a patient, I agree to follow the most current protocol recommended by the Centers for Disease Control and Prevention and to cooperate fully with any established agency protocol for such incidents.

____ 4. I understand I am at risk for orthopedic injury or other physical injuries in simulation and clinical laboratories. I will follow the proper procedures for performing tasks involved in nursing duties, including, but not limited to, patient transfers, lifting, bending, and other physical activities, in order to help prevent injury to me and others.
5. I understand the School of Nursing requires that I inform the School of any medical condition that could impact my ability to perform the nursing requirements of the nursing program, such as pregnancy or contraction of a communicable and/or infectious disease. I have been informed and understand that certain health conditions may increase my health risk in relation to care giving activities for patients with bacterial and viral diseases. I understand that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions. I agree to seek sound medical advice in connection with any changes in my health status.

6. I agree to inform the School of Nursing of any course adaptations or accommodations that I may need on account of disability and to cooperate fully with the accommodation review process through the Office of Disabled Student Development.

7. I understand that my participation in the nursing program will require study based in a variety of clinical settings and cultural and environmental situations, such as home visits, clinics, providers’ offices, hospitals, extended care facilities, schools, day care centers, and other public and private facilities. I will follow agency policies and procedures related to these activities. I understand that these policies and procedures are intended to promote my safety in addition to facilitating agency programs.

8. I understand that if I am uncomfortable with the idea of caring for patients with infectious and/or communicable diseases, I may discuss my concerns with School of Nursing faculty and/or with University Counseling Center professionals. If I am unable to alleviate these concerns, the University may recommend that I pursue a career other than nursing.

9. I understand I will be required to provide my own transportation to and from clinical agencies and sites. I may be required to maintain health insurance while participating in a practicum program.

10. I understand I will not be compensated for my services at a clinical agency or site, nor will I be reimbursed by the agency or the University for my parking, meals and other expenses at clinical agencies and sites. I will be responsible for paying for these expenses out of my own pocket.

11. I understand that a clinical agency or site may require me to obtain and maintain health insurance through the duration of my clinical placement and that I am not automatically enrolled in any health insurance plan by reason of being enrolled as a student at Ball State University. I further understand that working in a health care setting may expose me to risk of injury in connection with assisting with patient care and being in the immediate vicinity of ill patients and that Ball State strongly encourages all of its students and, in particular, its nursing students, to obtain and maintain health insurance.

Printed Name __________________________ Date __________________________

Signature

Business Affairs Reviewed 4.20.12
Baccalaureate A&P Approved: 2.24.12
HEALTH CLEARANCE, CPR, and CRIMINAL BACKGROUND CHECKS

The Ball State University School of Nursing (the "School of Nursing") maintains legal contracts with clinical organizations and agencies ("agencies") in order to allow nursing students to practice nursing for the required clinical nursing courses. The School of Nursing and students must maintain compliance with agency policies, such as nursing standards of practice, health, CPR, drug screens, and criminal background requirements.

My initials on each item and my signature on this document signify that I have read each item and that my questions have been answered to my satisfaction with regard to health clearance, CPR, drug screening, and criminal background checks as a nursing student.

1. I understand I must have a physical exam at the Ball State Health Center prior to entering the baccalaureate nursing program, and I must obtain the immunizations specified by the School of Nursing. I understand that, as evidence that I have had these immunizations, I must submit the health clearance form provided to me by the Ball State Health Center (the "Health Clearance Form") to the Baccalaureate Program Secretary, CN 418, by the deadline established by the School of Nursing or I will be dropped from any nursing class(es) in which I am enrolled.

2. I understand that I must either begin Hepatitis B immunizations or sign a waiver form by the deadline established by the School of Nursing. If I do not either provide evidence that I have obtained Hepatitis B immunizations or the Hepatitis B immunization waiver on the Health Clearance Form to the Baccalaureate Program Secretary, CN 418, by the deadline established by the School of Nursing, I will not be permitted to attend clinical lab(s) thereafter – which will result in unsatisfactory clinical days until I have fulfilled this requirement and may lead to my dismissal from the nursing program.

3. I understand that I must provide proof of tuberculosis testing on an annual basis while I am a student in the nursing program. The appropriate TB documentation must be submitted via the Health Clearance Form to the Baccalaureate Program Secretary, CN 418, by the deadline established by the School of Nursing or I will be dropped from the nursing class(es) in which I am enrolled.

4. I understand I must submit documentation that I have completed a CPR training program approved by the School of Nursing (the only currently-approved programs are the American Heart Association’s "Healthcare Provider" and the American Red Cross’s "Professional Rescuer") to the Baccalaureate Program Secretary, CN 418, by the deadline established by the School of Nursing or I will be dropped from the nursing class(es) in which I am enrolled.

5. I understand I must submit to and pay all fees and costs related to Indiana and federal criminal background checks and drug screenings that the School of Nursing and any clinical agency to which I may be assigned require from time to time. Currently, the School of Nursing requires criminal background checks for all students prior to admission into any nursing program and annually thereafter while still enrolled. I understand and agree that the results of my criminal background checks and drug screenings may be shared with appropriate School of Nursing personnel and other appropriate University employees or representatives, including, without limitation, the Dean of the College of Applied Sciences and Technology, the Director of Student Rights and Community Standards, and the Executive Director of University Compliance; and the results may also be shared with appropriate representatives of any clinical agency to which I am assigned. I may also be required to meet with University and/or agency employees or representatives to discuss these results. I understand that unsatisfactory results from any criminal background check or drug screening may lead to my dismissal from the nursing program, based either on (i) my failure to meet School of Nursing standards, or (ii) my inability to complete a clinical agency placement assignment that is a prerequisite to the completion of a School of Nursing degree due to the clinical agency’s refusal to accept me (or allow me to continue) in a clinical nursing course at the agency.

6. I understand that if my name is on the Indiana Sex and Violent Offender Registry or a similar registry maintained by any other state, or if I am required to register on the Indiana Sex and Violent Offender Registry or a similar registry maintained by any other state, the School of Nursing will deny me admission or, if I was previously admitted, will dismiss me from the nursing program. I further understand if my name is on the Medicare/Medicaid Exclusion list, the School of Nursing will deny me admission, or, if I was previously admitted, will dismiss me from the nursing program.

7. I understand that I may be denied admission into the nursing program or become subject to disciplinary action subsequent to my admission if, either prior to admission or while a student in the program, I engage (or have engaged) in any of the following conduct, if the School of Nursing determines that such conduct has a direct bearing on my ability to obtain a nursing degree or practice as a registered nurse:
   - Conduct that would violate any standard of professional practice applicable to registered nurses under Indiana law (currently, Indiana Code Section 25-1-9-4) or constitute unprofessional conduct under Indiana State Board of Nursing regulations (currently, 848 IAC 2-2-3)
   - Conduct that would violate either the American Nurses Association Code for Nurses or the International Council of Nurses Code for Nurses
• Conduct that would violate the Ball State University Code of Student Rights and Responsibilities [Note: violations of the Code of Student Rights and Responsibilities are normally handled under Office of Student Rights and Community Standards disciplinary procedures, and don’t also result in School of Nursing disciplinary action, except for conduct that may have a bearing on whether a student is qualified to complete the nursing program or practice as a registered nurse.]

• Conduct that violates the criminal laws of the State of Indiana or that results in a felony or misdemeanor charge and/or conviction, or entry into a diversion program in any jurisdiction, except for minor violations of traffic laws or other infractions for which the maximum penalty is a fine

• Failure to disclose in writing to the Director of the School of Nursing, or her/his designee, promptly following its occurrence, any act or conduct described in this paragraph 7

8. I understand that the Director of the School of Nursing, or her/his designee, will make the initial determination whether I should be denied admission into the nursing program or be subject to disciplinary action subsequent to my admission for any of the conduct described in paragraph 7; provided, however, she/he will offer me the opportunity to meet with her/him prior to making such a determination to explain and/or provide any mitigating circumstances regarding the conduct. If the Director of the School of Nursing, or her/his designee, determines that I should be denied admission into the nursing program or I should be subject to disciplinary action subsequent to my admission that includes suspension or dismissal from the nursing program for any of the conduct described in paragraph 7, I may appeal such determination to the Baccalaureate Admission and Progression Committee (the “BAP Committee”) within five (5) calendar days following my receipt of the written decision of the Director or her/his designee. My appeal must be in writing and set forth the basis or bases of my appeal. The BAP Committee will conduct an informal hearing on my appeal, following procedures developed by the Committee and communicated to me. I will be allowed to attend the entire hearing, except during the Committee’s deliberations. The BAP Committee will decide whether to uphold, overturn or modify the decision of the Director of the School of Nursing, or her/his designee. The BAP Committee’s decision will be communicated to me in writing and will be final.

9. I understand that any disciplinary action subsequent to my admission that includes suspension or dismissal from the nursing program will not take effect until I have exhausted my right of appeal as described in paragraph 8 (or the time limit for filing an appeal has expired without an appeal having been filed). Notwithstanding the foregoing, the Director of the School of Nursing, or her/his designee, has the authority to temporarily suspend me from participation in the nursing program, including any clinical nursing courses, pending completion of the appeal process if she/he determines that my continued participation (i) would represent a risk or threat to my own health and safety or the health and safety of the University community or the general public, or (ii) would pose a threat of disruption to the University’s educational process. I also understand that, independently of any disciplinary action taken by the University or the nursing program, if as a result of any conduct described in paragraph 7 a clinical agency to which I am assigned refuses to accept me or to allow me to continue in a clinical nursing course at the agency, I may be dismissed from the nursing program if the course is a prerequisite to completion of a degree and an alternative agency or course is not available.

10. I understand that health care agencies that I am seeking to obtain clinical placements with, or with which I may have begun clinical placements, may request documentation that I have completed the health clearance checks or background checks referenced in items 1 through 6 above and other third-party health or background checks and may also request to be informed of any disciplinary case that may be initiated against me by Ball State University or the School of Nursing ("Student Background Documentation"). I understand that such records may be "Educational Records" under the Family Educational Rights and Privacy Act and, with that understanding, specifically agree to allow the School of Nursing to provide to any health care agency at which I have informed the School of Nursing I intend to perform a clinical placement any and all such information and documentation then in the possession of the School of Nursing as to any Student Background Documentation.

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Date</th>
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<tbody>
<tr>
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</tbody>
</table>

Signature

Business Affairs Reviewed 4.20.12
Baccalaureate A&P Approved: 2.24.12
Disclosure of Criminal Background Checks (7 years) are required to be submitted to the nursing program at the time of entry and annually thereafter, or more frequently, as required by agencies. Students must disclose in writing to the Director of the School of Nursing, or her/his designee, promptly following its occurrence of any new pending charges, a conviction of, or entry into a diversion program for a felony or misdemeanor other than a minor traffic offense, including without limitation, the following:

- driving under the influence (DUI or DWI)
- sex crime
- Medicare/Medicaid exclusion (abuse or fraud)
- battery
- theft

Students who have been admitted to the program and who have new pending charges are not permitted in clinical settings, and are required to withdraw from the clinical courses. Drug screens and further background checks may be required by clinical agencies. All checks and screens are at the student's expense.

____ I have read and understand I am required to follow the above policy.

POLICY ON DISMISSAL FROM THE BACCALAUREATE NURSING PROGRAM

A student may be dismissed from the program if:

- I fail (didactic and/or clinical) two clinical courses.
- I exhibit 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.

____ I have read and understand I am required to follow the above policy.

____ I understand that I may not discuss, email, or post on any social network any information or pictures related to any clinical experience I have while a Ball State nursing student.

_________________________    __________________________
Print Name        Signature

_____________________
Date
I understand that, due to my clinical exposure to blood and other potentially infectious material, I may be at risk for acquiring Hepatitis Virus (HBV) infection. It is recommended that I be vaccinated with Hepatitis B vaccine for a self-paid charge via private physician or at the University Student Health Center. I understand that the HBV vaccination series may not be effective. I also understand that, by declining this vaccine, I am at continued risk of acquiring Hepatitis B, a serious disease.

_________________________  _______________________
Signature                        Date
INcident REPORT

NAME: ___________________________________ DATE: ______________________

Class/Course Where Incident Occurred

_________________________________________

________________________________________________________________________

Part Of Body Injured

________________________________________________________________________

If the Incident Was a Needle Stick, Complete the Following:

The Needle Was (circle one) STERILE NON-STERILE

On this date, I accidentally perforated my skin with a needle. I have been advised by a member of the nursing faculty or staff to treat the affected area as outlined in the Universal Precautions Procedure and to go to the Ball State University Health Center for evaluation and treatment within the next 24 hours.

________________________________________________________________________

Nursing Student Signature

________________________________________________________________________

Faculty/Staff Signature

For Faculty/Staff Only:

Send 1 copy to BSU Health Center. ________________ initial

Send 1 copy to Associate Director and appropriate course faculty of the Baccalaureate Nursing Program. ________________ initial

Put 1 copy in Sim Lab folder marked INCIDENT. ________________ initial

Put original in Student’s permanent file in CN 418: ________________ initial
MEDICAL RELEASE FORM

Name ___________________________________________ Date____________________

Diagnosis _____________________________________________________________________

Date Hospitalized: From ____________________________ To ____________________________

Surgery ___________________________________________ Date__________________________

Date released to return to class and/or clinical _________________________________________

RECOMMENDATIONS:

__________ May return to CLASS only

__________ May return to CLASS and CLINICAL with restrictions *

__________ May return to CLASS and CLINICAL with no restrictions

* Identify any limitations or restrictions _____________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please CHECK all of the following which are pertinent.

__________ This student may lift patients.

__________ This student may sit in class for 3 to 5 hours.

__________ This student may stand for long periods of time.

__________ This student may climb stairs.

__________ This student may give emotional support to clients.

________________________________________

Signature of M.D. or Therapist

Approved 2/5/86; Reviewed by Dr. Bullis, Health Center, 2003-04
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* Figures based on published 2012-2013 costs. Fees and tuition are subject to change semester to semester, and year to year.

$^1$ Based on standard double or triple room with 14/week meal plan.

$^2$ In-state flat rate for 12 to 18 credit hours. Applied to main campus, independent learning, off-campus, short term, online, and distance education courses.

$^3$ $13 is assessed for each additional county of residence during the period of review.

$^4$ Figures based on the costs of new books and include all equipment required by the School of Nursing.
<table>
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**Total Estimated Cost** $79,217

Post-Graduation / Elective Expenses
Cap & Gown: $44-51
Pin: $28-229
NCLEX-RN Licensure: $250-400
ARTICLE 2. STANDARDS FOR THE COMPETENT PRACTICE OF REGISTERED NURSES

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)

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 2-2-1; 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.

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UNPROFESSIONAL CONDUCT, AS DEFINED 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; of any unprofessional conduct which may jeopardize patient/client safety.

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http://www.state.in.us/pla/bandc/isbn/statruls.html