



Student Handbook

2019 - 2020

Supplement to the Marian University Catalog 2019-2020 and the Marian University Code of Student
Rights and Responsibilities
Approved by Leighton School of Nursing Faculty Council 5-13-19
Effective fall semester, 2019

TABLE OF CONTENTS

Welcome	4
Introduction	5
History of Nursing at Marian University	6

SECTION ONE

Franciscan Values	9
Mission Statement.....	10
Philosophy Statement.....	10
BSN Program Outcomes.....	11
Organizational Framework.....	12

SECTION TWO- Academic Policies

Declaration of Accelerated Program and Progression	15
Communication Protocol: Chain of Command.....	15
Program Progression	15
Appeal Process – Course Grade.....	17
Appeal Process – Academic Status	17
Formal Concern/Complaint Procedure	17
Course-specific Progression Policies	18
Transfer Credit From Other Institutions	24
Drug and Alcohol Policy.....	24
School of Nursing Code of Conduct	26
Conduct for Immediate Dismissal.....	27
Clinical Conduct	27
Clinical Attendance.....	28
Classroom Conduct/Attendance	28
Examination Conduct.....	29
Additional Rules for computer Administered Exams	30
Missed Examination Policy.....	31
Exam Review	32
Use of Computer Lab	32
Grading System for School of Nursing.....	33
Standardized Testing Program	33
Student Participation in Nursing Program Evaluation	34

SECTION THREE- General Information

Health Record.....	37
Minimal Tech Standards	37
CPR Requirements.....	40
Nursing License-RN/BSN Completion.....	40
Professional Liability Insurance.....	40
Criminal Checks.....	40
Clinical Placement/Assignment	40
University Closing	41
Confidentiality of Student and Patient Information	41

Disease Risk/Exposure and Injury	41
Alteration in Health Status	41
Dress Code	42
Electronic Communication.....	43
Eligibility for Licensure	43
Academic Support.....	44
Nursing Organizations	45
Nursing Pin	45
Pinning Expectations.....	45
General Policies and Procedures for Student Use of the Michael A. Evans Center Labs	46
Work Study Students	47
Senior Pictures/Composite Fee	47
Student Achievement Awards.....	47
Evans Center Locker Policy.....	49
Evans Center Space Agreement.....	50

SECTION FOUR-Appendices

A: Student or Visitor Injury/Exposure Report	52
B: Student Formal Concern/Complaint Form	53
C: Student Handbook Receipt and Photography Permission Form	54
D: Student Handbook Glossary.....	55
E: Criminal Background Check	56
I: Integrity Statement.....	60



Welcome

Welcome to the Marian University Leighton School of Nursing!

I am privileged to introduce you to the Leighton School of Nursing at Marian University where we offer the Bachelor of Science in Nursing (BSN), the Master of Science in Nursing (MSN) and the DNP with two clinical tracks; the Family Nurse Practitioner (FNP) and the Nurse Anesthesia (CRNA). 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.

Marian University is ideal for students looking for personalized education from outstanding faculty. The faculty in the school of nursing prepares student nurses to be clinicians, nurse leaders, nurse educators and scholars within the context of the four Franciscan Sponsorship Values: dignity of the individual, peace and justice, reconciliation, and responsible stewardship.

In order to further the university's vision "to provide an education that profoundly transforms lives, society and the world," students will experience extraordinary simulation practice in a state-of-the-art educational facility, collaborate with the College of Osteopathic Medicine and receive exposure to a variety of clinical settings. In addition, students can choose to study abroad, serve in medical missions and lead student organizations. I look forward to meeting you and wish you the best as you pursue your degree at Marian University.

Sincerely,

Dorothy A Gomez, PhD, RN-CNE

Dean

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. This form can be found in the appendix. This handbook is designed for use in conjunction with the current Marian University Course Catalog and the Marian University Code of Student Rights and Responsibilities.

Contact Information

Leighton School of Nursing

Michael A. Evans Center for Health Sciences
3200 Cold Spring Road
Indianapolis, IN 46222
317-955-6250
nursing@marian.edu
<http://www.marian.edu/nursing>

Marian University for St. Vincent Health

9002 Purdue Road, Suite 400
Indianapolis, IN 46268
1-866-892-6463

Marian University for St. Thomas Health

4220 Harding Road
S&E Building, Suite 500
Nashville, TN 1-866-892-4355

History of Nursing at Marian University

Prior to establishing an independent accredited nursing program, Marian College partnered with St. Vincent Hospital Diploma Program to provide the means for collegiate education. In 1974 a community needs assessment headed by Dr. Louis C. Gatto, college president, revealed the need to provide a program to transition Licensed Practical Nursing (LPN) to the Registered Nurse (RN) with an Associate Degree (AN) and Bachelor of Science in Nursing (BSN) education for the licensed RN.

Marian University has offered a program of study for nursing at the baccalaureate level since 1979. The original program was designed for registered nurses to obtain a baccalaureate degree. In May 1980, the first class of baccalaureate degree students graduated.

The Indiana State Board of Nursing (ISBN) approved the traditional four-year baccalaureate program in 1987. Initial five year accreditation by the National League for Nursing (NLN) was granted in 1992. Esther O'Dea RN, PhD, who became the Chairperson of the Department of Nursing in 1990, and the BSN faculty accomplished this enormous task. The first class of eleven students graduated in May 1991. During this time of study and transition, it was decided to continue with the AN program and to develop the BSN program while carefully monitoring student interests, enrollment, community needs and budgetary resources.

In 1993, an accelerated track for students with degrees in other disciplines was implemented. The first class of accelerated track students graduated in May 1994.

In 1996, the name of the department was changed from the *Department of Nursing* to the *Department of Nursing and Nutrition Sciences*. After closing the Food and Nutrition Sciences programs in 2001 the name was changed again to the *Department of Nursing*.

The nursing program received a five-year accreditation status from the Commission on Collegiate Nursing Education (CCNE) in 2005. In 2010, the School of Nursing (SON) received a ten-year accreditation status from CCNE.

In anticipation of the transition from college to university status, the *Department of Nursing* became the *Marian College School of Nursing* in 2007. After serving as the Chairperson of the Department of Nursing since 2001, Marian Pettengill, RN, PhD 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. Anita Siccardi, EdD, APRN-BC, began her tenure as dean on September 1, 2009.

On July 1, 2009, Marian College became Marian University. With emphasis on baccalaureate-educated nurses from local healthcare agencies and university status, fall 2008 was the admission of the last AN class. The baccalaureate program continues to offer both the traditional and accelerated tracks for a BSN. In 2009, an Online Accelerated BSN (OABSN) program was added to the curricular offerings.

In the summer of 2013, the School of Nursing was renamed to the Leighton School of Nursing. The School of Nursing moved to the Michael A. Evans Center for Health Sciences and shares the Evans Center with the College of Osteopathic Medicine, which opened in July of 2013.

In 2014, the Online Accelerated BSN program branched out to include a site in Nashville, TN.

The Leighton School of Nursing, in summer, 2017 welcomed its first class of graduate students.

SECTION ONE

**LEIGHTON
SCHOOL OF NURSING**

SISTERS OF ST. FRANCIS, OLDENBURG **FRANCISCAN SPONSORSHIP VALUES**

Franciscan 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](#).

**MARIAN UNIVERSITY
LEIGHTON SCHOOL OF NURSING
BACCALAUREATE IN NURSING PROGRAM**

Mission Statement

The mission of Marian University Leighton School of Nursing (LSON) is to prepare individuals to internalize and express the values essential to the nursing profession and enhance the health of humans in the global community. The LSON embraces the mission of the University as a Catholic university dedicated to excellent teaching and learning in the Franciscan and liberal arts traditions.

Philosophy Statement

The baccalaureate in nursing program 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) (I) 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 (III, VII).

Our students are unique and diverse. They are educated within a Franciscan liberal arts environment that promotes respect for knowledge and attributes of critical thinking, altruism, autonomy, integrity, and caring (I, VIII, IX) Nursing education is achieved through a curriculum in which professional nursing concepts are organized within the supporting framework of evidence-based quality health care, communication, collaboration, leadership, and lifelong learning (III, VI).

The integration of concepts from liberal arts and sciences provides a foundation for the autonomous practice of nursing which supports students in making sound clinical judgments. Nursing education promotes the attainment of core competencies: *patient-centered care, team work and collaboration, evidence-based practice, quality improvement, safety, & informatics* (QSEN) (II, IV). The active relationship between faith and reason is integrated into the transformation process.

The goals of nursing education are achieved when mutual trust, human dignity, and respect are established between student and teacher supporting inquiry and debate (VIII). An egalitarian relationship is created for translation of information into knowledge and nursing practice. Faculty recognize learning is a unique, individualized process; therefore they develop active and collaborative strategies with students that stimulate clinical reasoning, facilitate behavioral and attitudinal change, and promote the attainment of program outcomes (IX).

Faculty value commitment to excellence through lifelong learning (III, VIII, IX). The academically and experientially qualified faculty plan, implement, and evaluate the professional nursing curriculum (III, V) in response to evidence-based practice and changing health care trends. Through professionalism, collaboration, and teamwork, the faculty model knowledge, skills, and attitudes of the Baccalaureate prepared nurse (IX).

BSN Program Outcomes

1. Integrate knowledge from liberal arts, sciences, nursing science, humanities, and the Franciscan Values in the practice of professional nursing.
2. Implement principles of leadership, quality improvement, patient safety and responsible stewardship in order to provide high quality, cost-effective health-care.
3. Contribute to the advancement of nursing knowledge through the translation of current evidence into professional nursing practice.
4. Incorporate knowledge and skills in information management and patient care technology with patients, families and communities by delivering quality care in a variety of health care settings.
5. Evaluate health care policies, financial and regulatory environments and functioning of the health care system.
6. Demonstrate effective communication and collaboration among health care professionals to deliver safe, quality health care.
7. Support health promotion and disease/ injury prevention at the individual and population level to improve health.
8. Internalize and express the inherent Franciscan and professional nursing values fundamental to the discipline of nursing.
9. Advocate social justice for vulnerable populations and strive to eliminate disparities.
10. Provide evidence-based, compassionate, patient-centered nursing care to individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
11. Pursue opportunities for lifelong learning in an increasingly complex and changing healthcare environment.

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	Clinical Decision Making
1, 2, 4, 6, 7, 8, 9, 10	1, 5, 8, 9	1, 6, 8	1, 2, 4, 5, 8	3, 6, 7, 8, 10, 11

MARIAN UNIVERSITY
Leighton School of Nursing

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 influence 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 advance studies.

SECTION TWO

Leighton School of Nursing

ACADEMIC POLICIES

A. 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.

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 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.

B. Communication Protocol: Channel of Communication

The student is required to follow the appropriate communication tier for issue resolution. The student may not proceed to the next level until meeting with the previous level.

Communication tier:

Clinical Communication

1. Clinical Faculty
2. Clinical Lead (for online ABSN)
3. Didactic Faculty
4. DNAS (for online ABSN)
5. Director of BSN Programs or Director of Online Programs
6. Assistant Dean of Undergraduate Programs
7. Dean of the School of Nursing
8. Assistant Provost

Didactic Communication

1. Didactic Faculty
2. Academic Advisor/Success Coach
3. Director of Nursing Student Success
4. Director of BSN Programs or Director of Online Programs
5. Assistant Dean of Undergraduate Programs
6. Dean of the School of Nursing
7. Assistant Provost

C. Program Progression

1. 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.

2. Repeating a Course

- a. A student may repeat only one 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%).
- b. 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.
- c. 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.

3. Withdrawing from a nursing course

Students are permitted to withdraw from no more than two nursing courses throughout the program. Withdrawing from the university in which the semester contains two (2) or more nursing courses ill count as one (1) nursing withdraw.

4. 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 course (didactic) or clinical, must repeat the entire course.

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

5. Academic Dismissals

- a. Earning a grade lower than a C+ (77%) in any two nursing courses, including 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.
- b. The student may petition the Programs Outcomes 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 Admission and Mission Committee.

6. Re-admission

Students who have withdrawn from the university must submit a written request to the Program Outcomes 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 re-admission. If more than one semester has elapsed since completion of the last nursing course, students must reapply to Marian University and a re-entry plan will be developed by the Program Outcomes Committee.

7. 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.

D. Appeal Process – Course Grade

Refer to current Marian University Course Catalog.

E. 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 Program Outcomes 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 Program Outcomes.
4. If a student’s appeal is denied by the Program Outcomes Committee, a student may choose to continue their appeal in writing to the Dean of LSON.
5. If the student’s appeal to the Dean of LSON is denied, the student may appeal in writing to the Dean of Academic Affairs.

F. Formal Complaint Procedure

Any student may present a complaint (school issue or concern not related to course grade or progression appeal) 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 (see Appendix). The steps listed below for presenting a complaint must be followed or the complaint will be invalid:

1. The student must make an appointment to meet with their Academic Advisor or other LSON representative of student's choice to discuss their complaint and establish a plan for resolution.
2. If appropriate, the student should meet with the faculty member (s) involved to seek resolution.
3. If the complaint cannot be resolved with the faculty member(s), the student must present the complaint using the Formal Complaint Form to the Assistant Dean of Undergraduate Programs/Director of Online Programs. (see Appendix)
4. If the complaint cannot be resolved with the Assistant Dean of Undergraduate Programs/Director of Online Programs, the student must present the complaint in a formal letter to, the Dean of the LSON.
5. If the complaint cannot be resolved within the LSON, the student may present the complaint in writing to the Dean of Academic Affairs within one week of the decision of the Dean of LSON.
6. 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.

G. Course-specific Progression Policies

1. 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.

2. Dosage Calculation Competency

Marian University LSON recognizes its responsibility to provide educational opportunity for students to acquire adequate mathematical skills. This in turn will lead to confidence and competence in approaching nursing problems, which have solutions requiring mathematical concepts. The following policy provides basic expectations for the faculty and students.

In every nursing course that involves medication administration or instruction in medication administration, students must pass a mathematics competency examination at a course determined proficiency level. Each mathematics competency examination is specific for each nursing course that involves medication administration, and will test students for the appropriate mathematics skills and knowledge needed. During the first two weeks of the semester, the student will take the Mathematics Competency exam.

- a. Course instructors for the following courses indicated below are responsible for testing, grading, and implementing any required remediation:

Traditional track courses:

- i. NSG 251
- ii. NSG 307/317
- iii. NSG 331
- iv. NSG 431
- v. NSG 451

Accelerated track courses:

- i. NSG 251
- ii. NSG 331
- iii. NSG 431
- iv. NSG 451

- b. Students enrolled in NSG 251 must pass the mid-term dosage competency exam with a 90% score.
 - i. Students who do not meet the benchmark will remediate with the course instructor and retake the exam. **The initial grade will stand in the gradebook.**
 - ii. This remediation is mandatory.
 - iii. The student has an opportunity to retake the competency exam two (2) additional times.
 - iv. The student who does not pass on the third (3rd) attempt will have failed the clinical portion of the course, and not be allowed in the clinical setting and will be required to withdraw from that course.
- c. Students enrolled in 300 level courses must score a 95% and students enrolled in 400 level courses must score a 100% on the dosage competency exam for that course prior to the beginning of the course.
 - i. Students who do not meet the benchmark on the first exam remediate and retake the dosage competency exam.
 - ii. Students who do not meet the benchmark on the second (2nd) attempt completes the required remediation.
 - iii. The student who does not pass on the third (3rd) attempt will have failed the clinical portion of the course, and not be allowed in the clinical setting and will be required to withdraw from that course.
- d. Dosage Competency exams are available for students in the Canvas course.
 - i. All faculty are responsible for accessing exam results and monitoring student success.
- e. Remediation plan for students who do not meet the benchmark:
 - i. The student is required to utilize the four (4) Kaplan Math Focused Review Tests.
 - ii. The student in NSG 251/NSG 241 is not to pass ANY medications in ANY clinical setting until the student's score is 'passing' at the level of the course (see above).
- f. Record and documentation of results and retakes are located in the student file.

- g. There are no course points awarded for the exam in the 300 level and 400 level courses, however, meeting the benchmark is required to demonstrate competency.
- h. The following guidelines for grading the mathematics competency exams are applicable and implemented.
- i. One-half point from each answer will be subtracted from the final score if the student fails to appropriately apply the rules listed below:
- Rule: Changing (g) to (mg) - move the decimal point 3 spaces to the right or multiple by 1000
 - Rule: Changing (mg) to (g) - move the decimal point 3 spaces to the left or divide by 1000
 - Incorrect rounding. See rounding rules below from NSG 251 document:

BOX 6-1 COMMON METRIC MEASURES

Metric Measure of Weight

- 1,000,000 micrograms (mcg) = 1 gram (g)
- 1000 micrograms (mcg) = 1 milligram (mg)
- 1000 milligrams (mg) = 1 gram (g)
- 1000 grams (g) = 1 kilogram (kg)

Metric Measure of Volume

- 1000 milliliters (mL) = 1 liter (L)
- 1 cubic centimeter (cc) = 1 milliliter (mL)

Metric Measure of Length

- 1 meter (m) = 1000 mm or 100 cm
- 1 centimeter (cm) = 10 mm or 0.01 m
- 1 millimeter (mm) = 0.1 cm or 0.001 m

Large → Small

Kilograms → Grams → Milligrams → Micrograms

BOX 6-2 METRIC HOUSEHOLD EQUIVALENTS

Metric Measure = Household Measure

5 milliliters (mL) = 1 teaspoon (tsp)
15 milliliters (mL) = 1 tablespoon (Tbsp)
30 milliliters (mL) = 1 ounce (oz)
240 milliliters (mL) = 1 standard measuring cup
1 kilogram (kg) or 1000 grams (g) = 2.2 pounds (lb)
2.5 cm = 1 inch
1 foot = 12 inches

BOX 7-1 HOUSEHOLD/APOTHECARY/METRIC EQUIVALENTS

Household Measure = Apothecary Measure = Metric Measure

1 fluid ounce (fl oz) = 30 milliliters (mL)
6 fluid ounces (fl oz) = 180 milliliters (mL)
1 standard measuring cup = 8 fluid ounces (fl oz) = 240 milliliters (mL)
2.2 pounds (lb) = 1000 grams (g) or
1 kilogram (kg)
1 inch = 2.5 cm

Conversion between Apothecary & Metric
grain (gr) 1 = 60mg grain (gr) ½ = 30 mg

Fahrenheit to Celsius	Celsius to Fahrenheit
Subtract 32 Divide by 1.8	Multiply by 1.8 Add 32

j. Rounding Rules:

- < 1mL round to hundredths
- > 1mL round to tenths
- Weight/height round to tenths (**NOTE: In NSG 317, do not round ANYTHING until the very end of the math problem based on Pediatric Clinical Pharmacy Protocols in Various Hospital Systems**)
- Volume of fluids:
 - gtts round to whole number
 - mL/hr round to whole number
- Critical care infusions – round to tenths
 - Ex: mg/min; mcg/min; mcg/kg/min
 - mL/hr
- Temperature – round to tenths
- Fractional parts of a unit are always expressed as decimal fractions
 - Example: 1.5 mL not 1 ½ mL
- Always place a ‘zero’ in front of the decimal point when it not preceded by a whole number.
 - Example: Write 0.8 mL, not .8 mL
- Eliminate excess zeros following a decimal fraction.
 - Example: Write 0.5, not 0.500
- Label ALL units of measure appropriately.
 - Example: tab or gtt/min
- Time: Express ALL time using the 24-hour clock (military time).
 - Example: 10pm is written as 2200
- Additional Examples:
 - The overall rule is:
 - 0.4 or below do not round

- 0.5 or greater round up
 - Tablets and capsules
 - To the whole tablet or capsule or half tablet (you cannot give $\frac{1}{2}$ of a capsule).
 - Oral liquids
 - Round to the whole mL for adult dosages and to the 10th place (one decimal point) for pediatric dosages. Injections (IV, ID, Subcut, or IM): Round to the 10th place (one decimal point) using the rule above.
 - Weight-based dosages
 - Kilograms are always rounded to the 10th place (one decimal point). When you divide the weight in pounds by 2.2 you immediately round that number to the 10th place (one decimal point) using the rule above. Clear your calculator and put the weight in kg (rounded to the 10th place-one decimal point) back in the calculator to do the calculations).
 - Example: Administer rifampin 5 mg/kg, IV, every 12 hours for 4 days. The patient weighs 186 lbs. determine mg/dose. Answer: 211.3 mg/dose
 - IV Rates (mL/hr)
 - Round to the nearest whole number. Drop rates (gtt/min): always round to the nearest whole drop using the rule above. Infusion times: Round hours to the 10th place (one decimal point) before continuing with the problem.
 - Example: The order reads: Infuse 500 mL of NS at 42 mL/hr. What is the infusion time? $\text{Hr} = 1 \text{ Hr} \times 500 \text{ mL} = 500 = 11.904761 \text{ Hrs} = 0.9 \times 60 = 54 \text{ minutes}$
42 Answer: 11 Hrs 54 minutes
- k. Each dosage test shares the following characteristics:
- i. The test will consist of 20 questions
 - ii. Each test may contain questions requiring the following calculations:
 - tablets/capsules
 - mL needed to prepare a dose
 - drops per minute (IV infusions)
 - ml/hr (IV infusions)
 - weight-based dosages (kg)
 - dosages requiring conversions
 - additional questions related to specific course content

Reference: Ogden, S. J. & Fluharty, L. K. (2016). *Calculation of Drug Dosages: a work text* (3rd ed.). St. Louis: Elsevier.

H. 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 Admissions and Mission Committee.

Bachelor of Science in Nursing applicants/students may submit their written transfer requests and course syllabus to the Administrator to distribute to Admissions and Mission Committee and/or Program Outcomes 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.

I. Drug and Alcohol Policy

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

1. 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.

2. Drug Screening

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 a 10-panel drug test for all students.

- a. Each student must have a 10-panel drug test completed as part of the application process.
- b. Students must use approved chain of custody sites. Students are responsible for the cost.
- c. The site must report the results directly to LSON.
- d. Results of the testing must be received by LSON by the application deadline.

3. Alcohol Policy

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

4. Procedure for Suspected Impairment

Impairment is defined as being under the influence of psychoactive substances and/or evidencing psychological or physical symptoms. This can be episodic or chronic and affect cognitive, interpersonal, and psychomotor learning and performance.

- a. Any student suspected of being under the influence of drugs or alcohol will be requested to submit to a blood and/or urine analysis immediately at his/her own expense. A specific lab may be requested by the faculty. The results of the test must be submitted by the lab to the Dean of the LSON within twenty-four hours of receipt.
- b. If the test is positive, the student will be referred to the Vice President of Student Success and Engagement/Dean of Students for further evaluation and disciplinary sanctions (See current Marian University Code of Student Rights and Responsibilities).
- c. If the student meets the disciplinary sanctions, faculty will determine, based on the amount of work the student has missed, whether a grade of incomplete can be awarded or withdrawal from the course is required.
- d. If the test is positive and the student does not meet the disciplinary sanctions, the student will be given an (F) for the course(s) and dismissed from the program. The Vice President of Student Success and Engagement/Dean of Students is notified.
- e. 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 Vice President of Student Success and Engagement/Dean of Students is notified.
- f. If the student with a positive test holds a professional license, the university is required to notify the licensing agency.

5. Frequency of Testing

As a condition of admission to the LSON, every applicant must have a negative drug test. 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.

Results of the urine drug screen will be valid so long as the student remains in the program. If the student leaves the program for any reason, a new urine drug screen may be required by the Programs Outcomes Committee before readmission.

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).

6. Testing Method

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.

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.

7. 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.

8. 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.

J. School of Nursing Code of Conduct:

The student is bound by the Marian University policies for proscribed (inappropriate) conduct as detailed in the Marian University Student Rights and Responsibilities. The LSON has adopted an Integrity Statement to be employed prior to all assignments, quizzes and exams. (See Appendix ‘Integrity Statement’). In addition, the Marian University nursing student is expected to adhere to the following LSON Code of Conduct.

The Marian University nursing student:

1. Exhibits courtesy. This courtesy will be evidenced by positive, dignified, sincere, thoughtful consideration for self and others in oral, written, and all forms of electronic communication.
2. Follows rules and regulations of affiliating institutions as well as those of Marian University. The student works within the organizational structure and acts on principles rather than personal opinion.
3. Exemplifies the Franciscan Sponsorship Values as reflected by respect for the university, clinical facility, nursing programs, peers, and all faculty.

4. Strives to protect the rights of the patient and family. This includes the patient's right to privacy as well as the rights defined in the Patient's Bill of Rights. The patient's medical record and behavior reflect privileged information, which is not discussed outside of legal and ethical usage. Students adhere to clinical site policies related to acquisition and use of patient data.
5. Reflects self-dignity and respect for others at all times. The student refrains from vulgar or profane language and suggestive or obscene gestures.
6. Adheres to portable electronic devices (PED) policy of each affiliate.

Violation of any Code of Conduct may be referred to the Vice President of Student Success and Engagement/Dean of Students and/or Administration of the clinical facility.

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

1. Illegal possession of drugs and/or alcohol.
2. Impairment due to the use of drugs and/or alcohol.
3. Proven theft.
4. Conviction of a felony.
5. Failure to notify the Dean of the Leighton School of Nursing of a change in criminal status after submission of initial background check.
6. Suspension or revocation of professional license.
7. Unsafe or negligent nursing care.
8. Any violation of the Code of Academic Integrity. (See current Marian University Code of Student Rights and Responsibilities).

L. Clinical Conduct

Unprofessional 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. The Clinical Site Incident Report/Error Report (see Appendix) will be completed. 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.

M. Clinical Attendance

1. The student is required to complete all clinical hours as directed by the professor of the course.
2. Absences
 - a. An absence must be reported by the student, in writing, to the clinical faculty member NO LATER THAN one hour prior to the clinical experience arrival time.
 - b. The student will be required to provide documentation for the clinical absence within 48 hours and dated the same day as the absence. Student may also be asked to provide documentation regarding ability to return to clinical activities as indicated.
 - c. In the event of an absence, only one absence can be made up.
 - d. A second absence in the semester may:
 - i. Result in a clinical failure for the course and result in loss of progression in the nursing program, or
 - ii. At the discretion of the course lead, be allowed and made up.
3. Punctual attendance at all clinical days is mandatory
4. Tardiness is defined as five (5) minutes late.
 - a. If a tardy is incurred, the student must meet with the course lead for counseling of professional conduct; documentation of the tardiness will be placed in the student's permanent file.
 - b. A second (2nd) clinical tardy scores as an Unexcused Absence and may result in dismissal for the clinical day, at the discretion of clinical faculty.
5. A clinical day missed due to administrative closure and/or inclement weather is made up at the discretion of the faculty and/or the Dean.

N. Classroom Conduct/Attendance

1. The LSON fosters a positive learning environment as informed by the Franciscan Values. Students are respectful of fellow students and professors. These expected behaviors include but are not limited to:
 - a. Arriving to class on time.
 - b. Using electronic devices for instructional purposes at the discretion of the faculty.
 - c. Being prepared for the lectures by reading the appropriate text and recording questions.
 - d. Participating in class.
 - e. Demonstrating engaged learning behaviors.
 - f. Displaying courtesy and civility in words and actions.
2. Attendance is expected at all class sessions. Absences from class interfere with the student's ability to meet course objectives. The student is responsible for all course content. The student refers to course syllabi for specific policies related to assignments and course expectations.
3. No children and/or pets are permitted in the classroom, learning labs, or clinical experiences unless they are part of the educational program.

O. Examination Conduct

1. All campuses:
 - a. 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.
 - b. Cell phones and other electronic devices must be silenced and on airplane mode, or turned off completely, and placed with personal property.
 - c. Cell phone calculators are not permitted. Students are expected to bring a simple four-function calculator. Students may not share calculators.
 - d. All scratch paper will be provided by the faculty/proctor, and will be turned in at the end of the exam.
 - e. Student computer stations/testing areas must be clear of all materials except writing instruments, scratch paper and approved calculators.
 - f. No questions regarding exam content will be allowed/answered during the exam.
 - g. Hats, shirts/sweatshirts with kangaroo pockets and sunglasses are not permitted during an exam.
 - h. No eating is permitted during an exam.

- i. Students will not be allowed to leave the room during an exam unless documentation is on file from a healthcare provider in the Counseling and Consultation Services office.
 - i. The student will be accompanied to the restroom facility.
 - ii. If a student leaves the room without the required documentation, the exam must be submitted and is considered completed.
- j. 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 professor.
- k. Faculty/proctors have the right to inspect the student's test area/workspace at any time during the exam.
- l. Examination time limits will be announced. Students should allow adequate time for completion of the exam.
- m. The student will adhere to the policies delineated in the Marian University Code of Student Rights and Responsibilities related to academic integrity.
- n. . There will be no talking among students during the exam
- o. When finished testing, students should remove all personal belongings quietly before exiting the testing area.
- p. Upon submission, the computer document, the electronic scoring sheet, or the paper document is the official record of the exam.

2. Online Accelerated BSN (ABSN) Programs

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

P. 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. The students will not discuss test with other students waiting to take the test.
8. Any student arriving late may not be allowed to take the exam on that day: Excessive occurrences will be documented and student may receive a written performance plan. No extra time will be given.
9. 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, and the Director of Nursing Academic Services will be notified.

Q. Missed examination policy

1. All campuses:

- a. 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.
- b. 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.
- c. Failure to take the makeup exam at the designated time may result in a zero for that exam.
- d. Written evidence must be provided within 48 hours of the absence.
- e. Excused absences 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 course faculty. Evidence must be provided within 48 hours of absence.

2. On campus programs:

- a. At the discretion of the faculty, makeup exams for on campus traditional and accelerated track students will take place on Fridays after 12pm and completed by 4pm in the Counseling and Consultation Office.
- b. Students must request their exam time at least 48 hours in advance, and communicate their time slot to their course faculty.
- c. Faculty are responsible for sending the exam and/or access code to the Counseling and Consultation Office.

3. Online Accelerated BSN (ABSBN) Programs

- a. 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 faculty must be emailed to the proctor as soon as possible in advance of the exam date/time.

b. Process

- i. Student must obtain permission from course faculty to allow scheduling of any make up exam
- ii. Course faculty forwards approval to test proctor with student's name for specific make up exam
- iii. Proctor keeps list of approved students and exams for each make up session
- iv. Day prior to make up exams, proctor forwards list of approved students and exams to site Director of Nursing Academic Services.

Example email message:

To: proctor@mariannursing.com

From: course faculty

Subject: make up exam

(name of student) has my approval to take exam # (list number or other identifier of exam) in (course number, section number) on (date of next make up exam).

Signed,

Course faculty

R. Exam Review

1. Students are permitted to review their exam at the discretion of the professor before the next exam is given.
2. Final Exams- No final exams will be reviewed.
3. Post exam test review will be time limited and at the discretion of 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.

S. Use of Computer Lab:

1. Food or drinks (open containers) are prohibited in the computer lab.
2. Students may not install or download software to any computers.
3. Students may not alter or disable any hardware from any computers.

T. Grading System for the Leighton School of Nursing

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

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.

U. Standardized Testing Program

- 1.The Marian University LSON uses Kaplan Integrated tests as 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.
- 2.Students will be oriented to the Kaplan Program.
- 3.Kaplan Integrated Tests will be administered across the curriculum as indicated below.

Test Name and Benchmark		When Test is Given	
		Traditional	Accelerated
Fundamentals	67	Sem 2	Sem 1
Pharmacology	61	Sem 3	Sem 2

Med Surg Comp	73	Sem 5	Sem 3
Management/Professional Issues	73	Sem 6	Sem 4
Post-grad NCLEX	aim for 65%	Post-grad	Post-grad

4. Students will complete Test Reflections and receive feedback from the faculty.
5. Students who are unsuccessful in a clinical course have to re-take the Kaplan Integrated Test for that level/in that semester.
6. The Marian University Senior Comprehensive Exam requirement for BSN graduates is met by achievement of the benchmark for the Nursing Assessment Test (NAT A) administered during the last semester of senior year.
 - a. Students who do not meet the benchmark on the first attempt will be required to:
 - i. Take the NAT A Repeat
 - ii. Reach the NAT A Repeat benchmark
 - iii. Meet with the Dean or Dean's Designee
 - b. Students who do not pass or withdraw from the senior semester (semester 6 for traditional; semester 4 for accelerated) will have to take the NAT as part of the senior comprehensive graduation requirement.
7. Students are required to take the Kaplan NCLEX-RN Review Course scheduled after graduation.
8. State licensure application documents will be sent as follows:
 - a. Certificates of Completion will be sent to the Indiana State Board of Nursing after completion of a Kaplan NCLEX RN Review Course with the exception of students who did not pass the NAT A on the first attempt. Those graduates will have additional requirements set forth by the Dean or Dean's designee and will be tracked by an assigned faculty person. Students (graduates) also must be cleared by the Business Office.
 - b. Students/graduates of the Nashville, TN ABSN site also must be cleared by the Business Office.
 - c. Any documentation required for states other than IN or TN will be sent after completion of a Kaplan NCLEX RN Review Course (provided the student/graduate is cleared by the Business Office).

V. 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 to 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 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 written grievance with recommendations for improvement by completing the Student Complaint Form (see Appendix).

SECTION THREE

Leighton School of Nursing

General Information

A. Health Record

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

1. Verification of the following is required:

Students will not be permitted in the clinical areas without documentation that the health requirements have been met.

- a. Diphtheria Tetanus Toxoid vaccine
- b. Hepatitis B Vaccine-series completed or titre showing immunity.
- c. Physical Examination – Any change in health status may require a repeat physical examination
- d. Positive Rubella Titre
- e. Positive Rubeola Titre
- f. Positive Varicella Titre
- g. Positive Mumps Titre
- h. Influenza Vaccine
- i. 10 panel Drug Screen
- j. 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.
- k. During the admission process students sign the *Agreement and Contact Information* form which is a contractual agreement for students to understand their responsibility to keep their PPD current. Students are expected to be in compliance 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 the School of Nursing main office or American Databank depending on their admission date. 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.

2. Students are required to have proof of health insurance including proof of start coverage date.

B. Minimal Technical Standards

1. Purpose

- a. Establish the policy and procedure of student minimum technical standards to successfully complete the required nursing curriculum.

- b. Define technical requirements, determine the standard and identify examples for each standard.

2. Applicability

- a. All Marian University Leighton School of Nursing Programs.
- b. All Marian University nursing students.

3. Definitions

- a. The Minimum Technical Standards:

REQUIREMENT	STANDARD	EXAMPLES
Communication	Students must communicate effectively using English for verbal and written professional interactions.	Explain treatment procedures. Initiate health teaching Express sensitivity with patients. Document nursing actions and patient responses. Interpret written work.
Motor	Students must execute motor movements (gross and fine motor and tactile skills) to perform nursing care and emergency response to patients.	Palpation, percussion and other assessment techniques. Discern the sense of heat, cold, surface changes and pulsation. Movement about a patient room. Perform nursing skills (i.e. IV insertion, medication administration, urinary catheter insertion). Perform cardiopulmonary resuscitation.
Hearing	Students must have auditory ability sufficient for monitoring and assessing health needs.	Auscultate. Monitor emergency alarms and signals. Discern sounds and cries for help.
Visual	Students must have visual ability sufficient to observe for student learning and patient care needs.	Observe demonstrations and simulated learning experiences. Observe a patient's condition and response to treatment.
Conceptual-Integrative	Students must have critical thinking ability for effective clinical reasoning and judgment	Meet admission standards. Measure, calculate, analyze, synthesize, and retain complex information.

	consistent with the level of education.	Comprehend three dimensional and spatial relationships
Behavioral-Social	Students must possess emotional health required to use intellectual abilities and exercise good judgment.	Adapt to a changing environment. Tolerate taxing workloads. Function effectively under stress. Exhibit compassion and concern for others. Develop mature and effective relationships.

4. Policy

All students must read and sign an acknowledgement statement of the *Minimal Technical Standards* prior to the start of the first semester of their program and annually thereafter. The acknowledgement statement will require a student needing accommodations to contact the Director of Academic Support Services in the Counseling and Consultation Services office (see below).

Students with disabilities who have proper documentation must contact the Director of Academic Support Services in the Counseling and Consultation Services office to set up a documentation review. If after the review, accommodations are deemed appropriate, an accommodation plan will be developed. As per the ADA (Americans with Disabilities Act) no accommodations can be provided until this process is complete. Contact Marj Batic, Director of Academic Support Services (mbatic@marian.edu ; 317.955.6150; or stop by the office in Clare Hall). **Note:** Students who may require assistance in emergency evacuations should consult with the instructor as to the most appropriate procedure to follow. If there are questions regarding such a procedure, contact Ruth Rodgers, Vice President, Student Success and Engagement/Dean of Students @ rrodgers@marian.edu or the Director of Academic Support Services for additional information.

5. Responsibility and Procedure by Role

a. Student

- i. Read the Minimum Technical Standards.
- ii. Determine need for accommodations.
- iii. Sign acknowledgement statement.
- iv. Meet with the Director of Academic Support Service
- v. Determine if reasonable Read the Minimum Technical Standards and appropriate accommodations can be made to meet the Minimum Technical Standards.

b. School of Nursing

- i. Provide notice of accommodation availability in admission documents.
- ii. Provide notice in all syllabi.
- iii. Facilitate access for approval considerations.
- iv. Clearly delineate and adhere to approved accommodations.

- v. Facilitate faculty, student, and clinical agency collaboration.
- vi. Reevaluate and modify needs as student progress.

References

- AACN, (N.D). Accommodating students with disabilities. Retrieved from <http://www.aacn.nche.edu/faculty/tool-kits/accommodating-students-with-disabilities>
- Dupler, D.E., Allen, C., Maheady, D.C., Fleming, S.E. & Allwn, M. (2012). Leveling the playing field for nursing students with disabilities: Implications of the amendments to Americans with Disabilities Act. *Journal of Nursing Education*, 51(3), 140-144.

C. Cardio-Pulmonary Resuscitation (CPR)

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 School of Nursing main office or in American Databank depending on their clinical admission date. Compliance with CPR must be valid for the entire semester on the first week of clinical course. If the file is incomplete the student will not be permitted to participate in the clinical course that semester.

D. 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.

E. Professional Liability Insurance

Marian University provides professional liability insurance for clinical students in the School of Nursing. This provides coverage for acts of omission and/or commission which occur during clinical experience required as part of the educational requirements of the LSON.

This professional liability coverage does not cover any acts of omissions and/or commission by students which occur outside of the clinical experience.

F. Criminal Checks

Applicants are required to complete a full criminal background check according to application guidelines. They must also complete the *Release of Information* form, which includes a disclosure statement. For some clinical providers, additional disclosures may be required that could disqualify a student from that clinical placement. LSON expects voluntary disclosure of misdemeanors by students. (see Appendix)

G. Clinical Placement/Assignment

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

H. University Closing

Indiana

In the unusual event that inclement weather or adverse campus conditions necessitate the canceling of classes and/or shutting down office operations, please listen to the local stations.

Tennessee

In the unusual event that inclement weather or adverse campus conditions necessitate the canceling of classes and/or shutting down office operations, please review the student communication course in Canvas.

I. 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.

J. 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 instruction must be completed annually prior to clinical experience. Students will not be permitted in the clinical areas until these health requirements are completed. Students will be asked to read and sign a document regarding disease risk. The signed document is then placed in the student's file.
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 for coverage of expenses not included in their insurance policy. 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 course coordinator of the incident and provide documentation of the incident.

K. Alteration in Health Status

The student is responsible to notify the instructor of any health issues that would interfere with the student's ability to meet theory and/or clinical objectives. A student who has a health issue, including pregnancy, must submit a statement from a professional health care provider indicating approval to

begin, meet, and resume all clinical activities. If an altered health status precludes or jeopardizes safety, the faculty will consult with the Dean of the School of Nursing to determine appropriate action.

L. Dress Code

1. Students are expected to follow the LSON dress code.

2. Uniform:

Uniforms must be purchased from Marian University Bookstore.

3. Scrub Uniform:

- a. Students are to wear official Marian University navy scrub uniforms with a short white scrub coat with the Marian University logo and embroidery patch.
- b. The uniform is to be clean, neatly ironed, 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 nametag and is to be worn at clinical sites.
- f. If changes are required for religious or cultural reasons, please consult the course faculty.

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. In length, hair should not cover the uniform collar.
- c. Long hair must be fastened and pulled away from the collar and should not require extra handling during the day.
- d. Hair must be a naturally occurring human-born color.
- e. Established beards must be neatly groomed.
- f. 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. Engagement rings are not permitted in clinical areas.
- d. Watches must have a second hand.
- e. No other jewelry of any kind is to be worn.
- f. Tattoos must not be visible.

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 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.

12. Noncompliance of the dress code may result in dismissal from clinical.

M. Electronic Communication

Marian University email is the official source of communication for all students in the LSON. Professional and respectful communication is expected.

N. Eligibility for Licensure

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. The State Board of Nursing requires those applying for examination and registration to provide written evidence, verified by oath, that they:

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.

O. Academic Support

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

1. 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 attaining their goals.

The foundation of the advising process begins with the relationship between advisor and student. The Academic Advisors/Success Coaches in the LSON use counseling 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.
2. The Center for Academic Success and Engagement (CASE) staff are available for students who need assistance in a variety of areas including academic support for students with disabilities, study skills, and test taking. CASE provides one-on-one and/or group counseling.
 3. The Marian University Writing Center and Speaking Center works with students to develop and improve their academic writing and verbal communication skills.
 4. The Counseling and Consultation Office provides personal counseling while the Exchange offers career counseling for Marian Students.

5. The Office of International Programs provides support for international students.

P. Nursing Organizations

(MUSNA) Marian University Student Nurse 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.

Omega Chapter Sigma Theta Tau International

This is an honor society for nursing whose members promote leadership, scholarship and research. Nursing student membership is by invitation in the spring for junior and/or senior year BSN nursing students and graduates who have achieved academic excellence. The Chapter on campus is known as Omega Chapter-At-Large, Marian University.

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.

Q. Nursing Pin

Nursing pins may be purchased through the approved vendor. 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".

R. Pinning Expectations

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

2. Your dress should reflect your professional status, uniforms and lab coats will be required. Please follow the uniform policy in the nursing school handbook.
3. This event is held in the chapel, please remember that you are in a chapel and act accordingly. This includes: no cell phone use, selfies, please speak in hushed tones, avoid swearing, and only essential conversations. Alcohol is prohibited while in uniform.
4. LSON reserves the right to change or adjust the program as needed.
5. Students chosen to present the History of the Nursing pin should write this in their own words.
6. Student chosen to lead the Nightingale Pledge will ask all nurses to stand before speaking.
7. Students presenting History and Nightingale Pledge will be chosen by faculty.
8. Student speaker will be chosen by graduating class. Speech will be reviewed by faculty prior to the event.
9. Class speakers will refrain from insulting the university/faculty/staff, please know that your concerns are valid; follow the procedure for complaints.
10. Please ensure your guests are aware of these expectations.

***Inappropriate behavior will result in being dismissed from the ceremony. ***

S. General Policies and Procedures for Student Use of Michael A. Evans Center Labs:

Various labs are located on the second floor of the Michael A. Evans Center for Health Sciences to facilitate the rich educational experiences faculty of the LSON values for its students. The Louis C. Gatto Nursing Resource Center (NRC) Skills Labs have areas for both didactic instruction and hands-on skills practice. The Hill-Rom Open Practice Room allows for study and independent skills practice around-the-clock, except when the university is closed. The Computer Lab has thirty-five computer stations for instruction, testing, and independent study. The Hill-Rom Simulation Center faculty and staff provide multidimensional clinical skills and simulation experiences for students.

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 safe environment to make mistakes and reflect on their learning. Opportunities for skills practice, equipment operation, critical thinking, clinical reasoning, clinical judgment skills, and team-work 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 University’s 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.
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 foaming is required as in a clinical settings.
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.

T. Work Study Students

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

U. Senior Pictures/Composite Fees

Senior pictures are required and students are assessed a sitting fee. The fee covers the cost of the sitting, pictures for NCLEX-RN application, and individual composite. Composites include students and current full-time faculty. Pictures are optional for RN-BSN students.

V. Student Achievement Awards-BSN

Students will be informed by an Advisor if they are nominated for an award. Student Awards will be based upon the following criteria:

1. Academic Excellence Award (presented at Student Achievement Day)
 - a. Overall GPA
 - i. Campus-based traditional program
 - ii. Online accelerated program
 - iii. Campus-based accelerated program

The following award may be presented at the Pinning Ceremony:

1. Leadership Award (awarded at Student Achievement Day)
 - 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 program since admission to the nursing program.
2. Clinical Excellence Award
 - a. Recognizes the student who has most consistently demonstrated clinical excellence in 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.
3. Student Mentor Award
 - 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

4. Franciscan Award

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

5. Shirley Friedman Scholarship Award

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 present to a traditional BSN graduating student who has demonstrated the most growth over the course of the program.

W.Evans Center Locker Policy

1. Assignment of Lockers

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.

2. Ownership of Lockers and Contents

All lockers within the Michael A. Evans Center for Health Sciences 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.

3. 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.

4. 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.

5. 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.

X. Evans Center 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.

SECTION FOUR

Appendices

- A: Student or Visitor Injury/Exposure Report
- B: Student Formal Concern/Complaint Form
- C: Student Handbook Receipt and Photography Permission Form
- D: Student Handbook Glossary
- E: Criminal Background Checks
- F: Integrity Statement

Appendix A



Student/Visitor Injury/Exposure Report

STUDENT/VISITOR INFORMATION

Name:	Student: YES <input type="checkbox"/> NO <input type="checkbox"/>
Visitor: YES <input type="checkbox"/> NO <input type="checkbox"/> If visiting: purpose of visit:	
Mailing Address:	
Phone No:	Email:

INCIDENT INFORMATION

Date of Injury/Exposure:	Time of Injury/Exposure: Cannot be determined <input type="checkbox"/>
Did injury/exposure occur on Marian University's premises? YES <input type="checkbox"/> NO <input type="checkbox"/>	Department or location where the injury/exposure occurred:
What body part was affected?	How was it affected?
Equipment, materials, or chemicals involved in incident:	
Specific activity engaged in during injury/exposure:	
How did the injury occur? Please provide a description of the events leading up to the injury/exposure and any relevant objects or substances.	
Were there any witnesses? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please list witnesses:
Was medical care sought? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please provide details:
Was Campus Police notified? YES <input type="checkbox"/> NO <input type="checkbox"/>	Submitted by:

Instructions for Submission:

- Notify the Marian University School of Nursing faculty or staff member on site at the time of the occurrence
- Complete this form within 24 hours of the initial injury/exposure.
- A copy of this form is given to the School of Nursing Administrative Office to be filed in the student's folder.
- The faculty or staff member notifies the Course Director.

Student and Visitors Please Note: If follow up medical care is needed, you are responsible for the expenses incurred.

Appendix B



Formal 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 chain of command.

Unresolved concerns will become a formal complaint when the issue cannot be resolved within the LSON's chain of command. The unresolved concerns may be appealed in writing to the 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: _____

Appendix C



STUDENT HANDBOOK RECEIPT

Dear Student,

Please sign below to verify that you will read a copy of the Marian University Nursing Student Handbook that is posted on the Marian University Leighton School of Nursing website. It is expected that you will read, understand, and comply with the policies contained in the handbook including annual updates and addendums. This receipt needs to be submitted to the Leighton School of Nursing Administrative Assistant and will be filed with your student records.

I hereby acknowledge that I will read a copy of the Marian University Nursing Student Handbook posted on the Marian University website.

Student Signature _____

Print Name _____

Date _____

Please sign below to indicate your permission & use of photography taken at the University

PHOTOGRAPHY AND VIDEOGRAPHY PERMISSION AND USE

_____ grants Marian University permission to use photographs and/or videography of me in publications produced by the organization, web sites owned by the organization, or public relations activities conducted by the organization for the purpose of promoting Marian University.

Signature _____

Permission given this _____ day of _____, _____.

Appendix D



Student Handbook Glossary

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.

Formal Complaint – Any appeal, concern, or school issue that cannot be resolved within the Leighton School of Nursing chain of command 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

Appendix E



Criminal Background Checks (CBC)

Subject: Criminal Background Checks (CBC) of Applicants and Students

I.Purpose

- a. Establish applicant and student responsibilities for CBC.
- b. Define a satisfactory and disqualifying CBC.
- c. Establish a process to maintain confidential records of CBC.
- d. Establish roles and responsibility of the Administrative Assistant Marian University Leighton School of Nursing (LSON) and the Dean/Designee for CBC.
- e. Establish a process for the review and determination of unsatisfactory CBC.

II.Applicability

- a. All LSON Programs.
- b. All personnel delegated specific responsibilities.
- c. All applicants and students of the LSON.

III.Definitions

- a. Applicant- A student applying for admission to the LSON.
- b. Student- A student admitted to the LSON.
- c. Criminal Background Check (CBC)
 - i.Satisfactory CBC
 1. A CBC report that does not indicate any criminal history.
 2. A CBC report that indicates a criminal history where, after review, the applicant is deemed eligible for admission.
 - ii.Disqualifying CBC
 1. A CBC report that indicates a criminal history where after review the applicant or student is deemed ineligible by the LSON for admission or progression in the program.
- d. Vendor- A company chosen by the LSON to conduct applicant and student CBC.

IV.Policy

- a. Acceptance and progression in the MSON is contingent upon a satisfactory background check. Supplemental or additional background checks may be required during the course of the educational program due to specific requirements of clinical affiliations or a reported change in the student's criminal background.

V.Responsibility and Procedure by role

- a. Applicant
 - i.Responsibility
 1. To initiate and complete a CBC.
 - ii.Procedure

1. Applicants receive notification in the printed application material that matriculation into the LSON is conditional based on a satisfactory background check.
 2. Initiate the CBC in an adequate timeframe to be received by the MULSON in time for the admission due date. (CBC take at a minimum 2 weeks)
 3. Applicants will engage the MULSON designated vendor to complete the CBC.
 4. Applicants are responsible for any cost of the CBC.
 5. If the CBC report does not indicate any criminal history no further action of the applicant is needed.
 6. If the CBC report indicates a criminal history it is earmarked by the Administrative Assistant for review by the Dean or designee.
- b. Student
- i. Responsibility
 1. To maintain a satisfactory CBC while a student at MULSON.
 2. To submit a CBC to clinical affiliations upon request of MULSON.
 - ii. Procedure
 1. MULSON may request a student to conduct an additional CBC if requested by a clinical affiliation or reports of arrest and/or conviction of a criminal offense.
 2. The student is responsible for any cost of the CBC.
 3. If a student is arrested for a criminal offense (other than a minor traffic violation) subsequent to the CBC at admission, the student is required to report the violation to the Dean or designee and the Dean of Students.
 4. The student is required to report a conviction of a criminal offense to the Dean or Designee and the Dean of Students.
 5. A disqualifying CBC will result in dismissal from the nursing program.
 6. If the student fails to report a criminal offense, the student may be dismissed from the nursing program.
- c. Administrative Assistant of MULSON
- i. Responsibility
 1. To review CBC of applicants and students.
 2. To maintain confidentiality of applicant and student CBC.
 3. To earmark applicant CBC reports that indicate a criminal history for review by the Dean or designee.
 - ii. Procedure
 1. The applicant or student CBC documents are delivered to the Administrative Assistant for review.
 2. Any CBC report that does not indicate any criminal history will be deemed satisfactory on the admission file.
 3. The satisfactory report will be retained separately from the student admission application, where only employees with a need to know can attain access.
 4. Any CBC report that indicates a criminal history will be earmarked for review of the Dean or Designee.
 5. The Administrative Assistant will inform the applicant of the finding and the need to meet with the Dean or designee for review.
 6. Once earmarked the report is reviewed by the Dean or designee, the determined satisfactory or disqualifying CBC report will be retained separately from the applicant or student file, where only employees with a need to know can attain access.
 7. The record will be retained for:

- a. five years from the date of the disqualifying application
 - b. from the time the student does not progress in the program
 - c. until graduation.
- d. Dean/Designee
- i. Responsibility
 - 1. To review earmarked applicant or student CBC reports.
 - 2. To deem if the offense in question is disqualifying for admission or progression in the program.
 - 3. To maintain confidentiality of applicant and student CBC.
 - ii. Procedure
 - 1. The Dean or Designee receives the earmarked CBC report from the Administrative Assistant.
 - 2. The applicant or student has the right to challenge a report from the vendor that he/she believes to be erroneous. If an error is identified, the vendor must indicate the error and correct the error, and the report will be deemed satisfactory.
 - 3. If the offense is accurate and severe, the offense will be deemed disqualifying.
 - a. Examples of severe offenses
 - i. rape or any sex crime child molestation,
 - ii. sexual misconduct with a minor,
 - iii. criminal deviate conduct,
 - iv. exploitation of an endangered adult, child or adolescent,
 - v. possession of child pornography,
 - vi. failure to report battery, neglect or exploitation of an endangered adult, child, or adolescent,
 - vii. murder,
 - viii. voluntary manslaughter,
 - ix. conviction of a federally funded program-related crime,
 - x. conviction related to patient abuse,
 - xi. felony conviction related to health care fraud.
 - xii. Conviction or admission of identity theft/fraud.
 - 4. If the offense is accurate and within five years from the date of application the offense will be deemed disqualifying.
 - 5. If the offense is accurate and older than five years the applicant or student is required to provide an explanation for the event. The Dean or designee, in consultation with the Dean, will determine the offense to be satisfactory or disqualifying based on the severity of the offense and evidence of life changes that have followed the offense.
 - a. Examples of offenses that will be considered if the offense occurred more than five years before the date of application include by are not limited to:
 - i. Theft
 - ii. Involuntary manslaughter
 - iii. Felony battery
 - iv. Felony offense related to a controlled substance offense
 - 6. The Dean or designee may need to share the determination of the report with the Dean of Students as it pertains to admission or progression of the student. All parties will be advised that the information is confidential and to be shared only on a need to know basis.
 - 7. A written report of the determination by the Dean or Designee with consultation with the Dean will be retained with the CBC report.

Prepared by Dorothy Gomez, PhD, Dean.
Adopted by Faculty on March 27, 2015.
Reviewed by R. Dunne 5/2019.

Appendix F



Integrity Statement

“I am affirming my commitment to Marian University’s principle of academic integrity.
I guarantee that I will:

- a. submit assignments, quizzes, and exams as my own original work.
- b. employ full engagement in coursework and learning opportunities.
- c. not communicate information in any form regarding assignments, quizzes or exams to other current or future students.
- d. properly cite the work of others.
- e. inform faculty of any suspected academic misconduct by my peers.

I affirm that I have neither given nor received inappropriate aid in the completion of this assignment.”

Name: _____

Date: _____

Course: _____

Term - Check One below:

SP SU FA