

MARIAN UNIVERSITY
—— Indianapolis ——®
Leighton School of Nursing

Undergraduate Nursing Student Handbook
2023-2024

Supplement to the Marian University Catalog 2022-2023 and the Marian University [Code of Student Rights and Responsibilities](#). Approved by Leighton School of Nursing Faculty Council May 2023, Effective Fall 2023.

Contents

Welcome 7

 Introduction 8

 Programs and Applicable Websites 8

 Faculty, Staff and Administration 8

 Mandatory Reporting Policy 8

 Accreditation..... 9

 Marian University Mission, Vision, and Values Statements 9

 Vision..... 9

 Mission..... 9

 Values..... 9

 Disclaimer..... 9

Leighton School of Nursing (LSON) 9

 History of Nursing at Marian University 9

 Sisters of St. Francis Oldenburg Franciscan Scholarship Values 10

 LSON Mission, Vision, and Values Statements 11

 Mission..... 11

 Vision..... 11

 Values..... 11

 LSON BSN Program Learning Outcomes 2022 Aligned with the New AACN Essentials 11

 Franciscan Values and Clinical Decision-Making Framework 12

 Organizational Framework..... 12

Professional & Technical Standards..... 14

 Technical Standards 14

 Reasonable Accommodations for Students with Disabilities 15

Compliance Requirements..... 16

 Criminal Background Check 16

 CPR Requirements 16

 Health Records..... 17

 Drug and Alcohol Policy 18

 Overview 18

 Drug Screening 18

 Testing Method..... 18

 Frequency of Testing..... 18

 Procedure for Suspected Impairment..... 19

Remedial Action and Penalties for Positive Test Results	19
Alcohol Policy	20
Immunizations and Health Requirements	20
Health Insurance	20
Liability Insurance	20
Communication & Technology.....	20
Acceptable Use of Information Technology	20
Audio or Video Recordings.....	20
Peer-to-Peer File Sharing	21
Social Media	21
Usage of Computer Network and Email	21
Confidentiality of Student and Patient Information	21
Record retention.....	21
Information Technology Resources	22
Canvas	22
Compliance Tracking Software	22
Colleague (MU-HUB).....	22
Computer Centers.....	22
Student Opportunities	23
Distinction & Awards	23
Academic Excellence Award (presented at Student Achievement Day Each May).....	23
Leadership Award (awarded at Student Achievement Day Each May)	23
Clinical Excellence Award (awarded at Every Pinning Ceremony).....	23
Student Mentor Award (awarded at EveryPinning Ceremony).....	23
Franciscan Award (awarded at Every Pinning Ceremony).....	23
Scholarships	23
Shirley Friedman Scholarship Award (Awarded at the Campus Pinning Ceremony).....	23
School of Nursing Student Organizations	23
National Student Nursing Association	24
Student Support Services.....	24
Academic Advising	24
Writing Center.....	24
Personalized Learning Center	25
Peer Tutoring	25
Exchange	25

Office of International Programs	25
Safety and Security	25
Campus Shield App	25
Inclement Weather	25
Emergency Procedures	25
Parking during Clinical Experiences	25
University Resources.....	26
Campus Ministry	26
Academic Information	26
Declaration of Accelerated Program & Progression	26
Communication Protocol: Chain of Communication	26
Program Progression.....	27
Nursing classes.....	27
Repeating a Course	27
Withdrawing from a nursing course	27
Clinical classes.....	27
Academic Dismissals	28
Re-admission.....	28
General Education Classes	28
Appeal Process – Course Grade	28
Appeal Process – Academic Status	28
Changes in Enrollment	28
Course Drop or Course Withdrawal	28
Student-Requested Withdrawal from LSON	28
Formal Concern/Complaint Procedure	29
Course-Specific Progression Policies.....	29
Math Assessment.....	29
Dosage Competency Exams Policy.....	29
Dosage Competency Exam Operationalization.....	29
Maintaining Dosage Competency	29
Transfer Credits from Other Institutions	30
Rounding Policy.....	30
Late Assignment Policy	30
Missed Examination Policy.....	30
All campuses:	30

On-Campus Programs:	30
Online Accelerated BSN (ABSN) Programs:.....	31
Exam Review	31
LSON Grading System	31
Kaplan Testing Program Policy.....	32
Student Participation in Nursing Program Evaluation	32
Disease Risk/Exposure and Injury	33
Sharps Policy	33
Student Conduct	34
LSON Code of Ethics and Conduct	34
Professional Interaction	34
Harassment and Discrimination.....	34
Legal Obedience.....	35
Confidentiality.....	35
Workplace Conduct.....	35
Research and Scholarly Activity	35
Use of Facilities and Equipment.....	35
Conflict of Interest	35
Professional Development.....	35
ANA Code of Ethics	36
Code of Student Rights and Responsibilities	36
Counseling Resources	36
Conduct That May Result in Immediate Dismissal from the Nursing Program and/or a Failing Grade (F) for the Course:	36
Clinical Conduct.....	36
Clinical Availability and Expectation	37
Clinical Attendance Policy.....	37
Classroom Conduct/Attendance.....	37
Examination Policy.....	38
All campuses:	38
Online Accelerated BSN (ABSN) Programs.....	39
Additional Rules for Computer administered Exams.....	39
Proctor Policy	40
Dress Code	40
Clinical Placement Assignment	41

Professional Conduct Policy.....	41
Patient Safety.....	44
Non-Discrimination Policy.....	44
Graduation.....	45
Nursing Pin.....	45
Pinning expectations.....	45
Employment Disclaimer.....	45
Licensure.....	45
Eligibility for Licensure.....	45
Nursing License – RN-BSN Completion.....	46
Learning Environment.....	46
Locker Policy.....	46
Assignment of Lockers.....	46
Ownership of Lockers and Contents.....	46
Allowable Items.....	46
Locker Condition.....	46
Right to Cancel Locker Assignment.....	47
Study Space Agreement.....	47
Work Study Students.....	48
Use of the Labs.....	48
Appendices.....	50
Appendix A: Glossary of Terms.....	50
Appendix B: Student/Visitor Injury/Exposure Report.....	51
Appendix C: Formal Concern/Complaint Form.....	53
Appendix D: Student Handbook Attestation.....	54
Appendix E: Photography and Videography Permission and Use Waiver.....	55
Appendix F: Integrity Statement.....	56
Appendix G: Kaplan Test Reflection Worksheets.....	57
Appendix H: Minimum Technical Standards Attestation.....	66

Welcome



You are the future of nursing! Nursing is a wonderful career choice and with your BSN you will have many opportunities to serve and lead in your community. It is my pleasure to welcome you to the Leighton School of Nursing (LSON). Our graduates are highly respected in Indianapolis and across the nation for their expertise and dedication to the nursing profession, which is a great sense of pride for us.

The faculty, administration and staff at the LSON is dedicated to providing you with an education that proudly “transforms lives, society and the world” consistent with our four Franciscan Sponsorship Values: dignity of the individual, peace and justice, reconciliation, and responsible stewardship. We promise to academically challenge, support, and prepare you to care for patients in an ever-changing healthcare environment. The faculty in our state-of-the-art facilities will provide you with an active and engaged approach to learning. You also will participate in a variety of clinical experiences with our clinical partners.

The LSON strives to prepare you to lead nursing into the future. Nothing makes me happier than seeing our graduates contributing to the advancement of the nursing profession. As an alum, I am proud to welcome you to the LSON, and I wish you the best of luck as you pursue your career in nursing!

Tia Bell, DNP, RN-BC, CNE

Dean, Leighton School of Nursing

Introduction

The faculty and staff of the Leighton School of Nursing at Marian University welcome you and wish you success in the educational endeavor of nursing. The information contained in this handbook identifies the policies, practices, and procedures of the LSON. Faculty, staff, and academic advisors are resources for any questions and concerns regarding the program.

At the beginning and all throughout your nursing program, you are required to sign a receipt, which indicates you have access to the handbook, and you are held responsible for the content and any revisions (Appendix A). This handbook is designed for use in conjunction with the current Marian University Course Catalog and the [Code of Student Rights and Responsibilities](#).

Programs and Applicable Websites

Site specific information regarding things such as access to resources, safety and security policies, extracurricular activities, and campus-specific resources can be found on the following websites.

1. [Marian University's Ancilla College \(MUAC\)](#)
2. [Leighton School of Nursing](#)
3. [BSN Traditional Track](#)
4. [BSN On-Campus Accelerated Track](#)
5. [BSN Online Accelerated Track](#)

Faculty, Staff and Administration

A complete list of faculty, staff and administration of LSON can be found here [Undergraduate LSON Faculty, Staff and Administration](#)

Mandatory Reporting Policy

This outlines the University's policy regarding mandated reporting of suspected discrimination, including harassment, based on membership in a protected class. This policy is in place to make the University community aware of one's mandatory duty to report possible discrimination and the process for doing so. The complete policy can be found here [Mandatory Reporting Policy](#)

1) Complaints By or Against Students and/or About Gender Equity in MU Athletics

Karen Candlish, Title IX Coordinator
Dean of Students
Marian University
Clare Hall, Room 121
3200 Cold Spring Rd
Indianapolis, IN 46222
(317) 955-6190
kcandlish@marian.edu

2) Complaints By or Against Faculty, Staff, or Visitors

Cassie McCroskey, Deputy Title IX Coordinator
Office of Human Resources

3200 Cold Spring Rd
Indianapolis, IN 46222
(317) 955-6743
cmccroskey1@marian.edu

If you have a complaint relating to gender equity in athletics or against a student, a staff member, or a faculty member and for any reason feel uncomfortable about initiating a complaint with the designated Coordinator/ Deputy Coordinator, please feel free to contact either Coordinator directly.

All other allegations of discrimination can be reported here [Incident Report Form](#).

Accreditation

The baccalaureate degree program and Doctor of Nursing Practice program at Marian University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, (202)-887-6791, and the State Boards of Nursing in Indiana, Tennessee and Oklahoma.

Marian University Mission, Vision, and Values Statements

Vision

To provide an education distinguished in its ability to prepare transformative leaders for service to the world.

Mission

To be a great Catholic university dedicated to providing students with excellent learning, teaching, and research in the Franciscan and liberal arts tradition.

Values

To reflect prayerfully on the Gospels to determine the ways we can advance [the dignity of the individual](#), [peace and justice](#), [reconciliation](#), and [responsible stewardship](#).

Disclaimer

This handbook serves as LSON's official notification to students of its policies, rules, regulations, and standards of conduct. The provisions of this handbook are not to be regarded as a contract between any student and LSON. LSON reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time (without notice) as may be necessary in the interest of the School. The School also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook.

Leighton School of Nursing (LSON)

History of Nursing at Marian University

Marian University (previously Marian College) has a long tradition of excellence in educating nurses. Beginning in 1977, the College began a LPN-AN program followed by a RN-BSN program in 1979. The Associate Degree Program was approved by the Indiana State Board of Nursing (ISBN) in 1978. Both of these programs were designed to advance the education of nurses in the healthcare community.

The ISBN in 1987 approved the traditional four-year baccalaureate of Nursing (BSN) Program. Esther O'Dea RN, PhD, became the Chairperson of the Department of Nursing in 1990. Under her leadership, the programs received National Accreditation from NLN in 1992. In addition, to meet the healthcare needs of the community's critical need for nurses, an accelerated track for students with an earned bachelor degree in another field, the campus Accelerated BSN (ABSBN) track was launched in 1993. The innovative program could be completed in 16 months. In 1996, a generic track was initiated in the

previously established LPN-AN program. During this time the programs-maintained approval of the ISBN and accreditation from NLN.

In 2001, Marian Pettengill, PhD, RN served as the Chairperson of the Department of Nursing. Under her leadership the BSN program received five-year accreditation status from the Commission on Collegiate Nursing Education (CCNE) in 2005 and later received the full 10-year accreditation in 2010. In anticipation of the transition from college to university status, the Department of Nursing became the Marian College School of Nursing in 2007 and Dr. Pettengill was named the first Dean of the School of Nursing. Karen Hardin, MSN, RN served as the interim dean for the 2008-2009 academic year.

In response to a need for baccalaureate educated nurses from local healthcare agencies and upcoming university status, fall 2008 was the last admission to the AN program. On July 1, 2009, Marian College became Marian University (MU). In the fall of 2009, Anita Siccardi, EdD, APRN-BC, began her tenure as dean. In 2009, a hybrid Online Accelerated BSN (OABSN) program was added to the curricular offerings. This program collaborated with our longtime clinical partner Saint Vincent Hospital Indianapolis (now Ascension Saint Vincent Indianapolis). During the summer of 2013, the School of Nursing was renamed to the Leighton School of Nursing (LSON). The LSON opened in the Michael A. Evans Center for Health Sciences on the Marian University campus. In 2014, the Online Accelerated BSN program branched out to include a site in Nashville, Tennessee partnering with another Ascension Hospital, Saint Thomas Hospital Nashville.

In 2016, Dorothy Gomez, PhD, RN served as Acting Dean for the LSON and in 2017 was named dean. The Leighton School of Nursing, in the summer of 2017, welcomed its first class of graduate students. As a university, doors were opened to offer a BSN-DNP program with two tracks, Nurse Anesthesia and Family Nurse Practitioner. The Nurse Anesthesia Program was accredited by the Council of Accreditation (COA) for nurse anesthesia programs for 5 years in 2016 and followed with a full 10 years of accreditation in 2021. In addition, the BSN-DNP received a 5-year accreditation from CCNE in 2017. In January 2020, the hybrid online Accelerated BSN program began in Oklahoma City, Oklahoma. The program received full approval from the Oklahoma Board of Nursing once the first class graduated in 2022. In July 2021, Marian University and Ancilla College in Plymouth, Indiana announced a collaboration of mission and operations. The LSON initiated our BSN program at the location with students beginning nursing studies in 2021. The LSON BSN programs maintains its CCNE accreditation for the BSN program receiving 10 - year approval until 2030.

The LSON continues to educate nurses that are leaders in healthcare. The faculty provide the healthcare community with nurses that are highly skilled and attune to the spiritual needs of those in their care. As a Catholic university in the Franciscan and liberal arts tradition we are dedicated to provide an education to “prepare transformative leaders for service to the world.” (Revised 8/2022).

[Sisters of St. Francis Oldenburg Franciscan Scholarship Values](#)

St. Francis and St. Clare's journey to understanding and knowing God was a search and discovery process filled with personal interactions with other individuals. The ministry of St. Francis was also a very personal, human one. Rather than retreat solely to a life of contemplation and prayer like many of his peers, St. Francis combined a life of intense prayer and ministry, traveling on the roads and preaching the gospel to ordinary people, especially the poor. He shared his love of Jesus with them. He also founded a new religious order that is today one of the most popular in the world.

The Sisters of St. Francis, Oldenburg, Indiana are the modern legacies of this 800-year-old tradition of this evangelical (Gospel centered) spirituality. They are part of a worldwide community of over one

million vowed and secular Franciscan men and women who live and pray with us and around us. In 1851, they began an educational endeavor—the foundational seed of Marian University—as a way to fulfill the mission and requirement to provide education to the community.

Four of the universal values given to them by their Franciscan heritage are the values that the Marian University community strives to live by each day. These values are grounded in prayer:

- [Dignity of the Individual](#)
- [Peace and Justice](#)
- [Reconciliation](#)
- [Responsible Stewardship](#)

We view education as a journey of a lifetime and, in the same way that St. Francis did, we believe it is a personal journey full of human interactions and relationships. We are called to make a difference in our world and to follow Jesus' call to "Rebuild My Church." For more information about our Franciscan heritage, see the [Franciscan Heritage Booklet](#).

LSON Mission, Vision, and Values Statements

Mission

The mission of Marian University Leighton School of Nursing is to prepare professional nurses to internalize and express the values essential to the nursing profession and enhance the health of humans in the global community. The Leighton School of Nursing undergraduate and graduate programs embrace the mission of the University as a Catholic university dedicated to excellent teaching and learning in the Franciscan and liberal arts traditions.

Vision

The vision of Marian University is to provide an education distinguished in its ability to prepare transformative leaders for service to the world. Within the Leighton School of Nursing, we achieve this vision by developing leaders in nursing who are committed to enhancing health in the global community through evidenced based practice, service, health promotion and disease prevention.

Values

The Leighton School of Nursing promotes the holistic development of students in the tradition of the mission of Marian University and the Franciscan Values: dignity of the individual, peace and justice, reconciliation, and responsible stewardship. The Marian University Baccalaureate Nursing Program builds on the liberal arts foundation and the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008). From the foundation of baccalaureate education and using the graduate AACN Essentials, the graduate programs prepare nurses for advanced practice in diverse healthcare settings. This education provides the cornerstone of the practice and education of nurses who will deliver holistic and evidence-based quality health care to diverse patient populations extending to the global community.

LSON BSN Program Learning Outcomes 2022 Aligned with the New AACN Essentials

1. Examine and relate knowledge from liberal arts, sciences, nursing science, humanities and the Franciscan values in the practice of professional nursing. 1.1, 1.2, 1.3
2. Implement principles of leadership, quality improvement, patient safety and responsible stewardship in order to provide high-quality, cost-effective health care and health promotion. 2.3, 2.5, 2.6, 2.7, 3.5, 5.1, 5.2, 5.3, 7.1, 7.2, 9.1

3. Demonstrate the understanding of the application of different levels of evidenced-based practice into the profession of nursing. 3.5, 3.6, 4.1, 4.2, 4.3, 8.2, 9.1, 9.5
4. Incorporate knowledge and skills in information management with the use of communication and point of care technological tools to provide quality care in a variety of health care settings for patients, families, and communities. 2.3, 3.1, 3.5, 7.1, 7.3, 8.1, 8.2, 8.3, 8.4, 8.5
5. Analyze health care policies and the operation of the health care systems. 3.3, 3.4, 3.5, 3.6, 5.1, 5.3, 7.1, 7.2, 8.5, 9.4
6. Demonstrate effective communication and interprofessional collaboration to deliver safe, quality health care. 2.2, 2.3, 2.5, 2.9, 3.2, 5.2, 5.3, 6.1, 6.2, 6.3, 6.4, 8.4
7. Integrate health promotion and disease/injury prevention opportunities at the individual and population level to improve health. 2.4, 2.5, 2.8, 3.1, 3.6, 6.1
8. Defend and model the Franciscan and professional values fundamental to the identity of nursing. 2.1, 2.2, 2.6, 7.2, 9.1,9.2, 9.3, 9.5
9. Implement social justice practices for vulnerable populations and strive to eliminate disparities.3.1, 3.3, 3.4, 3.5, 8.3, 9.2, 9.6
10. Demonstrate evidence based, patient centered nursing care to individuals, families, groups, and communities across the lifespan and across the continuum of healthcare environments. 2.1, 2.3, 2.5, 2.7, 2.8, 3.1, 3.5, 5.2, 6.1, 7.3, 9.2
11. Engage in a commitment to personal/professional development and lifelong learning in the increasingly complex and changing healthcare environment. 4.1, 4.3, 8.2, 9.1, 10.1, 10.2, 10.3

Franciscan Values and Clinical Decision-Making Framework

BSN Program Outcomes (by number) identified by Framework

Dignity of the Individual	Peace and Justice	Reconciliation	Responsible Stewardship
1, 2, 4, 6, 7, 8, 9, 10, 11	1, 2, 4, 5, 6, 7, 8, 9	1, 2, 6, 7, 8, 10	1, 2, 3, 4, 5, 6, 7, 8, 11

Organizational Framework

Baccalaureate in Nursing

An organizational framework structures theoretical knowledge and provides rationale for selecting learning experiences. This organizational framework is based on the Baccalaureate Philosophy of the Marian University Leighton School of Nursing (LSON) and the mission of Marian University. It provides the basis for program objectives and learning outcomes. Curricular concepts are delineated as pervasive and progressive strands for content and process organization. Pervasive strands are constant and process oriented and are focused on the use of theoretical content. The pervasive strands are: Nursing, Nursing Process, Environment, Health, Humans, Caring, and Franciscan Values: Responsible Stewardship, Dignity of the Individual, Reconciliation, and peace and Justice. Progressive strands build throughout the curriculum and include: Patient, Socialization, Roles, Communication, Research, and Leadership, as these are essentials for baccalaureate education.

Humans are holistic, interdependent, biopsychosocial, sociocultural, and spiritual beings endowed by the Creator with dignity and worth. Human health needs evolve along these dimensions throughout the lifespan. Humans have commonalities and diversities and live in constant interaction with their environment and communities. The communities in which humans choose to interact influence their health care behaviors. Changing knowledge, technology and resources within the environment

influences human responses. Humans are responsible and accountable for their healthcare decisions. Humans possess rights and privileges and, therefore, should be cared for with dignity and respect regardless of socioeconomic status, culture, lifestyle, nationality, gender, race or creed.

Health, both a process and an outcome, is dynamic in nature, fluctuating along an optimal wellness-illness continuum. Health state is the state of a human's adjustment at a given point in time. Health is multidimensional, reflecting an interplay among physiological, psychological, sociocultural, spiritual, and developmental aspects of human life within communities. Humans have a right to access and receive health care. Patients, healthcare providers, and society share responsibility for health promotion, risk reduction, and disease prevention.

Nursing is a profession which incorporates nursing and scientific research to implement a holistic and caring approach to healthcare. Nurses view patients as individuals, families, groups, and communities throughout the lifespan. Integration and synthesis of knowledge from liberal arts, humanities, and behavioral, natural, and nursing sciences are facilitated by the development and use of critical thinking. Guided by the Franciscan Values, Marian University baccalaureate graduates apply the nursing process within a caring environment to reduce risk, promote health, and meet diverse patient needs. The nursing process components of assessment, diagnosis, planning, implementation, and evaluation provide a problem-solving approach for the identification of patient needs, the utilization of therapeutic interventions, patient education, and the evaluation of care outcomes. Nurses foster health through assisting patients to develop, strengthen, and implement strategies to move toward optimal wellness.

Effective communication and collaboration with other health-care professionals are essential in meeting patient and organizational needs. The use of communication and conflict resolution skills allows the nurse to develop a caring and therapeutic relationship in which the patient experiences a nonjudgmental, empathic atmosphere of acceptance. Ongoing acquisition of technical and information management skills based on sound scientific principles is critical for nurses to function in a dynamic healthcare environment and the global community.

The Marian University baccalaureate graduate provides the leadership to deliver high quality care and evaluate and improve care outcomes. Through delegating and supervising the implementation of nursing interventions, the nurse integrates care with other members of the interdisciplinary healthcare team. Nurses educate patients to access, interpret, evaluate, and apply health-related information. Nurses address the health care needs of diverse populations within interrelated economic, educational, political, and sociocultural systems and address disparities in access to healthcare. Nurses foster high quality and cost-effective care through professional involvement in health care policy and organizational leadership.

Professional nursing practice is guided by the Standards of Clinical Nursing Practice and the American Nurses Association Code for Nurses with Interpretive Statements, and the legal, ethical, and social obligations of nursing. Nurses are socialized from novice to expert in a process that is a lifelong endeavor of skill and knowledge acquisition and incorporation of professional values.

The role of the baccalaureate graduate includes being a knowledgeable consumer of research through interpretation and utilization of quantitative and qualitative data for designing and coordinating high quality and cost-effective care. Application of evidence-based practice forms the basis of scientific inquiry when providing nursing care to individuals, families, groups, or communities.

Within the framework and philosophy of a value-based liberal arts education at Marian University, baccalaureate graduates are prepared to provide excellence in care and leadership in managing the complex health care needs of diverse patient populations and the global community and to profoundly

change lives and society. Upon completion of the baccalaureate program, students are prepared and encouraged to pursue advanced studies.

Professional & Technical Standards

Technical Standards

Nursing education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The nursing degrees awarded by the Leighton School of Nursing at the completion of the educational process certifies that the individual has acquired a base of knowledge and skills requisite for the practice of nursing at the respective undergraduate or graduate level.

To this end, all courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, candidates for the undergraduate and graduate degrees in nursing must have abilities and skills in five areas:

1. Observation
2. Communication
3. Motor
4. Conceptual – Integrative
5. Behavioral – Social

Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner and exercise independent judgment.

Observation

The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

Communication

Candidates must communicate effectively using English in clinical and classroom settings. A candidate must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

Motor

Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other assessment techniques. A candidate should be able to perform nursing skills requiring the use of gross and fine motor skills (e.g., IV insertion, venous blood draw, urinary catheter insertion). A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients.

Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding. Candidates must perform

actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

Conceptual-Integrative

These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all these intellectual abilities to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioral-Social

Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical area.

They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Reasonable accommodations will be considered on a case-by-case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the program.

Reasonable Accommodations for Students with Disabilities

Marian University, through policy and practice, is committed to providing equitable access to learning opportunities for all students. In the Catholic, Franciscan tradition, we celebrate the dignity of each individual to ensure all students, including those with disabilities, have equal access and opportunities as Marian Knights. The University provides reasonable accommodations to students on a nondiscriminatory basis consistent with legal requirements as outlined in federal legislation including the Americans with Disabilities Act (ADA) of 1990, the Amendments Act (ADAAA) of 2008, and the Rehabilitation Act of 1973.

A reasonable accommodation is a modification or adjustment to an instructional activity, facility, program, or service that enables a qualified student with a disability to have an equal opportunity to participate in all Marian University student activities. To be eligible for reasonable and appropriate accommodations, a student must have a documented disability as defined by the ADA and must engage in an interactive process with the Personalized Learning Center (PLC).

Decisions regarding reasonable accommodations are determined on a case-by-case basis taking into consideration each student's access needs, disability documentation and program requirements. While Marian University will make every effort to work with students with disabilities to accommodate their access related needs, the university is not required to provide accommodations that fundamentally alter or waive essential program requirements, including technical standards.

Students who, after review of the technical standards determine that they require accommodation to fully engage in the program, should contact the Personalized Learning Center to confidentially discuss their accommodations needs. Given the clinical nature of the nursing program, additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Contact information:

LSON: PLC@marian.edu or 317-955-6540

MUAC: Plc.ancilla@marian.edu or 574-936-8898 EXT. 364

Compliance Requirements

Criminal Background Check

Students enrolled in the Leighton School of Nursing are required to participate in clinical experiences in order to successfully complete the program. Prior to participating in clinical experiences, all students are required to obtain and pay for a background check and any other mandatory screening processes. Upon completion, students are required to submit necessary documentation via the appropriate vendor, as identified by the Leighton School of Nursing. The timeline for completion of the background checks and other screening processes will be articulated by the program.

Positive results from a criminal background check that are sufficiently severe in nature may result in the inability of a student to progress in the program and may result in dismissal. Examples of sufficiently severe offenses include, but are not limited to; violent felony convictions, convictions for crimes of deception, convictions for sex crimes, and placement on a sex offender registry. Any subsequent criminal arrests that occur after enrollment must be reported to the Associate Dean of Academic Affairs, or designee.

When a student who has a positive finding on a criminal background check attempts to be placed at a specific clinical site or wishes to continue at his/her current site, the appropriate personnel at the clinical site will evaluate the information and surrounding circumstances and, shall determine if the student can participate in a clinical experience at their site or continue on with his/her current placement at the site. Although the University will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to work at that facility. The Leighton School of Nursing will take reasonable steps to find alternate placements, but a failure to place students as a result of a positive criminal background check may result in a student being unable to satisfy the graduation requirements of the program.

Even if allowed to progress in the program, students should be aware that a criminal record may jeopardize licensure by the State certification body. Students are advised to consult the appropriate certification body corresponding to their intended occupation for more details.

Successful completion of a program of study at LSON does not guarantee licensure, certification, or employment in the relevant occupation.

CPR Requirements

Current certification in CPR is required for all nursing students during the period of clinical experiences. The student is responsible for making arrangements for CPR certification. Each student must provide a copy of certification in Basic Cardiac Life Support, healthcare provider or instructor, by the American

Heart Association. Students are expected to be in compliance with all mandatory documentation for CPR at the beginning of each semester for the entire semester. Documentation must be on file in the compliance tracking software platform identified by LSON. Compliance with CPR must be valid for the entire semester on the first week of the clinical course. If the file is incomplete, the student will not be permitted to participate in the clinical course that semester.

Health Records

As part of the application process to the LSON, all students must complete all required health information and have it submitted appropriately.

Students will not be permitted in the clinical areas without documentation that the health requirements have been met. **All** requirements **must** be uploaded into the compliance tracking software platform identified by LSON.

Verification of the following is required:

1. Tdap vaccine- documentation of vaccine within the last 10 years; must be kept current. Other vaccines such as Dtap and Td will not be accepted.
2. Hepatitis B Vaccine- Students must submit documentation of 2 or 3 Hepatitis B vaccines or a positive Hep. B titer. If students have neither of these, they will need to begin the Hep. B series. Dose 1 and Dose 2 must be dated at least 28 days apart. Dose 2 and Dose 3 must be dated at least 16 weeks apart.
3. Physical Examination – Student’s physical examination must be completed within 6 months of start date. Any change in health status may require a repeat physical examination
4. Positive Rubella Titer – If Rubella titer is negative or equivocal, student must submit proof of receiving one post-titer Rubella booster
5. Positive Rubeola Titer – If Rubeola titer is negative or equivocal, students must submit proof of receiving one post-titer Rubeola booster.
6. Positive Varicella Titer– If Varicella titer is negative or equivocal, students must submit proof of receiving two post-titer Varicella boosters.
7. Positive Mumps Titer – If Mumps titer is negative or equivocal, students must submit proof of receiving two post-titer Mumps boosters.
8. Influenza Vaccine – due yearly; students who cannot receive an influenza vaccine, must have documentation from a physician requesting this exception.
9. Negative 10 panel Drug Screen within six months of application deadline, as well as annually. A drug screen may be required to be repeated as directed by clinical sites.
10. PPD- Students must provide written proof of a negative 2-step PPD. Students who have a positive PPD must provide documentation of a chest x-ray results and TB Questionnaire. Proof of a negative chest x-ray and a TB Questionnaire must be completed annually.
11. During the admission process students sign the Release of Information sheet, which is a contractual agreement for students to understand their responsibility to keep their PPD current. Students are expected to comply with all mandatory documentation for a 1-step PPD, chest x-ray or Quantiferon Gold TB test at the beginning of each semester for the entire semester. Documentation must be on file in compliance tracking software platform identified by LSON. Compliance with PPD must be valid for the entire semester. If the file is incomplete, the student will not be permitted to participate in the clinical course that semester.

12. Students are required to have proof of health insurance including proof of start coverage date uploaded into the compliance tracking software platform identified by LSON.

Drug and Alcohol Policy

Please note: Clinical facilities supporting nursing education at LSON may have policies that exceed those stated below.

Overview

The LSON is committed to assist student nurses in meeting the demands of both academic and clinical pursuits and to help provide a safe and healthy environment for students, patients and others. The improper use of drugs – whether legal or not - can be detrimental, if not dangerous, to the physical and mental well-being of students, and can seriously interfere with the performance of individuals as students and as nurses. Therefore, a mandatory screening policy has been implemented at Marian University.

Drug Screening

- a. As a condition of participation in nursing clinical assignments at LSON, all students are required to submit to a drug screening process as a part of their clinical application. LSON requires an annual clear 10-panel drug test for all students, purchased through the compliance tracking software platform identified by LSON.
- b. Each student must have a clear 10-panel drug test completed as part of the application process and annually thereafter.
- c. Students must use approved chain of custody sites through the compliance tracking software platform identified by LSON, and students are responsible for the cost.
- d. The site must report the results directly to LSON through the compliance tracking software platform identified by LSON.
- e. Results of the testing must be uploaded to the compliance tracking software platform identified by LSON by the application deadline.
- f. Any Positive results will be reviewed on a case-by-case basis, and may result in a variety of outcomes, including but not limited to, a required submission of a subsequent drug screen, a formal report filed through the Code of Student Rights and Responsibilities, removal from clinical experiences, and ongoing randomized testing.

Testing Method

- a. Test results will only be accepted from agencies authorized by LSON. These companies provide “chain of custody” procedures to assure accuracy of reporting results. Results from any other agency will not be recognized. A negative urine drug screen is required to begin and remain in the nursing program.
- b. The student is responsible for all costs associated with the drug screening. The student is aware that any results may be disclosed in accordance with the policies and procedures of Marian University.

Frequency of Testing

- a. As a condition of admission to the LSON, every applicant must have a negative 10-panel drug screen performed yearly. The 10-panel drug screen must be purchased through compliance tracking software platform identified by LSON.
- b. If the student leaves the program for any reason, a new 10-panel drug screen, purchased through compliance tracking software platform identified by LSON may be required by the APG

Committee before readmission.

- c. After admission, tests may be administered on a random basis or may be announced in advance. Tests may be administered at any time throughout the year. Further, the Dean or designee may request a test be administered to a particular student nurse at any time.
- d. Failure of the student to submit to a drug test once he/she has been notified will be considered a positive test and all corresponding sanctions will apply. This is grounds for immediate dismissal from the program, and he or she is given an (F) for the course(s).

Procedure for Suspected Impairment

Student impairment may be interpreted as possession, use of, or a student being under the influence of drugs and/or alcohol. The following procedure applies in any and all of these aforementioned scenarios:

- a. Any student suspected of being under the influence of drugs and/or alcohol are required to submit to a blood and/or urine analysis immediately at their own expense. A specific laboratory testing site may be requested by the faculty. The results of the test must be submitted by the laboratory to the Dean or designee within twenty-four hours of receipt.
- b. Any student suspected of being under the influence of drugs and/or alcohol are required to submit to a blood and/or urine analysis immediately at their own expense. A specific laboratory testing site may be requested by the faculty. The results of the test must be submitted by the laboratory to the Dean or designee within twenty-four hours of receipt.
- c. If the test is positive, the student will remain suspended until such time as they can prove to be drug free and enrolled in and attending a rehabilitation program. The student will be referred to an assistance program.
- d. If the student meets the above conditions, faculty determines whether a grade of incomplete can be awarded or withdrawal from the course is an option based on the amount of work the student missed.
- e. If the test is positive and the student does not meet the above conditions, they receive an (F) for the course(s) and dismissal from the program. The Assistant Provost for Accreditation and Administration and the Dean of Students are notified.
- f. If the student refuses to submit to drug testing, it is grounds for immediate dismissal from the program and he or she is given an (F) for the course(s). The Assistant Provost for Accreditation and Administration and the Dean of Students are notified.
- g. If the student with a positive test holds a professional license, the LSON is required to notify the licensing agency and place of nursing employment.

Remedial Action and Penalties for Positive Test Results

Students who test positive will be referred to designated sites. For counseling and follow-up, the designated staff will assess the student and make treatment recommendations. Costs for assessment and treatment, if any, are the responsibility of the student. Until cleared by the designated staff, the student is not eligible to begin clinical studies.

Alcohol Policy

Students must abide by the Marian University alcohol policy (See current Marian University [Code of Student Rights and Responsibilities](#)).

Immunizations and Health Requirements

Noncompliance with mandatory health requirements, at any point during a student's enrollment at LSON may prevent matriculation or academic advancement.

LSON does not waive these requirements for religious reasons or personal preferences, as many of these immunizations and proof of immunity are required by the clinical training sites and are recommended to work with the public in a healthcare setting.

Health Insurance

LSON students must maintain health insurance coverage, which must be current at all times. Students must provide proof of insurance when requested and posted to the compliance tracking software platform identified by LSON. Enrollment in sharing services or discount program, such as Medi-Share, does not satisfy the insurance requirements of this policy.

Liability Insurance

Students are covered by Marian University professional liability insurance while participating in any required or elective course work at LSON affiliated hospitals, affiliates or training sites. This professional liability coverage does not cover any acts of omissions and/or commission by students, which occur outside of required or elective coursework.

Students may participate in unique clinical opportunities outside of the regular curriculum only with prior written approval of the Assistant/Associate Dean of Academic Affairs in consultation with the LSON Dean.

Communication & Technology

Acceptable Use of Information Technology

Audio or Video Recordings

Students are expected to adhere to the expectations for acceptable uses of technology. This policy specifically addresses the use of recordings of learning activities, file sharing, social media, and usage of computer network and email.

Unless required by appropriate federal or state law, students may not use electronic or other devices to make an audio or video record of any person while on the University premises or any healthcare facility where the student is in clinical, without prior knowledge and without expressed written consent.

Lecture capture is susceptible to user, hardware, and software failure. In the event of a failed recording, faculty are *not* expected to re-record the lecture.

In addition, the rights of an individual in regard to his or her own oral presentations, visual presentations, computer programs, graphics, etc. must be honored. As a result, faculty, students, and other presenters are under no obligation to permit the recording or duplication of their presentations or academic material, unless granted by a reasonable accommodation issued through the personalized learning center.

Peer-to-Peer File Sharing

The College has implemented measures within the LSON information system that prevent the use of Peer-to-Peer file sharing applications on all campus network computers. However, students should be aware of the implications and risks of using such applications on personal computers. Students are not permitted to post LSON educational materials on any internet site, including Anki, Course Hero, Quizlet, etc.

Copying or distributing copyrighted media such as presentation slides, images, songs, movies, software, etc. without authorization from the copyright owner may constitute copyright infringement and be a violation of the [Code of Student Rights and Responsibilities](#) and the LSON code of professional ethics.

Social Media

The failure to follow relevant codes of conduct and policies relating to behavior, including interactions and postings online and through social media, may result in disciplinary action, including dismissal.

Usage of Computer Network and Email

The Marian University email system supports communication between all College users, including students, faculty, staff and administration. All academic, administrative, and financial information distributed electronically will be transmitted exclusively via MU email. It is the responsibility of all students to check their campus email every day – students will be held responsible for all notices or announcements sent to them in this manner.

Use of the MU computer network is for educational and informational purposes. All students are responsible for using the MU Computer Labs in a professional, efficient, ethical, and lawful manner. The use of this system is a privilege, not a right, which may be revoked at any time for misuse.

Illegal, fraudulent, harassing or obscene messages and/or materials are not to be sent, printed, requested or stored. Chain letters and other forms of mass mailings are not allowed. To request an exception (which is rarely granted), students must speak to the Assistant/Associate Dean for Student Affairs. Violations of the Computer Usage Policy may result in disciplinary action.

Confidentiality of Student and Patient Information

LSON complies with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) regulations.

All LSON individuals with access to confidential student data are required to complete FERPA training annually.

All student records are confidential and strict adherence to FERPA and MU Guidelines for Access to Student Information is followed.

All “need to know” requests for student information by those who have a “legitimate educational interest” are screened by the Office of the Registrar, and a determination made according to established guidelines. Legitimate Educational Interest is defined as an individual has a legitimate educational interest in education records if the information or record is relevant and necessary to the accomplishment of some employment or other institutional task, service, or function.

Record retention

While varied stakeholders serve important roles in the course of a student's enrollment, coursework, and graduation, the Office of the Registrar maintains the official student file and educational record for all LSON students. "Education records" are records that are directly related to a student and that are

maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution.

Copies of student education records accumulated by other stakeholders or units need not be retained beyond the period of their administrative use in those units' offices.

Student records contain confidential information protected by federal and state law, including FERPA. Any release of student records requires written authorization from the student. This documentation is kept in the student's individual academic file. In all cases, student information is considered strictly confidential and kept in a secured filing system that is only accessible to authorized personnel.

Information Technology Resources

Canvas

Canvas is the learning management software utilized by MU. Panopto recordings, power point slides and other materials relevant to your courses can be found here

<https://marian.instructure.com/login/ldap>.

Compliance Tracking Software

These software platforms are comprehensive tools for student screening, immunizations and compliance. American Databank offers compliance services, including criminal background checks, credential verification, drug screening and records management. They are based upon technology used by the mortgage lending industry, and all medical records entrusted to the software platforms are protected with the highest levels of security. To further ensure protection, communication features are designed in such a way to retain all sensitive information so it cannot be accidentally or inadvertently shared inappropriately. These platforms enable healthcare education program administrators to capture and track background screening results and health records to ensure compliance with clinical site requirements for immunizations, certifications, insurance and other documentation.

Based upon requirements articulated within our affiliation agreements, and other articulation agreements held with agents or external institutions, Marian University may have an obligation to share reports generated by these compliance tracking software platforms with these agents or external institutions. These reports will be shared with agencies and external institutions only for permissible purposes. If adverse actions are taken resulting in the denial of admission to a clinical experience, rotation or program, and the adverse action is made wholly, or in part, on information included within a report, Marian University will provide the impacted students with an oral or written notice of adverse action.

Colleague (MU-HUB)

Colleague is where a student's permanent record is maintained. Students can log into this platform to view and request transcripts.

Computer Centers

The University provides computing access in different areas of the campus on the needs of the students. The hours available for computing access will vary by area. Wireless access to the local area network and the Internet is available in all campus buildings and residential units.

Students can access their e-mail through the web at <https://webmail.marian.edu>. Access to their MUHUB portal is available at <https://www.marian.edu/current-students/my-marian>. Students who require account assistance may submit a Help Desk request.

Student Opportunities

Distinction & Awards

Student Awards will be based upon the following criteria:

Academic Excellence Award (presented at Student Achievement Day Each May)

1. Overall GPA
 - a. Campus-based traditional program
 - b. Online accelerated program
 - c. Campus-based accelerated program

Leadership Award (awarded at Student Achievement Day Each May)

- a. Involvement in one extracurricular activity sponsored within the university, School of Nursing or in the community.
- b. Has held office in campus or department organization and/or participated in mentoring programs since admission to the nursing program.

Clinical Excellence Award (awarded at Every Pinning Ceremony)

- a. Recognizes the student who has most consistently demonstrated clinical excellence in the health care environment.
- b. Utilizes caring behaviors to promote self-actualization of individuals, families, and the community.
- c. Employs therapeutic communication techniques with individuals, families, and the community.
- d. Operationalizes the nursing process.
- e. Integrates nurse educator, researcher, advocate, collaborator, and communicator characteristics in the practitioner role.
- f. Maintains professional growth.
- g. Incorporates liberal arts and nursing education to form a foundation for nursing practice with patients.

Student Mentor Award (awarded at Every Pinning Ceremony)

- a. Supports, affirms, and inspires student peers
- b. Motivates peers to achieve potential
- c. Possesses strong interpersonal skills
- d. Exhibits positive attitude
- e. Chosen by peers

Franciscan Award (awarded at Every Pinning Ceremony)

Demonstrates the four Franciscan values in various aspects within the University, School of Nursing and/or global community.

Scholarships

Shirley Friedman Scholarship Award (Awarded at the Campus Pinning Ceremony)

The Shirley Friedman Scholarship Award is in honor of Shirley Friedman, Associate Professor Emeriti, in Pediatrics, who served Marian University from 1978 – 2000. The award is presented to a traditional, on campus BSN graduating student who has demonstrated the most growth over the course of the program.

School of Nursing Student Organizations

Omega Chapter – Sigma Theta Tau International

Sigma Theta Tau International is an international honor society dedicated to the advancement of knowledge, teaching, learning, and service through the cultivation of communities of practice, education and research. Membership is by invitation to undergraduate and graduate students who have achieved academic excellence and meet the criteria for induction (join.sigmanursing.org). Marian University's chapter of Sigma Theta Tau International is known as Omega Chapter. <https://omega.sigmanursing.org>.

Nursing Our Faith

Nursing Our Faith is a Marian University club that is open to all nursing and pre-nursing majors. The focus includes a nursing-themed bible study, service at various organizations in the community, and supporting each other through the highs, lows, and challenges of nursing school. Nursing Our Faith is a chapter of Nurses Christian Fellowship.

National Student Nursing Association

Marian University Student Nurse Association (MUSNA) is an active organization for nursing and pre-nursing students and is affiliated with the state and national student nurse associations. This organization was founded in order to foster a sense of belonging, to facilitate communication, to recognize needs, promote excellence, and provide service to the nursing student. Membership provides students multiple opportunities for association with other student nurses on a local, state, and national level, and an introduction to organizations available post-graduation. Membership is open to all students with a declared nursing major. All meetings and activities are publicized on the campus calendar and student email. See academic advisor or nursing faculty member for more information.

Student Support Services

[Academic Advising](#)

Academic Advising- Marian University LSON is committed to providing quality advising service to students.

Academic Advising serves as a vital element to the education of students in LSON. Advisors and/or Success Coaches communicate information regarding degree requirements, courses, and resources that will aid in the student's success. Academic Advisors/Success Coaches also help students to navigate University policies/procedures and expose students to opportunities that may enhance their education and to help students attain their goals.

1. The foundation of the advising process begins with the relationship between advisor and student. The Academic Advisors/Success Coaches in the LSON use advising theory to guide their students to be successful in and outside of the classroom by allowing them to:
 - a. Be well informed about policies and procedures, curricular options, and academic program requirements.
 - b. Clearly define their educational objectives.
 - c. Plan their academic schedule for personal success and understanding of material.
 - d. Make full use of the facilities and resources available at Marian University.

[Writing Center](#)

The MU Writing Center offers a range of services including Spanish language writing tutorials, writing workshops, online tutorials, and graduate student tutorials.

Media Center (Formerly the Communication Center) The MU Communication Studio provides services related to presentations, podcasts and technological support for the creation of Videos.

[Personalized Learning Center](#)

Marian University, through policy and practice, is committed to providing equitable access to learning opportunities for all students. In the Catholic, Franciscan tradition, we celebrate the dignity of each individual to ensure all students, including those with disabilities, have equal access and opportunities during their time at Marian University.

The Personalized Learning Center staff, along with students and faculty, engage in an interactive process to ensure accommodations are set up in a reasonable and supportive manner. This may also include connecting students to other campus resources, such as peer tutoring, academic success coaching, and career exploration services.

[Peer Tutoring](#)

Marian University's peer tutoring program is a free resource and service offered through the Office of Academic Engagement. Our goal is to help you develop confidence and the skills necessary to be successful at the university level.

[Exchange](#)

The Exchange offers career counseling for MU and MUAC students.

[Office of International Programs](#)

The Office of International Programs is committed to preparing transformative global leaders for service in the 21st century. It provides students with the global awareness and competencies you need for personal and professional success.

[Safety and Security](#)

[Campus Shield App](#)

Marian University has partnered with the Campus Shield app to increase the safety of all members of the MU community, both on and off campus. Download the CampusShield app from the Play Store or App Store for free. Allow location services and connect to wi-fi for the best results. More information about the app can be found here: [Campus Shield App](#)

[Inclement Weather](#)

In rare occurrences, inclement weather or adverse campus conditions may necessitate the canceling of classes, simulation, lab, clinical experiences, and/or shutting down office operations. Students are responsible for checking with notification sites and/or email.

If students are concerned about commuting to class in extreme weather conditions, those students should use their best judgment and notify their professor if unable to attend class.

[Emergency Procedures](#)

Emergency procedures for specific situations, including university closing, can be found on webpage of each individual site.

[Parking during Clinical Experiences](#)

During the course of study at LSON, students will visit, train in, and/or reside at locations off campus ("offsite locations") to further their education. LSON has no control over the safety and security procedures at these offsite locations. Students are to be mindful of their own safety and security and to

familiarize themselves with the policies, practices and procedures regarding safety and security at these offsite locations

University Resources

Campus Ministry

Campus Ministry is an essential part of the mission of the total Church. It witnesses to the Gospel by teaching and preaching the Word of God, and by gathering together the community for worship and service. It promotes theological study and reflection on the religious nature of humankind. This ministry sustains the faith community on campus with pastoral care, liturgical worship, and other prayer opportunities, and calls the University community to serve the needs of its members and the wider community.

The director of campus ministry, the campus minister of music and liturgy, and a representative faculty-student ministry committee coordinate the campus ministry services. All students, regardless of religious affiliation, are invited to participate in campus ministry activities.

The Bishop Chartrand Memorial Chapel is the center for liturgical services on campus. Mass is offered daily, Sunday through Friday. At the opening of each school year, and on the regularly established holy days, special all-community liturgical celebrations are scheduled.

Academic Information

Declaration of Accelerated Program & Progression

During the pre-nursing stage, students may switch between online, campus based accelerated, and traditional nursing programs. They must use a “Change of Track” form, which can be obtained from their academic advisor. This form is then submitted to the Registrar’s Office.

Students will then apply to the program track of their choice. They may only apply for one program. Once admitted to the program and acceptance of placement occurs, students must remain in that track. Any questions can be directed to their academic advisor/academic success coach.

If an accelerated student is unsuccessful in a nursing course, earning a grade less than a C+ (77%) and/or withdraws from a nursing course, the student may transition to the traditional on campus program.

If a nursing student is unsuccessful in a nursing course, earning a grade less than a C+ (77%) and/or withdraws from a nursing course, they must meet with their Academic Advisor to discuss options.

Students must adhere to all pre-requisite requirements as stated in the course catalog and may not progress unless they meet these requirements.

Communication Protocol: Chain of Communication

Students are required to follow the chain of communication when attempting to resolve an issue. Students are encouraged to contact their advisor or success coach if there are questions about the process, where to begin, or concerns about approaching anyone included in this chain of communication.

1. Clinical Instructor
2. Didactic Faculty
3. Academic Advisor/Success Coach
4. BSN Director/Faculty Site Director

5. Associate Dean of Academics, or designee
6. Dean of the School of Nursing
7. Assistant Provost

Program Progression

Nursing classes

A minimum grade of C+ (77%) is required for all nursing courses. Nursing courses are labeled with the prefix NSG. If a student earns a grade below a C+ (77%) in a nursing course, that course must be repeated.

Repeating a Course

A student may repeat only one failed nursing course throughout the entire program. A repeat nursing major course is defined as taking the identical course a second time and earning a minimum grade of C+ (77%).

Prior to the beginning of each semester students will register for coursework through their MUHUB student portal. These courses may vary in length between 5 to 16 weeks. If a student is unsuccessful in a shorter length course, the student can opt to either withdraw from the semester-long course or continue it through completion. It is the responsibility of the student to refer to the schedule of classes and university calendar, which indicates the withdrawal periods for specific courses according to their length. If the student is within the withdrawal period, he/she may choose to withdraw. It is important that the student consult with his/her professors and academic advisor to better understand how the withdrawal may impact his/her future progression in the program.

Anytime a student makes a change to the published curriculum (excluding when a student must repeat one course due to course failure or withdrawal) the student must appeal to the APG committee. This includes taking a semester off.

In the case of a student earning a grade below C+ (77%) in a nursing elective, a second nursing elective may be substituted to meet the elective requirement. See Course Catalog for course sequencing.

Withdrawing from a nursing course

Students are permitted to withdraw from no more than two nursing courses throughout the program. Withdrawing from the university and/or all nursing courses in which the semester contains two (2) or more nursing courses will count as one (1) nursing withdrawal. Students cannot withdraw from more than 2 nursing courses, or they will be dismissed from the program.

Clinical classes

Students must earn both a satisfactory grade in the clinical component of a nursing course and C+ (77%) or higher in the didactic component to successfully complete the course. An unsatisfactory clinical evaluation in the clinical component results in a grade less than a C+ (77%). A student receiving an unsatisfactory grade in either the didactic or clinical portion of the class must repeat the entire course.

Students in the 200 and 300 level of the curriculum may be enrolled in no more than two clinical courses per 8-week session in a semester.

Students in the final semester of the curriculum may not be enrolled in NSG 441 and NSG 451 concurrently due to clinical hour requirements.

Academic Dismissals

Earning a grade lower than a C+ (77%) in any two nursing courses, including NSG 129 Nursing Concepts and Connections and nursing electives, results in automatic dismissal from the LSON. The student is ineligible for re-admission to the LSON for a period of five years.

The student may petition the Admission, Progression and Graduation (APG) Committee in writing for a re-admission decision if less than 5 years has elapsed. After five years, the student would submit a letter of appeal to the APG.

Re-admission

Students who have withdrawn from the university must submit a letter of appeal to the APG Committee for re-admission to the School of Nursing. Students must have a minimum 2.8 Marian University GPA to seek re-admission. Re-admission decisions will be based on the LSON Admission Decision Tree and available resources. Re-admitted students will be bound by the current LSON Student Handbook policies and Marian University Course Catalog at the time of readmission. If more than one semester has elapsed since completion of the last nursing course, students may need to reapply to Marian University and a re-entry plan will be developed by the APG Committee.

General Education Classes

The Indiana State Board of Nursing requires nursing students to achieve a grade of “C” or higher in general education courses required for degree completion.

Appeal Process – Course Grade

If, at the end of a term, a student has cause to question the computation or “fairness” of a final grade, an appeal process is available to review the case. That process is articulated in the [catalog](#).

Appeal Process – Academic Status

1. When a student is notified of dismissal from the nursing program due to unsatisfactory academic standing, the student may appeal the dismissal.
2. If a student plans to appeal through the APG Committee - the student must communicate with an academic advisor or academic success coach to receive the most up-to-date information about how to appeal to the committee.
3. If the student’s appeal is granted, the student will follow the student success plan outlined by the APG Committee.
4. If a student’s appeal is denied by the APG Committee, the student may choose to continue their appeal by submitting a letter of appeal to the Dean of LSON.
5. If the student’s appeal to the Dean of LSON is denied, the student may choose to continue their appeal by submitting a letter of appeal to the Dean of Academic Affairs/Assistant Provost.

Changes in Enrollment

Course Drop or Course Withdrawal

A student may withdraw from classes by clicking “drop” under the relevant course in their course schedule in MUHUB. Students should always talk with their academic advisor/success coach prior to dropping/withdrawing from a course to review the impact of this decision. A schedule for withdrawal from the University and reduction of charges can be found on the [Office of the Registrar’s webpage](#).

Student-Requested Withdrawal from LSON

Students should contact their advisor/coach to ensure that all procedures are followed.

Formal Concern/Complaint Procedure

Any student may present a complaint (school issue or concern not related to course grade or progression appeal or Title IX issue) when the issue cannot be resolved. Documentation of date, time, and results of meetings, as well as signatures of student and faculty are required at each step of the procedure. The student must follow the Communication Protocol when presenting a complaint or the complaint will be invalid. If there are questions about the Communication Protocol, students are encouraged to contact their advisor or success coach.

If the complaint cannot be resolved within the LSON, the complaint becomes a formal complaint and the Formal Complaint Form (see appendix) must be filled out in writing and the student must present it to the Dean of Academic Affairs within one week of the decision of the Dean of LSON.

Tennessee Students: If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830. Telephone: 615.742.5293.

Oklahoma Students: If a complaint is not settled at the institutional level, the student may contact the Oklahoma State Regents for Higher Education, Oklahoma City, OK 73104. Telephone: 405.225.9100

Course-Specific Progression Policies

Math Assessment

If a student places below MAT 095 when admitted to the University, the student is required to complete MAT 090 prior to NSG 251. This requirement does not apply to second-degree students.

Dosage Competency Exams Policy

The faculty at Marian University Leighton School of Nursing (LSON) continues to focus on patient safety and strives to foster health care environments that are free of medication administration error. As a result, LSON has established this dosage calculation/math competency policy. Pre- licensure students are required to successfully pass established competency exams administered in NSG 331 (at the 300 level) and NSG 431 (at the 400 level). Each competency exam must be passed with a score of 90% or higher. Failure to attain a minimum score of 90% may result in course failure.

Dosage Competency Exam Operationalization

Students in NSG 331 and NSG 431 will take an initial calculation/math exam during the first week of class. Any student that is unsuccessful will meet with the faculty and review the first exam and develop a written self-study plan to be successful. The student will take a second exam before the end of the second week of the course. Supervised medication administration with the clinical faculty in all clinical classes will not be interrupted. If a student fails to meet the 90% on the second exam, the faculty and the student will develop a written conference report indicating that if the student is unable to meet the standard the student will fail the course clinically. The conference report will include timing for additional faculty instruction, regular meetings with a student tutor and a requirement to attend a "dealing with test anxiety session" with The Counseling Center. Prior to the end of the course the faculty and student will determine a final testing date and time. The student is required to meet the 90% passing score to be successful in the clinical course.

Maintaining Dosage Competency

Students are expected to maintain medication calculation and administration in the clinical setting and on exams. All clinical classes will include medication calculation and administration questions on each exam. Faculty will monitor and assist students with remediation of missed medication exam questions. Students will also be required to show medication calculation of all medications for their assigned patients (even when not administering) and administer medications safely on the clinical unit with the

clinical instructor. Any discrepancies or errors will be included in the student clinical evaluation and may result in clinical failure.

Transfer Credits from Other Institutions

Applicants/students wishing to transfer in credits from other institutions must earn the last 30 credits at Marian University. Decisions on transfer of credits are made in cooperation with the Registrar and faculty of the appropriate department. Nursing courses generally do not transfer and requests for such transfer must be submitted in writing, along with the course syllabus, to the APG Committee prior to being admitted to the clinical nursing program.

Bachelor of Science in Nursing applicants/students may submit their written transfer requests and course syllabus to the APG Committee.

Science credits or transfer equivalents (chemistry, anatomy, physiology, and microbiology) may be no older than seven (7) years at the time of the admission to the University.

Courses taken at other institutions will not be accepted as transfer credits for LSON electives.

Rounding Policy

Rounding rules for dosages are specific to each course as the rules are different for infants, children, adults and ICU patients. Each course will have rules written in the syllabus and on every test that has math questions on it. NCLEX will also provide specific rules when given math questions. Please see your didactic teacher for specific questions.

Late Assignment Policy

1. Assignments are due as posted by course faculty. Assignments that are submitted after the posted time are considered late.
2. 10% of the available point total will be deducted per day for late assignments.
3. Assignments that are submitted 72 hours after the posted due date/time will not be accepted and a grade of zero (0) will be recorded.
4. Additional consequences for any late assignment may be found in the course syllabi.

Missed Examination Policy

All campuses:

1. A student who must be absent during a scheduled examination must notify the faculty/proctor at least one hour prior to the start of the exam.
2. Failure to notify the faculty/proctor of absence for an examination results in a grade of zero for that exam unless appropriate documentation is provided.
3. Failure to take the makeup exam at the designated time may result in a zero for that exam.
4. Written evidence must be provided within 48 hours of the absence.
5. Excused absence criteria for missing an exam include: death of an immediate family member, same-day documented illness, sanctioned university events, or other extenuating circumstances determined excused by the didactic faculty. Evidence must be provided within 48 hours of absence.

On-Campus Programs:

1. Any exam retakes must be completed within one week (7 days) of the original exam (unless medically documented reason).
2. The exam retake is the responsibility of the student and will be determined between the didactic faculty and the student.

3. If the student fails to follow up and arrange the retake, or fails to take the test at the designated time, then a grade of zero will be assigned for the exam.

Online Accelerated BSN (ABSN) Programs

Online Accelerated BSN (ABSN) Programs:

1. Students will take make-up exams on designated days during each session/ semester. If an exam makeup date falls on the student's clinical day, the makeup exam will be scheduled at the next designated makeup date. Approvals from didactic faculty must be emailed to the proctor as soon as possible in advance of the exam date/time.

2. Process

- a. Student must obtain permission from didactic faculty to allow scheduling of any make up exam
- b. Didactic faculty forwards approval to test proctor with student's name for specific make up exam
- c. Proctor keeps list of approved students and exams for each make up session
- d. Day prior to make-up exams: proctor forwards a list of approved students and exams to the Director of Nursing Services.

Exam Review

1. Students are encouraged to meet with faculty to discuss missed concepts on an exam, but students will not be shown their exam.
2. Final Exams- No final exams will be reviewed.
3. Post exam test review will be time limited and at the discretion of the didactic faculty.
4. No taking notes or recording on any device is permitted.
5. No challenging of test questions will be entertained.
6. If any of the above occur, the faculty can deem the review terminated.
7. Refer to Appendix- Integrity Statement

LSON Grading System

Final course grades will be rounded to the nearest whole number.

Please see the current Marian University Catalog for further explanation of satisfactory/unsatisfactory, incomplete work, auditing, appeal and withdrawal. Each course syllabus at Marian University will indicate how the university grading system will be applied to that course.

Grade	Percentage
A	Above 93
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	Below 60
S	Satisfactory

U	Unsatisfactory
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Kaplan Testing Program Policy

The Marian University LSON uses Kaplan Integrated tests as a resource for students to become familiar with NCLEX style testing. According to Kaplan, the tests are designed to challenge basic nursing students and provide feedback regarding students' ability to recall information, understand concepts, set priorities, and make nursing judgments. This means Kaplan is evaluating testing ability, not necessarily specific content. However, it can inform faculty about a student's knowledge and learning deficits in specific content areas.

1. Students will be oriented to the Kaplan Program.
2. Kaplan Integrated Tests will be administered across the curriculum.
3. Students will complete Test Reflections (see appendix).
4. Students who are unsuccessful in a clinical course will have to retake the relevant Kaplan Integrated Test for that level/in that semester when repeating the course.
5. **200 Level Nursing Courses:** Integrated Kaplan tests will be given in the 200 level courses. NSG 201 will take the lead in teaching the students how to use Kaplan and take the integrated tests and do the remediation required. In NSG 201, points for remediation will be attached to the clinical portion of the course. NSG 211, 221, 241 & 251 will give the integrated test that is assigned to that course and will award points for remediation. Remediation will be awarded points based on the provided rubric. The points will be awarded in the 10% portion of the course. Because remediation is so important for success in nursing 2-4% of that 10% will be given for successful remediation.
6. **300 Level Nursing Courses:** Integrated Kaplan tests will be given in the 300 level courses. The points will be awarded for score on the test. The points will be awarded in the 10% portion of the course. The scoring will be as follows: 5 % for scores in the 70-100 percentile range, 4.5% for hitting the 60th percentile, 4% for hitting the benchmark, 3.5% for hitting the 40th percentile and 3% for hitting the 30th percentile. If the score is below the 30th percentile, the student will receive 2%.
7. **400 Level Nursing Courses:** Integrated Kaplan tests will be given in the 400 level courses. The points will count as a test score along with the other course exams. The students will be given 100% for scores in the 70-100 percentile range, 90% for scores in the 60th percentile, 85% for meeting the benchmark (50% percentile), 75% for scores in the 40% percentile or below.
8. The stated integrated tests are the required tests for each course. Instructors may assign, and are encouraged to assign, other Kaplan tests and assignments according to each course that will best prepare the students for success.
9. **Kaplan Secure Predictor:** The Secure Predictor will be given during the final weeks of the NSG 493 course to determine the probability of passing the NCLEX. The grade posted in the class will be the prediction rate posted on the Predictor. The predictor score will be 15% of NSG 493 course. NSG 493 will also administer the Diagnostic exam, as well as Test Trainers, to prepare the students to pass the predictor. NSG 493 will also be given a predetermined exam as well as other exams to prepare the students to pass the predictor.
10. Students are required to take the Kaplan NCLEX-RN Review Course scheduled after graduation.
11. Provided students are cleared by the Business Office, state licensure application documents will be sent. If there is any business hold on an account, documents cannot be sent until the hold is Cleared.

Student Participation in Nursing Program Evaluation

The LSON Faculty values the input and constructive evaluative feedback from students in the nursing programs. During the course of the program, students are involved in a variety of ways through

evaluation of clinical agencies, faculty effectiveness, course organization, and curriculum. This data is used for continued program improvement and course refinement. Students will be contacted to provide evaluative feedback within one year post graduation. Student participation in program evaluation includes:

1. Student Participation in Faculty Council meetings – Students may attend nursing faculty meetings to provide input for agenda items. The Dean of the LSON reserves the right to limit the number of students based on space and time constraints. Students may not be present if confidential issues are under discussion. The following guidelines are utilized to encourage student participation:
 - a. The faculty meeting agenda will be available in advance of the meeting upon request to the Chairperson of the Faculty Council. Students may request an item be placed on the agenda if the request is made in writing to the Chairperson of the Faculty Council no later than four days prior to the meeting.
 - i. For campus students, the communication avenue will be placed in the monthly newsletter.
 - ii. For online students, the communication avenue will be the site-specific Communication Course.
 - b. Students may provide brief written input related to the agenda item if unable to attend the meeting. This written input must be submitted to the Chairperson of the Faculty Council no later than four (4) days prior to the meeting date.
2. Students complete anonymous written course and faculty evaluations at the end of each course and clinical rotation, the Graduate Exit Survey, and an alumni survey at one-year post graduation. This evaluation feedback is reviewed by faculty and the Dean and is incorporated into course and program improvement.
3. Students may file a written grievance with recommendations for improvement by completing the Student Complaint Form (see Appendix).

Disease Risk/Exposure and Injury

1. The students will view information listed at it.marian.edu/nursing at the time of Blood Borne Pathogen (BBP)/Tuberculosis (TB) instruction. BBP/TB instruction must be completed annually prior to clinical experience. Students will not be permitted in the clinical areas until these health requirements are completed.
2. In the course of fulfilling clinical requirements a student might encounter infectious diseases (i.e., BBP, TB) and other injuries e.g., needle stick. Standard precautions and proper hand washing should be used at all times to decrease the risk of infectious disease exposure. If a BBP exposure occurs, the student should observe the same procedure followed by the clinical agency. An exposure incident refers to a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials. The student will report the incident to the clinical faculty. The Student/Visitor/Injury/Exposure Report needs to be completed (see Appendix).
3. In the event of an injury, it is the student's responsibility to cover costs associated with care and treatment not included in their insurance policy. The student must notify the clinical instructor and didactic faculty of the incident and provide documentation of the incident.

Sharps Policy

The use of sharps, and intravenous access needles, is an essential clinical skill for nursing. The purpose of this policy is to promote safe practice of these devices during student nurse training.

1. The student will adhere to the following safety protocols during supervised practice in the Skill Lab setting.

- a. Sharps will only be recapped when utilizing the correct technique and specifically designated per course instruction.
 - b. Unsafe sharp usage during practice or disposal will be documented and may result in disciplinary action.
 - c. All sharps will be disposed of in a designated sharps disposal container.
 - d. Sharps will not be removed from any skills lab/simulation lab.
2. The Leighton School of Nursing (LSON) will provide syringes with needles, syringe needles and intravenous access needles for supervised student practice in the Skill Lab setting.
 3. All sharps will be locked in a secured area and provided during clinical skills lab and supervised practice.
 4. Each site will have designated faculty and staff available for practice assistance as needed and prearranged.
 5. All needle stick injuries will be reported utilizing Leighton School of Nursing's 'Student or Visitor Injury/Exposure Report' (Located in LSON Student Handbook).
 6. The syringes, needles, and syringes with needles attached that are used in the Skill Lab setting are not sterile equipment and, therefore, are not to be used on humans or animals

Student Conduct

LSON Code of Ethics and Conduct

LSON is committed to excellence in nursing education, research, and service. This Code of Professional Ethics is to be adhered to by faculty, staff, students and administration as they strive to excel in each of these areas while focusing on the fundamental principles of equity, accountability, and professional responsibility. This Code does not address every possible situation. Instead, it establishes a set of general principles and guidelines to which all members of our community shall adhere while at LSON.

This Code does not supersede other Marian University (MU) or LSON policies, regulations, agreements or guidelines. All faculty, staff, administrators and students shall adhere to MU and LSON policies, procedures, agreements and guidelines. Violations of any of the aforementioned regulations, or this Code, are subject to disciplinary action, up to and including termination or dismissal.

Professional Interaction

1. The relationship between students and LSON faculty, staff, students and administrators shall be carried out in an environment that focuses on education, professionalism, and ethical conduct.
2. Students will receive guidance, leadership, and instruction from faculty, staff, and administration. Behavior that interferes with professional development, including harassment, discrimination and violence, will never be tolerated. LSON faculty, staff and administrators can expect students to be accountable for their learning experience and to make an appropriate effort to acquire the skills and knowledge necessary to become effective physicians.
3. Likewise, interactions between faculty, staff and administrators shall model professional behavior.
4. Additional rights and responsibilities of faculty, staff, administrators and students can be found within the faculty handbook, policy on professionalism, code of student rights and responsibilities, and MU policies, regulations and ordinances regarding academic honesty and integrity.

Harassment and Discrimination

1. LSON is committed to maintaining an environment of respect and inclusivity and adhering to all MU policies relating to harassment, equal employment and non-discrimination.
2. Harassment and discrimination, in any form, whether based upon an individual's race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion is strictly prohibited.

Legal Obedience

1. All LSON faculty, staff, administrators and students shall act lawfully, and in compliance with all applicable state and federal laws and with all MU and LSON policies, agreements, and guidelines.
2. This includes interaction with third parties and commercial entities.

Confidentiality

1. LSON faculty, staff, and administrators with access to confidential information shall maintain the confidentiality and privacy of that information in order to protect all involved parties. This includes the patient's right to privacy (as articulated by federal law, HIPAA) as well as the rights defined in the Patient's Bill of Rights. The patient's medical record and behavior reflect privileged information, which must not be discussed outside of legal and ethical usage. Students will adhere to clinical site policies related to acquisition and use of patient data.
2. Also, faculty, staff and administrators shall maintain the confidentiality of oral communications and shall respect the privacy and rights of students and disclose protected information only when authorized (student rights under the family educational rights and privacy act), for a legitimate business purpose, or as required by law.

Workplace Conduct

1. It is the responsibility of all LSON faculty, staff, administrators and students to create and maintain a workplace that is built upon honesty, professionalism, and ethical standards.
2. If a suspicion arises regarding a violation of any of these areas, or any other misconduct, a report should be made through the appropriate University or college channels, as outlined in applicable University policies or specific department guidelines.

Research and Scholarly Activity

While conducting research, within the United States or abroad, LSON faculty, staff, administrators and students shall adhere to all relevant laws, regulations, and standards, including those adopted by MU (research integrity mission statement and guidelines for integrity in research and creative activities), and shall do so while maintaining high ethical standards and intellectual honesty.

Use of Facilities and Equipment

LSON faculty, staff, administrators and students shall use all University equipment and facilities efficiently, economically, and for authorized University purposes only, unless expressed permission has been granted for personal use in accordance with University policy.

Conflict of Interest

1. A conflict of interest includes any situation, whether actual or perceived, where there is a reasonable expectation of direct or indirect benefit or loss (either financial or non-financial) for an individual with a personal interest that could be influenced in favor of that interest, in the performance of their duties.
2. LSON faculty, staff, and administrators shall take appropriate steps to avoid or resolve any situation or relationship which may compromise the performance of their responsibilities.
3. Examples of potential conflicts of interest include but are not limited to: professional and personal relationships, gifts or benefits, and research conduct.
4. University conflict of interest policies may be found at conflict of interest.

Professional Development

1. LSON seeks to enhance the students' academic experience and to promote innovation in healthcare education.
2. All LSON faculty, staff, and administrators shall continually maintain and develop knowledge and understanding of their field or area of expertise.

3. Active efforts should be made to seek out ways to improve individual and student performance.
4. Also, LSON faculty, staff and administrators should continually maintain and develop and understanding of overall MU organization and processes.

ANA Code of Ethics

LSON has adopted the ANA Code of ethics, and all faculty, staff, students and administrators of LSON shall adhere to the guidelines outlined therein. [ANA Code of Ethics](#)

Code of Student Rights and Responsibilities

LSON is committed to promoting a professional, respectful, and nondiscriminatory academic environment. In addition to LSON policies, students are required to abide by the University's established policies and procedures, including all aspects of the [Code of Students Rights and Responsibilities](#).

Counseling Resources

Counseling resources are provided for those individuals for whom a possible drug problem exists through counseling offered to all students at Marian University. If a student requires treatment beyond those resources, the student is responsible for any related expenses.

Conduct That May Result in Immediate Dismissal from the Nursing Program and/or a Failing Grade (F) for the Course:

1. Proven theft results in an automatic dismissal from the program, and the student receives an (F) for the course(s). The Dean of Academic Affairs and Vice President of Student Affairs, Dean of Students are notified.
2. Conviction of a felony results in automatic dismissal from the program, and the student receives an (F) for the course(s). The Assistant Provost for Accreditation and Administration, and the Dean of Students are notified.
3. A RN-BSN student who has their nursing license suspended or revoked is subject to immediate dismissal from the LSON and they receive an (F) for the course(s). The Dean of Academic Affairs and Vice President of Student Affairs, Dean of Students are notified.
4. Performance of unsafe and/or negligent nursing care may result in dismissal from the program, and the student receives an (F) for the course(s). The Assistant Provost for Accreditation and Administration and Dean of Students are notified.
5. Violation of the Code of Academic Integrity. (See Marian University [Code of Student Rights and Responsibilities](#)).
6. Failure to notify the Dean of the LSON of a change in criminal status after submission of initial background check.

Clinical Conduct

A faculty member may dismiss the student from clinical for the day if the student displays unprofessional conduct and/or unsafe acts deemed as such by the faculty. Any such occurrence is recorded anecdotally and placed in the student record. Dismissal from clinical for unprofessional conduct and/or unsafe acts may result in unsatisfactory for the day, failure (F) for the course, or dismissal from the program. Examples of unprofessional conduct include, but are not limited to:

1. Failure to demonstrate adequate preparation for patient care or for medication administration.
2. Failure to comply with the Dress Code.
3. Failure to apply nursing principles/skills resulting in actual or potential harm to patient(s).
4. Any acts of gross negligence on the part of the student.

5. Violation of HIPAA/confidentiality policies.
6. Behavior suggestive of being under the influence of intoxicants (Drugs, alcohol, medications, etc.)
7. Behaviors that put others at risk, such as performing invasive procedures on other students or staff.
8. Behaviors that include vulgar or profane language, suggestive or obscene gestures or any incivility to faculty, other students, staff, patients, or visitors.

Clinical Availability and Expectation

Campus-based students are expected to be available the entire semester for clinical activities on all clinical days scheduled for the clinical course in which they are currently enrolled.

Clinical Attendance Policy

In the event of a clinical absence, the student must notify the clinical instructor, in writing, at least one hour prior to the clinical experience arrival time. Failure to notify the clinical instructor prior to the clinical experience is considered a “no call-no show” and may result in a clinical failure for the course.

Emergent situations or extenuating circumstances will be reviewed by the didactic faculty on a case- by- case basis. The student must notify their didactic faculty as soon as practical, but no more than 12 hours after the start of the missed clinical experience. The student must provide documentation for the absence to be reviewed by the didactic faculty. Even if documentation is provided, the absence may still be considered a “no call-no show” and may result in a clinical failure for the course. The student may also be asked to provide documentation regarding their ability to return to clinical experience.

In the event of an absence, if a student is ill and needs to provide documentation to the faculty, this is appropriate, however, if the illness warrants consideration in regards to any disability, the student needs to submit this to the PLC.

Only one absence can be made up. A second absence during a clinical course may result in a clinical failure for the course and loss of progression in the nursing program. Emergent or extenuating circumstances will be reviewed on a case- by- case basis.

Punctual attendance at all clinical experiences is mandatory. Any student arriving to a clinical experience more than five (5) minutes late will be considered tardy. If a student arrives to a clinical experience more than 20 minutes late, they may be dismissed for the clinical experience and counted as absent. If a tardy is incurred, the student must meet with the clinical instructor for counseling on professional conduct. A student faculty conference report will be filed in the student’s permanent file. Any student that incurs a second (2nd) tardy during a clinical course may be dismissed from the clinical experience and counted as absent.

A clinical day missed due to administrative closure and/or inclement weather is made up at the discretion of the didactic faculty and/or the Dean.

Classroom Conduct/Attendance

Student attendance at and participation in scheduled courses is mandatory and can be used in faculty's assessment of student performance. The LSON supports and understands the right of the faculty to expect student attendance and participation in many curricular components and the need to impose consequences if those expectations are not met. This includes consequences for tardiness, use of prohibited electronic devices, lack of preparedness/participation, inclusion of pet or child if not part of an educational experience, or if a reasonable accommodation is in place.

In the spirit of professional behavior and the mastery of defined educational objectives, students are required to attend all mandatory class sessions (e.g., lectures, laboratories, etc.), take all examinations, and participate in any College – administered activity or assessment during their originally scheduled times. If this is

not possible, the student must contact their course coordinator

The course coordinator may give the student a "zero" or impose other penalties as stated in the syllabus, for any missed educational or classroom (online, virtual or in-person) events, which may result in a failing grade for the course(s). Alternatively, with respect to University-administered activities and assessments, action may be taken in accordance with the professional conduct policy, code of student rights and responsibilities, or other applicable policy.

Absence from an educational event does not relieve the student from responsibilities for missed mandatory class sessions and examinations, or */guarantee/* that the missed event can be replicated. It is the responsibility of the student to refer to course syllabi to understand daily requirements and responsibilities, and the consequences of not completing these requirements.

In emergent situations, students must notify the course coordinator, or designee, about any absence as soon as practical, but no more than 24 hours after a missed mandatory event, so that accommodations may be made. Please note that documentation (a doctor's note) for medical excuses may be required, and even if documentation is provided, a student may still fail a course or learning experience.

Examination Policy

All campuses:

1. All personal belongings (backpacks, book bags, coats/jackets/sweaters, cell phones, personal watches, etc.) must be stored in a designated area away from the testing area without exception. The faculty/proctor will instruct students where to place personal belongings during the exam.
2. Cell phones and other electronic devices must be silenced and on airplane mode, or turned off completely, and placed with personal property.
3. Cell phone calculators are not permitted. Students are expected to bring a simple four-function calculator. Students may not share calculators.
4. All scratch paper will be provided by the faculty/proctor and will be turned in at the end of the exam.
5. Student computer stations/testing areas must be clear of all materials except writing instruments, scratch paper and approved calculators.
6. No questions regarding exam content will be allowed/answered during the exam.
7. Hats, shirts/sweatshirts with kangaroo pockets, smart watches, and sunglasses are not permitted during an exam.
8. No eating or drinking is permitted during an exam.
9. Students will not be allowed to leave the room during an exam unless documentation is on file from a healthcare provider in the Personalized Learning Center.
 - a. The student will be accompanied to the restroom facility.
 - b. If a student leaves the room without the required documentation, the exam must be submitted and is considered completed.
10. In the event of electronic testing failure, a paper exam will be the official record. Alternative testing or rescheduling of the exam may occur at the discretion of the didactic faculty.
11. Faculty/proctors have the right to inspect the student's test area/workspace at any time during the exam.
12. Examination time limits will be announced. Students should allow adequate time for completion of the exam.

13. The student will adhere to the policies delineated in the Marian University [Code of Student Rights and Responsibilities](#) related to academic integrity.
14. There will be no talking among students during the exam
15. When finished testing, students should remove all personal belongings quietly before exiting the testing area.
16. Upon submission, the computer document, the electronic scoring sheet, or the paper document is the official record of the exam.

Online Accelerated BSN (ABSN) Programs

1. Exam dates and times are announced via the student communication course: modules: calendar.
2. Students should arrive 10-15 minutes prior to the scheduled testing time and sign in before each exam with a photo ID.

Additional Rules for Computer administered Exams

1. Students may only use approved computers to take a proctored exam
2. During exam administration, students may not open any additional screens and are strictly prohibited from using lab computers for any purpose other than the completion and submission of an exam.
3. Use of internet search is strictly prohibited during the exam.
4. Students may not open email during the exam or immediately following exam submission
5. Students may not cut and paste or retype exam questions into an email, word document or any other format during and immediately following submission of an exam.
6. Students will not loiter in front of the classroom/computer lab after completing the exam.
7. Students will not discuss tests with other students waiting to take the test.
8. Any student arriving AFTER 5 minutes from the exam start time will NOT be admitted into the testing location. The testing room door will be closed with no admittance.
9. If a student arrives after the 5-minute allotment of time they must immediately contact their didactic to reschedule. (Time of contact to didactic will be recorded as evidence). Time of contact to didactic will be the time removed from total testing time. (If proctored exam, this time needs to be communicated to proctor prior to reschedule).
 *Exam will be rescheduled as soon as possible, ideally the same day; at the discretion of the didactic faculty.
 Ex. Student contacts didactic at 10:10. Exam started at 10:00. Student will have 10 less minutes to complete the exam, upon reschedule.
10. The first late occurrence will result in a meeting with didactic and a conference report will be completed. In addition, the time of late arrival will be deducted from total testing time.
11. The second late occurrence will result in a meeting with didactic and a conference report will be completed. There will be a 10% deduction from student's test score. In addition, the time of late arrival will be deducted from total testing time.
12. The third late occurrence will result in a meeting with didactic and a conference report will be completed. There will be a 20% deduction from student's test score. In addition, the time of late arrival will be deducted from total testing time.
13. Student will provide documentation for late arrival. This documentation will be provided on the day of occurrence.
14. If a faculty/proctor observes a violation of the exam rules as listed above, the exam will be turned off, the student will be requested to leave the exam room. The proctor will notify the didactic faculty of the incident.

Rules for Computer Administered Exams for Online Accelerated (ABSN) Programs

1. Exam dates and times are announced via the student communication course: modules: calendar.
2. Students are expected to arrive at the testing location 10-15 minutes prior to the scheduled testing time and sign in before each exam with a photo ID. Students will not be permitted to take any exam without a photo ID.

Proctor Policy

This policy is to be followed by all LSON/ABSN faculty and staff that are proctoring nursing students at all LSON nursing sites. Students that are in the PLC will be proctored according to PLC policy.

1. There will be a minimum of 2 proctors in the room during a test. If there are less than 10 students testing, 1 proctor is acceptable.
2. One proctor will be stationed at the front of the room, the other proctor will be a roamer. If there is only 1 proctor, that person must roam around the room.
3. If a student has to leave the testing area during the exam, one of the proctors will accompany that student out of the room. The proctor will stay with the student (within reason) until the student comes back to the testing area.
4. The proctor will take all provided scrap paper from the student before the student leaves the testing room.
5. The proctor will make sure that the student computer (if using an ABS-site issued computer) is “power cycled” per policy when the student has completed the test. This will ensure test security between exams.
6. The student will adhere to the policies delineated in the Marian University [Code of Student Rights and Responsibilities](#) related to academic integrity.
7. If a faculty/proctor observes a violation of the exam rules as listed in the LSON Student Handbook, the exam will be turned off, and the student will be requested to leave the exam room. The proctor will notify the didactic faculty of the incident. (LSON Student Handbook)
8. Cheating is considered misrepresentation as stated in the [Code of Student Rights and Responsibilities](#).
9. The testing proctors are to follow all the student exam policies regarding sign-in, late entry etc.
10. In the RARE event that only one proctor is available, the test will be given as scheduled with one proctor.

Dress Code

1. Students are expected to follow the LSON dress code.
2. Uniforms must be purchased from Marian University Bookstore.
3. Scrub Uniform:
 - a. Students are to wear official Marian University navy scrub uniforms with an optional short white scrub jacket.
 - b. The uniform is to be clean, wrinkle-free and in good repair.
 - c. Only solid navy-blue crew or turtleneck shirt may be worn under the uniform scrub top.
 - d. Vinyl or leather black closed toe/heel shoes with black socks must be worn. Cloth or canvas shoes are not allowed.
 - e. Marian University picture student identification is the official name tag and is to be worn at clinical sites.
 - f. If changes are required for religious or cultural reasons, please consult the course faculty.
 - g. Optional: A LSON fleece jacket may be worn while in the lab setting (available for purchase in the bookstore).

4. Equipment: Students are responsible for the purchase of necessary personal supplies/equipment.
5. Hair
 - a. Hair must be clean, neatly combed, and not interfere with one's vision or nursing care delivery.
 - b. Long hair must be fastened and pulled away from the collar and should not require extra handling during the day. Only black or navy (1 inch or less in width) headbands may be worn.
 - c. Established beards must be neatly groomed.
 - d. False eyelashes are not permitted.
6. Bodily Adornments
 - a. Body piercing jewelry is not permitted with the exception of one small pair of post-type earrings in the ear lobes.
 - b. No dangling earrings or hoops are allowed.
 - c. Wedding bands are permitted.
 - d. Watches must have a second hand and cannot be a smart watch.
 - e. No other jewelry of any kind is to be worn.
7. Nails
 - a. No nail polish may be worn.
 - b. Nails must be kept short, clean, and filed.
 - c. Artificial nails are prohibited.
8. Make-up: Make-up should be natural-looking and not severe or so dramatic as to be distracting.
9. Personal Grooming
 - a. It is expected that students will present themselves professionally by exhibiting cleanliness and control of body odors including smoke odors.
 - b. No fragrances may be worn.
10. Smoking Policy: There will be no smoking or vaping during clinical time or at any other time that students are wearing the Marian University uniform.
11. Gum chewing, eating and drinking is prohibited while in work areas of clinical facilities, the Simulation Center, and the skill labs.

Noncompliance of the dress code may result in dismissal from clinical which may be counted as a missed clinical day.

Clinical Placement Assignment

Multiple placements are assigned and subject to change based on the availability of clinical sites and clinical instructors.

Professional Conduct Policy

Investigations related to Title IX or nondiscrimination, or violations of the law, take precedence over this policy, and any action warranted by this policy will be delayed until any aforementioned investigations are resolved. Upon their resolution, the process articulated within this policy may begin in consultation with the University's general counsel.

To ensure the learning environment is conducive to safe and effective learning environment, behaviors in students, faculty and staff and is one in which all individuals are treated with respect. Including exposure to aspects of patient safety, cultural competence, and interprofessional collaborative practice.

Students in the Leighton School of Nursing are expected to meet standards of behavior that fall under the definition of “professionalism.” In the nursing profession, this relates to qualities such as trust, respect, integrity, and competence to patients and the general public.

If the identified breach of professionalism relates to potential violations of Title IX or the nondiscrimination policy (including discrimination, sexual misconduct or sexual harassment) it will be referred appropriately and adjudicated in accordance with other University policies. If the report involves a violation of state, federal or local law, it will be reported to the Marian University Police Department.

If the identified breach relates to conduct covered by the Code of Student Rights and Responsibilities (including any alleged incidents of academic dishonesty) it will be referred to the Dean of Students for review and adjudication.

Terms and Definitions

Professionalism and Ethics Committee (PEC)

The PEC is a standing faculty committee. The PEC is responsible for the implementation of the Professional Conduct Policy, determining if there was a violation of this policy, and imposing sanctions if a violation occurred.

Professionalism

Character and attitudinal aspects that demonstrate compassion, integrity, responsiveness to patients’ needs, respect for patients’ privacy, accountability and sensitivity to a diverse patient population. LSON utilizes internal and external standards to elaborate on this definition of professionalism.

Reasonable Professional Standard

LSON holds students to a “reasonable professional” standard. If any action, or inaction, would be viewed by a “reasonable professional” as not displaying the good judgment, appropriate behavior, and other ethical qualities expected from a nursing student, it will be considered a breach of professionalism.

Coaching

Informal meetings with students that can include ex-officio members of the PEC, the Assistant/Associate Dean of Strategic and Innovative Partnerships and Collaborations, the Assistant/Associate Dean of Academic Affairs, and/or relevant course faculty. Engagement in multiple coaching sessions may result in a formal complaint referred to the PEC.

Report

The PEC will determine what information must be reported to external bodies and that determination will be conveyed via a formal response from the Committee.

Reporting:

Any member of the MU community who has reason to believe that a student has violated this policy can report suspected violations by submitted [here](#)

Steps in this process:

1. Staff or faculty can have an individual conversation as coaching, or, choose to document via the coaching form (see appendix).
2. If staff or faculty have had repeated conversations or utilized the form without measurable change, the faculty or staff can complete the aforementioned link.

3. If something is deemed 'egregious' in violation of professional standards, a staff or faculty can reach out to professionalism and ethics committee (PEC).
4. The same steps are reserved for students in terms of completing the aforementioned link.

The Academic Director of BSN Programs, or designee, will assess the facts and relevant information relating to the allegation and will meet with the accused student or students.

The Academic Director of BSN Programs, or designee, in consultation with the PEC chair or committee, will determine whether the allegations should be:

- i. Dismissed and closed without findings.
- ii. Referred to PEC for coaching and mentoring.
- iii. Referred for review and resolution by the PEC.
- iv. Referred to the University's Dean of Students for resolution in accordance with the Code of Student Rights and Responsibilities.
- v. Referred to the Title IX Coordinator for investigation and resolution.
- vi. Referred to the MU Police Department for investigation and resolution.
- vii. Referred to non-Title IX discrimination reporting processes for investigation and resolution.

PEC Hearing:

If review and resolution by PEC is warranted, the accused student will be notified in writing at least 7 business days in advance of the hearing. This notice will include, the:

- i. Allegations with sufficient specificity to prepare a response
- ii. Time and place of the hearing

The student may be accompanied to the hearing by an advocate. This advocate can be any member of the MU community, including faculty and/or staff **out**. An advocate cannot be a party's personal attorney.

A student must provide documentary evidence and the name of his or her advocate, if applicable, at least 3 business days before the scheduled hearing date.

The PEC members are the sole arbiters of the evidence and information provided and will determine the validity of the allegations and any resulting sanctions.

Sanctions:

One or more of the following sanctions may be imposed upon any student for any single violation of this policy.

- i. Warning: A written notice will be sent to the student who violated this policy. It will specify what inappropriate and unacceptable actions occurred and that more severe conduct will result should other violations occur while the student is enrolled at the University.
- ii. Community/University Service Requirements: Completion of supervised University/community service for the number of hours specified.
- iii. Behavioral Requirement: This includes required activities such as, but not limited to, seeking academic or personal counseling or substance abuse screening, at cost to the student; writing a letter of apology, etc.

- iv. Educational Program: Imposition of a requirement to attend, present, or participate in a program related to the violation. A reflection paper regarding the violation or topic may be assigned.
- v. Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense.

Notification of Outcomes:

The PEC chair will report the Committee’s findings, judgment and sanctions in writing to the parties within seven business days of conclusion of the meeting.

On inquiry, LSON may release information regarding conduct records and sanctions to employers, licensing agencies, certifying boards, graduate programs, government background inspectors and transfer institutions.

Student Appeal:

A student can appeal the decision of the PEC within 3 business days of receipt of the decision.

Grounds for appeal include alleged PEC procedural violations, revelation of new information that was not available at the time of the meeting, and/or perceived bias by the committee.

This appeal will be considered by the Academic Director of the BSN Program, or designee, a final response provided 3 days of receipt of the appeal. The decision of the Academic Director of the BSN Program is final with no additional opportunity to appeal.

Patient Safety

The Patient Safety Review Panel is interprofessional and serves to advise the deans of the Marian University LSON and COM regarding issues related to patient safety involving students, staff, and faculty.

The Patient Safety Review Panel meets as needed at the call of either the Dean of LSON or the Dean of COM to review a safety concern or concerns regarding one or more students, staff members, or faculty members. The panel will develop recommendations to advise the appropriate dean or deans related to the significance of the concerns and/or next steps in addressing or mitigating the patient safety concerns. Recommendations may include referral for remedial action plan development or referral to appropriate committee or committees.

Non-Discrimination Policy

LSON promotes a diverse community that embraces all individuals and we are committed to cultivating acceptance, cultural awareness, and dignity of all individuals, as noted in MU’s Franciscan Values.

LSON is committed to equal opportunity in employment and education. The College recruits, hires, promotes, educates and provides services to persons based upon their individual qualifications, and discrimination on basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion is strictly prohibited.

As an equal opportunity employer , LSON subscribes to the principles and adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity, in accordance with the requirements of Title VI of the Civil Rights Act of 1964, as amended; the American’s with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)).

Graduation

Nursing Pin

Nursing pins may be purchased through the approved vendor. If a student does not purchase the approved MU pin for the LSON pinning ceremonies, then they will be pinned with a ribbon instead provided by the LSON. There will be no substitute pins. Graduating students will receive their nursing pin in a pinning ceremony.

Students of the BSN graduating class in 1991 originally designed Marian University's BSN nursing pin. The students' goal was to indicate the interrelationship of the nursing program within the Marian University community. The blue and gold symbolizes Marian's colors and was designed with the Marian University emblem in the center. It encircles the Latin phrase "Sedes Sapientiae" meaning "Seat of Wisdom," which refers to Mary in whose lap rested Christ, the Wisdom of God. The lamp of knowledge is placed below the phrase to symbolize nursing's commitment to knowledge and caring in the rich tradition of Florence Nightingale. Both the seal and the lamp are placed on the cross signifying that nursing is centered on spirituality and caring. Encompassing all of these are the words "Bachelor of Science in Nursing".

Pinning expectations

Pinning is a sacred and honored tradition. The following are guidelines for behavior and attire at the ceremony.

1. Dress code for the pinning ceremony is professional interview attire. Employers frequently attend the pinning ceremony, so you want to represent yourself in a professional manner. Lab coat/jacket for all are optional based on outcome of class vote.
2. This event is considered sacred, please act accordingly. This includes: no cell phone use, selfies, please speak in hushed tones, no swearing, and only essential conversations.
3. Alcohol is prohibited.
4. LSON reserves the right to change or adjust the program as needed.
5. Students chosen to lead the Nightingale Pledge will ask all nurses to stand before speaking.
6. Students presenting History and Nightingale Pledge will be chosen by student pinning committee and/or class vote.
7. Student speakers will be chosen by graduating class by class vote. Speech will be reviewed by faculty prior to the event.
8. Class speakers will refrain from insulting the university/faculty/staff, please know that your concerns are valid; follow the procedure for complaints.
9. Please ensure your guests are aware of these expectations.

***Inappropriate behavior may result in removal from the ceremony. ***

Employment Disclaimer

Successful completion of a program of study at LSON does not guarantee licensure, certification, or employment.

Licensure

Eligibility for Licensure

Successful completion of a program of study at LSON does not guarantee licensure, certification, or employment in the relevant occupation.

The Marian University LSON cannot guarantee that the State Boards of Nursing will allow the student to sit for the licensure exam. The Marian University LSON cannot guarantee passing the licensing examination for registered nurses. Boards of nursing require those applying for examination and

registration to provide written evidence, verified by oath, of a variety of different topics. These requirements can vary by state. Examples of these requirements include, but are not limited to,

1. have not been convicted of any act that would constitute grounds for disciplinary sanction under the State Board rules and regulations or of any felony or misdemeanor that has direct bearing on their ability to practice competently;
2. have completed an approved high school course of study or its equivalent as approved by the appropriate educational agency, and
3. have completed the prescribed curriculum in a state-accredited school of nursing and hold the diploma or certificate from there.

Nursing License – RN-BSN Completion

A copy of each student’s current nursing license must be on file. Students are required to submit a copy of their license to the Marian Adult Program office.

Learning Environment

Locker Policy

Assignment of Lockers

If available, Marian University Nursing students are eligible for a locker assignment on a first come, first served basis. Students receiving a locker must remain enrolled at Marian University to maintain locker privileges. At no time may a locker be used by anyone other than the student to whom the locker was assigned. Lockers are assigned for use during the academic year. All students must remove any stored items and vacate their locker assignment as of the end of the final day of the spring semester.

Ownership of Lockers and Contents

All lockers are the property of Marian University and are subject to applicable University policies. Marian University reserves the right to make changes to the locker policy with appropriate notice. Lockers are assigned without locks. Providing an appropriate padlock is the responsibility of the student. All items placed in the locker for storage are the responsibility of the student. Marian University will not take responsibility for lost or stolen items. Students are cautioned against storing valuable or irreplaceable items in the locker.

Allowable Items

Students are encouraged to use the locker as a convenience for the temporary storage of items such as textbooks, laboratory supplies, jackets and clothing, and other personal items. Storage of items that are of illegal nature, or would cause or likely cause a health hazard, security risk, physical danger, or a nuisance to the Marian University community are strictly prohibited. These items include, but are not limited to, perishable food items, firearms, weapons, flammable material, chemicals, alcoholic beverages, and controlled substances.

Locker Condition

All lockers are being assigned as-is and should be maintained to the same condition in which the student received the locker. Students are prohibited from applying any interior or exterior alterations to the locker. These include, but are not limited to, stickers, paint, markers, adhesives, and labels. When vacating the locker, there should be no more damage to the locker than normal wear and tear. If the state of the vacated locker requires maintenance or cleaning, Marian University reserves the right to apply billing to that student’s University account for the cost of clean-up and/or maintenance repair.

Right to Cancel Locker Assignment

Marian University reserves the right to cancel the locker assignment of any student who is found to have violated any of the above policies and regulations. The University also reserves the right to cancel the locker assignment of any student who has withdrawn from the University, been dismissed from the University or whose length of locker assignment has expired. In these cases, the University will cut the lock and donate or destroy the stored items inside. The University also reserves the right to conduct a search of the locker without advanced warning if there is a suspicion of unauthorized use, violation of policy, or in an emergency situation.

Study Space Agreement

Students are expected to use study space on a "transient" basis - personal items left in a study carrel or on a study table when not accompanied by the owner will be removed to allow another student to utilize the area. Certain study rooms will be specified for "group" study or for "quiet" individual study.

Study Space Policy – Michael A. Evans Center for Health Sciences

This study space policy was agreed upon by members of the MU-COM Student Government Association, the MU Student Nurses Association, and the MU Student Government Association. Please comply with the items provided below. If you have questions or concerns please direct those to the appropriate individual indicated at the bottom.

- I. Available Study Spaces:
 - a. **Silent Solo**: single student looking for a "silent" study space
 - i. Lecture halls- 150, 151
 - ii. Classrooms- 135, 138
 - b. **Quiet Solo**: single students looking for a "quiet" study space where academic collaboration is permitted with minimal, non-disruptive conversation.
 - i. Classrooms- 104, 105, 124, 126, 130, 131, 134
 - c. **Conversant Group**: 2+ students looking to study
 - i. 1st and 2nd floor study/seminar rooms
 - d. **Skills Lab**: 218/224- Nursing students ONLY
 - e. **Practice Lab**: 228- open group study room for Nursing and Medical Students only
 - f. **EC Basement OMM and Anatomy Labs**: Medical Students only
- II. Study Space Occupation Priority
 - a. Academic Classes
 - b. Appropriately reserved school sponsored events, presentations or meetings.
 - i. Reservations may be completed through the Office of Student Affairs.
 - ii. Rooms may not be reserved in advance for study groups.
 - c. Health Professions student study space

- i. First come, first serve

III. Usage Rules

- a. Study/Seminar rooms may not be “claimed” by leaving backpacks and personal belongings
 - i. Items left in rooms may be removed if left for more than 30 minutes unattended.
- b. All rooms shall be used professionally and for study purposes
- c. Study Rooms are exclusively for usage by Health Professions students.
- d. **If a solo studier is in a room that is listed as a group study space, your group is more than welcome to join them, not remove them.**

If you witness any violations of this policy, please handle them directly and professionally. Alternatively, you may report violations to the following representatives.

- DO & BMS Students: COM SGA President: MUCOMSGAPresident@marian.edu
- Nursing Students: SNA President: SNAPresident@marian.edu
- All Other Students: MU SGA President: SGAPresident@marian.edu

Work Study Students

The school of nursing administrative offices hires work study students. The number of student workers is based on the accepted budget.

Use of the Labs

Simulation in healthcare is the art of imitating processes and/or systems that a nursing student must prepare to encounter. These simulated experiences can provide a safe environment to make mistakes and reflect on their learning. Opportunities for skills practice, equipment operation, critical thinking, clinical reasoning, clinical judgment skills, and teamwork can be provided. The hands-on practice and team debriefing that follows each simulation reinforces learning.

The following must be observed:

1. Students require proper orientation to the labs.
2. All participants must act in a manner as outlined in the “Marian [Code of Student Rights and Responsibilities](#).”
3. Adherence to the dress code is required during simulation and skills labs.
4. Nursing students are required to sign in and out on the log in the Open Practice Room when practicing outside their scheduled clinical lab time.
5. No invasive procedures on faculty, staff or students are to be performed in any of the labs.
6. Sharps must be disposed of in sharps containers. Full sharps boxes are to be handled by lab employees ONLY. (See Sharps Policy- Appendix G)
7. Any injury is to be reported immediately to faculty or staff. After hours, students are to call Campus Police at 317-955-6789.

8. No eating or drinking is allowed in any simulated patient care area.
9. Hand washing and/or alcohol-based hand rub (ABHR) ~~foaming~~ is required as in a clinical setting.
10. No pens are allowed while working with mannequins or models, i.e. pencils only.
11. Beds are to be occupied only by mannequins or persons role-playing. No shoes on bed.
12. Unoccupied beds in Skills Labs are to be left orderly, in low position, side rails down, wheels locked as in a clinical setting.
13. Equipment is to be used only for purposes specified; anyone who fails to comply will be asked to leave the area.
14. Any equipment malfunction must be reported to the lab personnel or faculty immediately.
15. Equipment or resource materials must remain in its specified lab area, unless signed out by faculty/staff.
16. The computer lab is a quiet zone, i.e. limited conversation and no calls.
17. All areas must be left clean and neat.
18. Children and pets are not permitted unless part of a learning experience, unless a current accommodation is in place.

Appendices

Appendix A: Glossary of Terms

Academic Status Appeal – Appeal for readmission to the Leighton School of Nursing after dismissal due to poor scholarship (i.e., two nursing course failures).

Course Grade Appeal – Appeal regarding computation or “fairness” of a final grade for a particular course.

Concern – A written statement of a student’s burden or injustice.

Didactic faculty—The teacher of the course

Formal Complaint – Any appeal, concern, or school issue that cannot be resolved within the Leighton School of Nursing channel of communication and is appealed to the Dean of Academic Affairs.

Rounding-Rounding to the nearest Whole Number, as it applies to final grades. For example, 76.50 becomes 77; 76.46 becomes 76

No Call, No Show- Failure to notify clinical instructor of absence per clinical policy.

Appendix B: Student/Visitor Injury/Exposure Report

Appendix B. Student/Visitor Injury/Exposure/Incident Report Form

First Name:	Last Name	Phone Number:
Student ID Number if applicable:	Individuals' Mailing Address:	Date of Submission:
Date of Incident:	Time of Incident:	Physical Address of Incident:
Name(s) of Any Witnesses Involved or Who May Have Knowledge of Incident:	(1)	
	(2)	
	(3)	
Description of Incident/Injury/Exposure:		
Location of the Incident/Injury/Exposure:		
What Body Part (if any) was affected and how was it affected?		
What equipment, materials, or chemicals (if any) were involved?		
Name Faculty/Staff Member Notified:		
Date Student Health Center was Contacted if applicable:		
Was an appointment Scheduled with Student Health Center?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the incident/injury/exposure occur on the Marian University premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was Campus Police Notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was other Medical Care Sought?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

This incident/injury reporting policy must be followed for all incidents/injuries/exposures that occur in any clinical skills lab, Simulation Center, or clinical location, no matter the severity.

As a summary, any student who is subject to an incident/injury/exposure while in a clinical or sim or skills lab must 1) immediately notify supervising faculty member, 2) complete and file an incident/injury report form within 24 hours of the incident/injury and 3) notify and be seen by the Student Health Center for injury/exposure. Specifics of each of these requirements is articulated below.

1. **Faculty and/or Staff at Marian University notification**
 - The aforementioned individuals will direct you to the incident/injury forms and provide you with information about this policy.
 - Notify the Marian University Leighton School of Nursing faculty and/or staff immediately following the injury/incident/exposure.
2. **Student/visitor incident/injury/exposure report submission**
 - This incident/injury/exposure form must be filled out for every incident, no matter how minor.
 - Send a copy of this form to the Leighton School of Nursing at nursing@marian.edu within 24 hours.
 - The Leighton School of Nursing Program Outcomes committee will track this information and evaluate trends.
 - The original report will be filed in the student file.
3. **Student Health Center appointment for injury/exposure**
 - It is important to remember that while faculty and staff members may assist an injured student with procedural and policy information, they cannot provide medical advice or medical care.
 - An initial assessment of the injury/exposure on the Marian University site must be provided by the Student Health Center.
 - Following an initial assessment, if additional care is required, students may be treated through the Student Health Center or their own health care provider.
 - Students must provide approval from the Student Health Center or their own health care provider prior to returning to any sim space or skills lab.
 - If injury/exposure happens at a clinical site, follow the affiliation agreement and clinical site policies in addition to completing this form.
 - Please note, students do not qualify for Worker's Compensation. Thus, payment for medical care resulting from exposure/injury sustained in any clinical skills lab is entirely the student or visitor's responsibility.
4. **Other Incident Reporting**
 - If another type of incident (near miss, sentinel event etc.) occurs at a clinical site, follow the affiliation agreement and clinical site policies in addition to completing this form.

Appendix C: Formal Concern/Complaint Form

The purpose of this form is to provide written documentation of student concern (burden, or injustice).

Student concerns will be presented within the Leighton School of Nursing's communication protocol.

Unresolved concerns will become a formal complaint when the issue cannot be resolved within the LSON's Communication Protocol. The unresolved concerns may be appealed in writing to the Associate Dean of Academic Affairs.

Appeals regarding grades or instructors must go through the Appeal Process and should not be included on this form.

Please summarize your concern/complaint:

Name: _____

Date: _____

Student year: _____

Program and Location: _____

Appendix D: Student Handbook Attestation

I attest that I read, understand and will abide by all policies and expectations of the Marian University Leighton School of Nursing (LSON) as articulated in the LSON Student Handbook, Code of Student Rights and Responsibilities, and University Catalog, including all policies related to progression, exposure prevention and management.

In addition, I understand that the above referenced documents are LSON’s official notification to students of its policies, rules, regulations, and standards of conduct. The provisions in these documents are not to be regarded as a contract between any student and LSON. LSON reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the School. The School also reserves the right to modify or discontinue any of the services, programs, or activities described.

Student Printed Name:	Expected Graduation Year:
Date:	Program and Location:
Signature:	

Appendix E: Photography and Videography Permission and Use Waiver

Unless otherwise indicated below, I hereby give Marian University (MU) the absolute right and permission, with respect to the photographs and/or videotaped images taken of me or in which I may be included with others, to use such images for educational and/or promotional purposes. Furthermore, MU is authorized to use/print my name in conjunction with such images and/or related quotes given by me.

I understand that I will not be compensated for the use of photos or video or my time spent while taking photos or videos. I also acknowledge that there may be no notice given to me regarding when or how MU or its designees may use my image or video.

This consent will remain in effect until changed in writing by completing the appropriate opt out form. Please complete this form and return to nursing@marian.edu.

I agree with the release above

Student Printed Name:	Student Year:
Date:	Program & Location:
Student Signature:	

Opt - Out Form

Please complete this form and return to nursing@marian.edu if you wish to opt out of this release. Also, even if a student opts out of this release, videos and recordings will still be maintained for educational purposes.

I wish to withdraw from the consent described in the release above

Student Printed Name:	Student Year:
Date:	Program & Location:
Student Signature:	

Appendix F: Integrity Statement

Marian University students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

- 1. Falsification. Knowingly furnishing or possessing false, falsified or forged materials such as falsification or misuse of documents, accounts, records, identification or financial instruments;
- 2. Academic Dishonesty. Acts of academic dishonesty as outlined in the Academic Conduct Procedures; and
- 3. Collusion. Action or inaction with another or others to violate the Marian University [Code of Student Rights and Responsibilities](#).

By signing this document, I affirm and attest that I have read and understand the [Code of Student Rights and Responsibilities](#) and the LSON student handbook. In addition to adhering to the expectations outlined in the aforementioned documents, I guarantee that

I will:

- 1. Submit assignments, quizzes, and exams as my own original work.
- 2. Employ full engagement in coursework and learning opportunities.
- 3. Not communicate information in any form regarding assignments, quizzes or exams, or simulations to other current or future students.
- 4. Properly cite the work of others.
- 5. Inform faculty of any suspected academic misconduct by my peers.
- 6. Have not given or received inappropriate aid in the completion of any assignment.

Student Printed Name:	Course:
Date:	Semester (check one): SP _____ SU _____ FA _____
Student Signature:	

Appendix G: Kaplan Test Reflection Worksheets

NNCLEX Reflection Worksheet

108



<p>When thinking about the overall test, did I find myself changing answers or second-guessing my original answer?</p> <p>Click for Expert Tip</p>	<p>Why I think this:</p> <p>Notes/Action plans:</p>																								
<p>Results of Client Needs Categories: What percentage did I achieve for each Category? Some categories may not be present in every test.</p> <p>Click for Expert Tip</p>	<table border="1"> <tr><td>Basic Care & Comfort</td><td>pts</td><td>%</td></tr> <tr><td>Health Promotion & Maintenance</td><td>pts</td><td>%</td></tr> <tr><td>Management of Care (Coordinated Care for PN)</td><td>pts</td><td>%</td></tr> <tr><td>Pharmacological/ Parenteral Therapies</td><td>pts</td><td>%</td></tr> <tr><td>Physiological Adaptation</td><td>pts</td><td>%</td></tr> <tr><td>Psychosocial Integrity</td><td>pts</td><td>%</td></tr> <tr><td>Reduction of Risk Potential</td><td>pts</td><td>%</td></tr> <tr><td>Safety & Infection Control</td><td>pts</td><td>%</td></tr> </table>	Basic Care & Comfort	pts	%	Health Promotion & Maintenance	pts	%	Management of Care (Coordinated Care for PN)	pts	%	Pharmacological/ Parenteral Therapies	pts	%	Physiological Adaptation	pts	%	Psychosocial Integrity	pts	%	Reduction of Risk Potential	pts	%	Safety & Infection Control	pts	%
Basic Care & Comfort	pts	%																							
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Pharmacological/ Parenteral Therapies	pts	%																							
Physiological Adaptation	pts	%																							
Psychosocial Integrity	pts	%																							
Reduction of Risk Potential	pts	%																							
Safety & Infection Control	pts	%																							
<p>Results for Cognitive Level or Level of Difficulty: What percentage did I achieve for each group?</p> <p>Click for Expert Tip</p> <p>Note your opportunities and progress to the right.</p>	<table border="1"> <tr><td>Knowledge</td><td>pts</td><td>%</td></tr> <tr><td>Comprehension</td><td>pts</td><td>%</td></tr> <tr><td>Application</td><td>pts</td><td>%</td></tr> <tr><td>Analysis</td><td>pts</td><td>%</td></tr> <tr><td>Recalling/Recognizing Information</td><td>pts</td><td>%</td></tr> <tr><td>Understanding Concepts</td><td>pts</td><td>%</td></tr> <tr><td>Setting Priorities</td><td>pts</td><td>%</td></tr> <tr><td>Making Nursing Judgments</td><td>pts</td><td>%</td></tr> </table> <p>Opportunities for improvement notes:</p> <p>Progress notes (acknowledge and celebrate your achievements):</p>	Knowledge	pts	%	Comprehension	pts	%	Application	pts	%	Analysis	pts	%	Recalling/Recognizing Information	pts	%	Understanding Concepts	pts	%	Setting Priorities	pts	%	Making Nursing Judgments	pts	%
Knowledge	pts	%																							
Comprehension	pts	%																							
Application	pts	%																							
Analysis	pts	%																							
Recalling/Recognizing Information	pts	%																							
Understanding Concepts	pts	%																							
Setting Priorities	pts	%																							
Making Nursing Judgments	pts	%																							

Next Steps: Review all of the questions on the test! This may take you a while, be sure to plan your time in advance. Kaplan recommends at least 1 minute of review on each question. Example would be at least 30 minutes for a 30 question test. We highly encourage you to spend as much time as you need to ensure understanding of content and test taking strategy through the multiple learning opportunities provided.

My item review commitment date is: _____

Item Review and Remediation

Item review and remediation is a multi-step process that will take dedicated time and attention. When ready, begin by looking at each question in your Kaplan resource to review whether you got it correct or incorrect. For each item on a completed test that all points were not earned, use this fillable table.

- Put the question remediation topic in the first column below.
- Next fill in the corresponding Client Need Category for that topic in the second column by using the drop downs provided below.
- Then click on the item review on the right of your Kaplan screen to review the question and answer choices to reflect on your thinking during the test.
- Click on the explanation for a content summary specific to each answer choice on your Kaplan screen.
- Click on the remediate topic in the right upper corner of the Kaplan screen to dive deeper into the content topic. All will have written remediation, majority have additional media (2D, 3D animation, or video). Note: Your remediation time continues to count up as you watch the video and take notes.
- Come back to this document and log your action steps and notes.
- To further remediate content - use the search opportunities in the Content Review Guide, channel, and/or content library.

Question	Client Need Categories	Action Steps	Notes
List topic for which all points were not earned			
Osteoporosis	Health Promotion and Maintenance		

*Keep this to compare to future tests with the goal of continuous improvement.



Kaplan Integrated Test Reflection Tool

Student Name: _____ **Test Name:** _____

Date test completed: _____ **Date of tool completion:** _____

Kaplan Test Reflection Instructions

This tool can be used to reflect and remediate any Kaplan Integrated - Securely proctored Test within the Kaplan Study Plan. Completion of this tool will help improve your ability to identify performance strengths and opportunities of improvement, ultimately helping you prepare for success.

[Click for Expert Tip](#)

Test Analysis

For Test Analysis - go to "Overall Performance" at the top of your student resources, select the test name and click on the review button. Write the results and your reflections below. This process is a personal one that you commit to increase your successes. Do not get discouraged or over critical of your performance on 1 quiz or test. Remember the goal is continuous improvement.

Reflection	Test Analysis
Points earned: _____ out of _____	Percentage of the points earned? _____ %
My percentile ranking: _____	My school's benchmark for the test is: _____ percentile rank or above. I met this goal _____
When thinking about the overall test, did I implement the steps of the Decision Tree effectively? If not, which step(s) do I think I need to work on? Step 1 - Topic, Step 2 - Strategy, Step 3 - Outcomes	_____ Steps to Work On: _____ Reminder: Test taking strategies & Decision Tree videos are found in your study plan and can be viewed at any time.
When thinking about the overall test, did I find myself changing answers or second-guessing my original answer? Click for Expert Tip	_____ Why I think this: _____ Notes/Action plans: _____

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<p>Results of Client Needs Categories: What percentage did I achieve for each Category? Some categories may not be present in every test. Did I score higher or lower than the national norm percent? Circle the triangle.</p> <p>Click for Expert Tip</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Basic Care & Comfort</td><td style="width: 10%;">pts</td><td style="width: 10%;">%</td></tr> <tr><td>Health Promotion & Maintenance</td><td>pts</td><td>%</td></tr> <tr><td>Management of Care (Coordinated Care for PN)</td><td>pts</td><td>%</td></tr> <tr><td>Pharmacological/ Parenteral Therapies</td><td>pts</td><td>%</td></tr> <tr><td>Physiological Adaptation</td><td>pts</td><td>%</td></tr> <tr><td>Psychosocial Integrity</td><td>pts</td><td>%</td></tr> <tr><td>Reduction of Risk Potential</td><td>pts</td><td>%</td></tr> <tr><td>Safety & Infection Control</td><td>pts</td><td>%</td></tr> </table>	Basic Care & Comfort	pts	%	Health Promotion & Maintenance	pts	%	Management of Care (Coordinated Care for PN)	pts	%	Pharmacological/ Parenteral Therapies	pts	%	Physiological Adaptation	pts	%	Psychosocial Integrity	pts	%	Reduction of Risk Potential	pts	%	Safety & Infection Control	pts	%
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<p>Results for Level of Difficulty: What percentage did I achieve for each group?</p> <p>Click for Expert Tip</p> <p>Note your opportunities and progress to the right.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Recall/recognizing information</td><td style="width: 10%;">pts</td><td style="width: 10%;">%</td></tr> <tr><td>Understanding concepts</td><td>pts</td><td>%</td></tr> <tr><td>Setting priorities</td><td>pts</td><td>%</td></tr> <tr><td>Making nursing judgments</td><td>pts</td><td>%</td></tr> </table> <p>Opportunities for improvement notes:</p> <p>Progress notes (acknowledge and celebrate your achievements):</p> 	Recall/recognizing information	pts	%	Understanding concepts	pts	%	Setting priorities	pts	%	Making nursing judgments	pts	%												
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Next Steps: Remediate all of the topics on the test! This may take you a while, be sure to plan your time in advance. Kaplan recommends at least 1 minute of remediation on each question. Example would be at least 70 minutes for a 70 question test. We highly encourage you to spend as much time as you need to ensure understanding of content and test taking strategy through the multiple learning opportunities provided. Do not forget about the Kaplan Basics book, Channel, Content Library, and Flashcards for further content engagement.

My item remediation commitment date is:

Item Review and Remediation

Item review and remediation is a multi-step process that will take dedicated time and attention. When ready, begin by looking at each question in your Kaplan resource to review whether you got it correct or incorrect. For each item on a completed test that all points were not earned, use this fillable table.

- Put the question remediation topic in the first column below.
- Next fill in the corresponding Client Need Category for that topic in the second column by using the drop downs provided below.
- Click on the remediate topic in the right upper corner of the Kaplan screen to dive deeper into the content topic. All will have written remediation, majority have additional media (2D, 3D animation, or video). *Note: Your remediation time continues to count up as you watch the video and take notes. Remember this is a secured test, therefore question and answer choices will not be seen again.*
- Come back to this document and log your action steps and notes.

Question	Client Need Category	Action Steps	Notes
List topic for which all points were not earned			
Osteoporosis	Health Promotion and Maintenance		

*Keep this to compare to future tests with the goal of continuous improvement.

Focused Review Test Reflection



Kaplan Focused Review Test Reflection Tool

Student Name: _____ Test Name: _____

Date test completed: _____ Date of tool completion: _____

Kaplan Test Reflection Instructions

This tool can be used to reflect and remediate any Kaplan Focused Review - Practice Test within the Kaplan Study Plan. Completion of this tool will help improve your ability to identify performance strengths and opportunities of improvement, ultimately helping you prepare for success.

[Click for Expert Tip](#)

Test Analysis

For Test Analysis - go to "Overall Performance" at the top of your student resources, select the test name and click on the review button. Write the results and your reflections below. This process is a personal one that you commit to increase your successes. Do not get discouraged or over critical of your performance on 1 quiz or test. Remember the goal is continuous improvement.

Reflection	Test Analysis
Points earned: _____ out of _____	Percentage of the points earned? _____ %
When thinking about the overall test, did I implement the steps of the Decision Tree effectively? If not, which step(s) do I think I need to work on? Step 1 - Topic, Step 2 - Strategy, Step 3 - Outcomes	Steps to Work On: _____ Reminder: Test taking strategies & Decision Tree videos are found in your study plan and can be viewed at any time.
When thinking about the overall test, did I find myself changing answers or second-guessing my original answer? Click for Expert Tip	Why I think this: _____ Notes/Action plans: _____

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<p>Results of Client Needs Categories: What percentage did I achieve for each Category? Some categories may not be present in every test.</p> <p style="background-color: #cccccc; padding: 2px; text-align: center; font-weight: bold;">Click for Expert Tip</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Basic Care & Comfort</td><td style="width: 10%; text-align: center;">pts</td><td style="width: 10%; text-align: center;">%</td></tr> <tr><td>Health Promotion & Maintenance</td><td style="text-align: center;">pts</td><td style="text-align: center;">%</td></tr> <tr><td>Management of Care (Coordinated Care for PN)</td><td style="text-align: center;">pts</td><td style="text-align: center;">%</td></tr> <tr><td>Pharmacological/ Parenteral Therapies</td><td style="text-align: center;">pts</td><td style="text-align: center;">%</td></tr> <tr><td>Physiological Adaptation</td><td style="text-align: center;">pts</td><td style="text-align: center;">%</td></tr> <tr><td>Psychosocial Integrity</td><td style="text-align: center;">pts</td><td style="text-align: center;">%</td></tr> <tr><td>Reduction of Risk Potential</td><td style="text-align: center;">pts</td><td style="text-align: center;">%</td></tr> <tr><td>Safety & Infection Control</td><td style="text-align: center;">pts</td><td style="text-align: center;">%</td></tr> </table>	Basic Care & Comfort	pts	%	Health Promotion & Maintenance	pts	%	Management of Care (Coordinated Care for PN)	pts	%	Pharmacological/ Parenteral Therapies	pts	%	Physiological Adaptation	pts	%	Psychosocial Integrity	pts	%	Reduction of Risk Potential	pts	%	Safety & Infection Control	pts	%
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Next Steps: Review and remediate all of the questions on the test! This may take you a while, be sure to plan your time in advance. Kaplan recommends at least 1 minute of review and remediation on each question. Example would be at least 30 minutes for a 30 question test. We highly encourage you to spend as much time as you need to ensure understanding of content and test taking strategy through the multiple learning opportunities provided. Do not forget about the Kaplan Basics book, Channel, Content Library, and Flashcards for further content engagement.

My item review and remediation commitment date is:

Appendix H: Minimum Technical Standards Attestation

I hereby attest that I have read and understand the minimum technical standards of the Marian University Leighton School of Nursing (LSON). To the best of my knowledge I agree that I meet these standards with or without reasonable accommodations. I also understand that should I need an accommodation(s) due to disability, or should the need arise during my studies, it is my responsibility to contact the [Personalized Learning Center](#). I understand that if I am unable to fulfill these technical standards at any time after admission to LSON (with or without reasonable accommodation), I will not be allowed to progress or participate in the academic program.

Student Printed Name:	Expected Graduation Year:
Date:	Program and Location:
Signature:	