

**Indiana University School of Nursing
Fort Wayne, Indiana**

**LEGACY STUDENT MANUAL
FOR
PURDUE BACCALAUREATE
NURSING STUDENTS**

Liberal Arts Building Room 343
(260) 481-6816

<https://www.iufw.edu/nursing/bsn/purdue-bsn-track.html>

2019-2020



The baccalaureate degree program in nursing at Purdue University Fort Wayne is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

TABLE OF CONTENTS

NOTICE REGARDING UNIVERSITY REALIGNMENT	1
INTRODUCTION.....	1
Participation	1
Changes in Program	1
Technical Standards for Retention of Students	1
Disabilities Statement.....	2
Equal Opportunity Statement.....	2
SECTION I – STATEMENTS, PHILOSOPHY, FOUNDATIONS, FRAMEWORK, OUTCOMES....	3
Purdue Legacy BSN Nursing Mission, Vision, and Values Statements	3
Philosophy.....	4
Conceptual Framework	5
PFW Legacy BSN Level and Program Outcomes	8
Expected PFW Legacy BSN Program Outcome Category Competencies by Program Year.....	8
SECTION II – PROGRAM INFORMATION AND REGISTRATION	9
PFW Legacy Baccalaureate Degree Nursing Program Information	9
Eligibility for Licensure	9
Registration for Classes.....	10
Requesting Establishment of Credit by Examination for Nursing Courses.....	10
Transfer Courses	10
Financial Aid and Scholarships.....	10
SECTION III – CURRICULA.....	11
Plan of Study	11
Degree Requirements	12
Licensure Requirement	12
Computer Skills.....	12
Handheld Digital Device.....	12
ATI Testing Information	12
Withdrawing From a Course	14
Auditing a Class	15
SECTION IV – CODE OF CONDUCT AND POLICIES	15
Formal Complaints.....	15
Grade Appeal Policy and Procedure	16

Plagiarism.....	17
Academic Policies	17
Academic Standing Policy	18
Clinical Absence and Tardiness	18
Codes of Conduct and Professional Misconduct Policy	18
Confidentiality.....	19
Course Criteria for Dismissal from Nursing	19
APA Formatting	19
Re-admittance.....	20
SECTION V – STUDENT RESOURCES.....	20
Emergency – Dial 911	20
Academic Advising.....	20
Blackboard Learn	20
Career Services.....	21
Center for Women and Returning Adults	21
Communication	21
Cancellation of Classes	21
Diversity and Multicultural Affairs	21
Health and Wellness Services	21
Information Technology.....	22
International Student Services.....	22
Library Resources	23
Parking	23
Safety Alerts.....	23
Smoking Policy	23
Student Housing	23
Students with Disabilities.....	23
Studio M.....	24
Testing Services	24
Tutoring Services	24
University Police	24
Writing Center.....	25
SECTION VI – CLINICAL REQUIREMENTS AND PRIVILEGES	25
Background Check	25
Cardiopulmonary Resuscitation Certification.....	26

Communicable Disease Policy.....	26
Exposure Incident Policy and Procedures for Nursing Students.....	26
Immunizations and Screenings.....	27
Student Professional Liability Insurance.....	28
Health Insurance.....	29
Student Uniforms	29

NOTICE REGARDING UNIVERSITY REALIGNMENT

Due to the recent realignment of PFW (effective July 1, 2018), all nursing students admitted before the effective date of the alignment were admitted as Purdue University students. Students admitted after the effective date (for Fall 2018 and after) will be admitted to the Indiana University School of Nursing.

Purdue University Nursing programs at Fort Wayne will function under the control and authority of Indiana University School of Nursing (IUSON), located on the campus of Indiana University Purdue University Indianapolis (IUPUI) in Indianapolis, Indiana. The Purdue University Nursing programs at Fort Wayne will be solely managed as an additional campus location of IUSON.

INTRODUCTION

The information provided in this manual pertains to the Purdue University Nursing students at Fort Wayne and supplements the information in the [IUSON Fort Wayne](#) web site.

Changes in the program will be reflected in revised editions of any of the enclosed documents and will be available to students during academic advising, in nursing classes, at [IUSON Fort Wayne](#) website, and/or transmitted electronically to students' university email accounts.

Participation

Nursing students have the opportunity to impact decisions within nursing and on the campus by committee participation. Committee openings are announced in classes. The Undergraduate Curriculum Committee is an example of one committee that invites and names a student representative.

Decisions in the Undergraduate Curriculum Committee directly affect students and the educational requirements concerning course structure, course sequencing, and clinical options. For additional information, speak with a nursing professor.

Changes in Program

Curriculum and/or program requirements can change while students are enrolled in any particular program of study. Such changes may be due to state licensure, national certification, or by some other regulatory body that then must be reflected in the curriculum so that students can meet the minimum requirements to qualify for licensure and/or be prepared for certification by various accrediting and certifying bodies. The Indiana University School of Nursing Fort Wayne (IUSON FW) will make every effort to notify students that such changes have occurred and how such changes may influence their program progression and/or timely completion.

Technical Standards for Retention of Students

The faculty has specified the following non-academic criteria (technical standards) that all students are expected to meet. These standards include the following five categories and may vary by degree program.

1. **Observation:** The student must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component of the degree and to assess and comprehend the condition of all persons assigned to him or her for examination, diagnosis, and treatment. Such observation and information usually require the functional use of visual, auditory, and somatic sensations.
2. **Communication:** The student must be able to communicate effectively and sensitively with persons in order to elicit information; describe changes in mood, activity and posture; assess non-verbal communications; and be able to effectively and efficiently receive from and transmit information to persons, fellow students, faculty and staff, and all members of the health care team. Communication skills include listening, speaking, reading, and writing as well as the observation skills described above.
3. **Motor:** The student must have sufficient motor function to elicit information from persons by appropriate diagnostic or therapeutic maneuvers, be able to perform basic tests, possess all skills necessary to carry out diagnostic or therapeutic procedures, be able to interpret appropriate examinations and procedures, and be able to execute motor movements reasonably required to provide general care and emergency treatment to persons.
4. **Intellectual/Conceptual, Integrative, and Quantitative Abilities:** The student must be able to measure, calculate, reason, analyze, evaluate, and synthesize. Problem solving, the critical skill demanded of allied health practitioners, requires all of these intellectual abilities. In addition, the student must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. The student must have the capacity to perform these problem-solving skills in a timely fashion.
5. **Behavioral and Social Attributes:** The student must possess the emotional health required for full utilization of his or her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to care of persons; and the development of mature, sensitive, and effective relationships with persons and others. Students must be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many persons. Compassion, integrity, concern for others, commitment, and motivation are personal qualities that each student should possess.

Disabilities Statement

Students with a disability should contact the Director of Services for Students with Disabilities to request assistance if needed. The office is located in Room 113 of the Walb Student Union, telephone number (260) 481-6658. For more information, visit the website for [Services for Students with Disabilities](#) (SSD).

Equal Opportunity Statement

IUSON FW is strongly committed to providing all students and employees with fair and equal treatment in a diverse and inclusive environment free of discrimination and harassment. The Office of Institutional Equity provides leadership to the campus community in upholding those practices and policies consistent with this commitment and with state and federal laws regarding equal access, equal employment, and educational opportunity for all persons without regard to race,

religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status. The [Office of Institutional Equity](#) provides assistance to faculty, staff, and students regarding equal opportunity practices and policies. The office is located in Room G02 in Kettler Hall, phone (260) 481-6840.

SECTION I – STATEMENTS, PHILOSOPHY, FOUNDATIONS, FRAMEWORK, OUTCOMES

Purdue Legacy BSN Nursing Mission, Vision, and Values Statements

Mission

The mission of the PFW Department of Nursing is to prepare leaders to improve human health and quality of life through nursing practice, scholarship, and service.

Vision

The PFW Department of Nursing will be recognized for its distinctive programs of excellence in undergraduate and graduate nursing.

Faculty have determined that the vision is accomplished through the following:

- Providing timely and responsive healthcare education for a diverse community of learners
- Preparing and challenging students to achieve their highest potential in scholarship and professional nursing practice
- Improving the health and well-being of our citizens through student and faculty service
- Cultivating partnerships and securing resources to assure innovative learning opportunities
- Contributing to the profession through academic study, research, and political action

Values

- Access to affordable and high-quality programs and services.
- The integrity, significance, and value of the University degrees.
- An environment of open intellectual inquiry, mutual respect, shared governance, and civility.
- An environment that enhances learning by recognizing the inherent worth of all individuals and celebrating differences of culture, background, and experience among all individuals and groups.
- The highest ethical standards of equity, fairness, transparency, and academic integrity.
- A multifaceted and mutually beneficial collaboration with Fort Wayne and the greater northeast Indiana region.

Goals and Supporting (Bulleted) Tactics

<p>Create an inclusive environment that reflects the mission, vision, and values of the college</p>	<p>Develop and implement high caliber, innovative undergraduate and graduate education</p>
<ul style="list-style-type: none"> • Provide a welcoming, inclusive and supportive atmosphere for recruiting and retaining students, faculty, and staff • Pursue diversity in college programs, services, and environments • Engage with diverse practice partners to promote scholarship and education • Celebrate student, faculty, and staff successes. • Provide and promote an environment of civility 	<ul style="list-style-type: none"> • Assess and proactively address the educational needs of students, faculty, staff and community members • Create innovative strategies that are responsive to changing educational and health care needs. • Expand and enhance the department infrastructure to support student success. • Promote the College Student Success Center. • Inspire a commitment to lifelong learning
<p>Promote nursing, interprofessional and evidence-based practice</p>	<p>Provide leadership in the transformation of health care and effective application of health information technology</p>
<ul style="list-style-type: none"> • Develop and maintain informatics skills needed to practice evidence-based nursing • Recruit, retain, and support faculty research endeavors. • Promote creative scholarship opportunities among students, faculty, staff, and communities. • Engage in research to improve the public's health and health care system. • Disseminate findings from scholarly work through posters, publications, and presentations. 	<ul style="list-style-type: none"> • Develop partnerships to address health care issues and affect the integration of health information technology • Work collaboratively with other leaders to strengthen local and regional workforce development • Foster the exchange of nursing and interprofessional scholarship, education, and practice • Leverage informatics and design models of care to address health inequities and to promote wellness and improved quality of life • Model evidence-based, cost effective care. • Influence health care policies, including those aimed at the use of health information technology

Philosophy

Our philosophy is grounded in an awareness of the rapidly changing health care environment. Knowing this reality, students are prepared for practice using a perspective of on-going inquiry strategies that are based in evidence. Baccalaureate students are prepared as generalist nurses to provide patient-centered care. The nursing faculty believe that all individuals have inherent worth and dignity, are part of a larger social-cultural network, and are continually developing and adapting.

Learning is a life-long process which enables individuals to think critically in the appraisal and application of knowledge, skills, and values as these relate to self, others, and the environment. The faculty is responsible for creating a learning environment that facilitates the acquisition of the necessary knowledge and skills for professional nursing practice. Individuals must be actively involved in, and responsible for, their own learning. Through formal education and experiential learning, nurses can advance to professional practitioners at the undergraduate and graduate levels.

Health or optimum adaptation is achieved through equilibrium of physical, psychological, social, cultural, developmental, and spiritual components. Perceptions of health and health goals are determined within a socio-cultural context and are influenced by knowledge, experiences, and values.

Nursing is an interpersonal process through which the nurse influences people toward understanding, attaining, maintaining, or regaining optimum health. Holistic and compassionate nursing practice incorporates knowledge and theory from nursing science, physical sciences, psychological and social sciences, humanities, and the arts to understand and address human needs. Nurses collaborate with other health care providers to promote optimal well-being.

Nurses must be knowledgeable about contemporary practice issues in assuming an active leadership role in promoting health and influencing delivery of care. Nursing faculty value professional growth and participate in opportunities that contribute service to the profession, university, students, and the community through academic study, scholarly work, and political action.

Conceptual Framework

The conceptual framework is the foundation of the curriculum (See Figure A). The goal of the nursing program is to prepare nurses who have the knowledge, skills, and judgment to provide competent care. Nurses must be prepared to work in complex, rapidly changing environments and thus commit to life-long learning relevant to the profession. The nursing metaparadigm concepts described by nursing theorists are human beings, environment, nursing, and health.

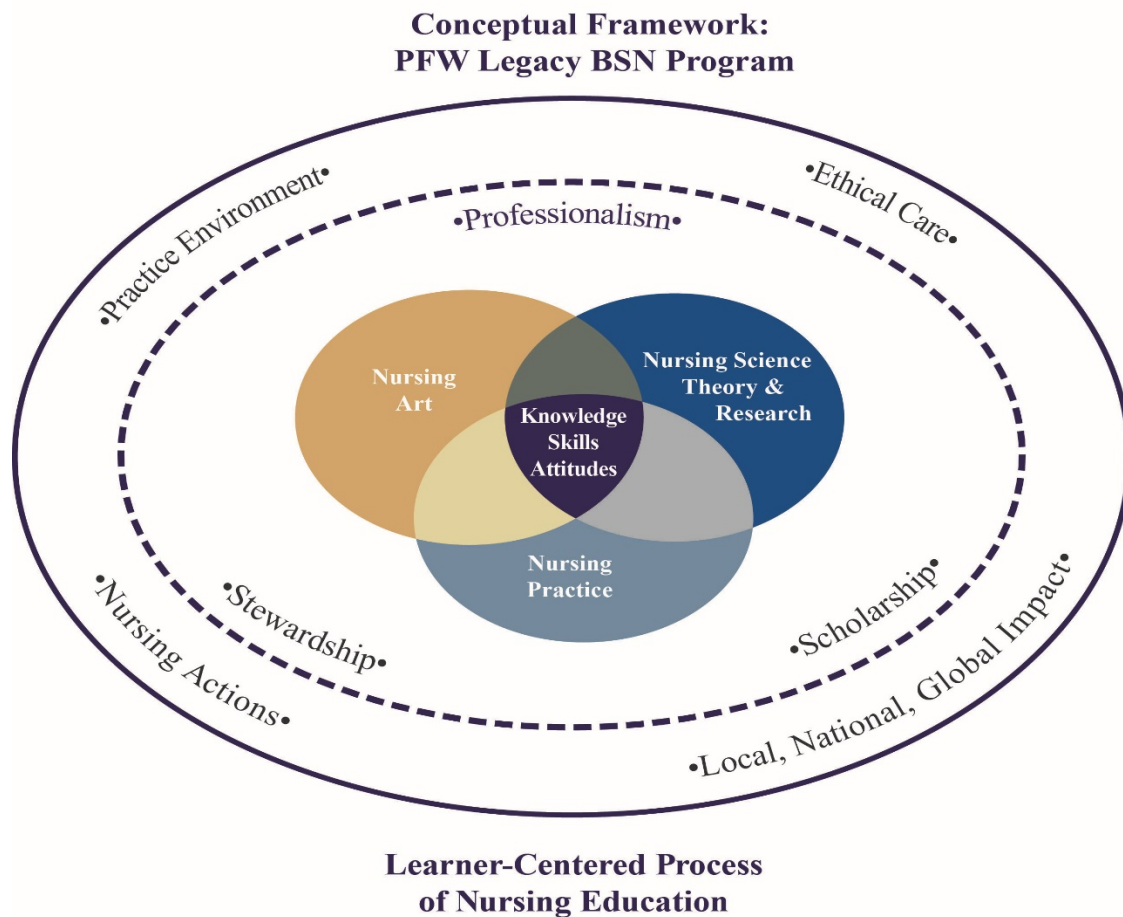
These metaparadigms form the structure of the curriculum and are the cornerstones for understanding the practice of nursing. Within this structure, faculty members prepare students to develop clinical moral reasoning skills to "think like a nurse" (Tanner, 2006, p. 204). A basic sense of what is good, right, and ethical is fundamental to nursing practice (ANA, 2010).

The following definitions of the metaparadigm concepts form the basis for delivery of nursing care and teaching nursing students. Human beings as a concept refers to individuals within a culture, families, communities, and other groups. Environment can be viewed from a system perspective as a concept that refers to human beings continually interacting with energy both internally and externally. The environment refers to the local, national, and worldwide settings in which nursing occurs. The environment consists of cultural, social, political, and economic conditions. Health refers to the interaction of holistic human processes of living and dying.

Nursing is defined as actions taken by nurses on behalf of or in conjunction with human beings and the goals and outcomes of these actions. As such, nursing is a mutual process between human beings and nurses in whatever environment and state of health that exist (Fawcett, 2005).

The education of nursing students is a dynamic and complex student-centered process that embraces the art and science of nursing. This student-centered process includes teaching ways of developing knowledge that reflects a process and outcome-driven, evidence-based practice framework. This focus prepares a nurse who is able to manage patient care delivery today and in the future. Consequently, faculty create a learning environment that emphasizes nurses maintaining a life-long passion and enthusiasm as a nurse as described by Benner, Sutphen, Leonard, and Day (2010).

Figure A



Faculty members are grounded by value-based principles of nursing education including nursing knowledge, nursing skills, nursing values, nursing meanings, and nursing experience as described by Webber (2002). Furthermore, faculty members embody and teach the ethics of nursing, altruism, autonomy, human dignity, integrity, and social justice as specified by the American Association of the Colleges of Nursing (AACN, 1998) and the American Nurses Association (ANA) (2010).

Success in nursing education occurs when students are engaged in learning value-based practice that integrates moral reasoning for knowing what is right in the delivery of care. The result of moral reasoning is an understanding of what is right and good in the care of human beings that is reflected in nursing actions. Learning and teaching in the nursing education environment involves understanding students' learning preferences, using updated technology and teaching strategies, and providing contextualized learning experiences (Benner, et al, 2010).

Scholarship and professionalism are integrated into the curriculum to promote stewardship of the nursing discipline. Nursing scholarship requires a grounding in literacy and information technology where students learn to access and make sense of information and data. Students grow in applying the information appropriately to the situation with evaluating the efficacy of the process and the impact of nursing interventions. Professionalism evolves from nursing scholarship that is focused on nursing theory, research, and evidence-based practice. Students' growth toward professionalism

and stewardship is facilitated by faculty members' expertise in nursing research, nursing theory, and application of nursing theory in practice. Students learn to apply current theoretical knowledge of the profession by identifying gaps in nursing phenomena, constructing new ideas, and developing relationships between practice, theory, and research.

The art and science of nursing is continually evolving in response to rapidly changing, complex health care environments. It is essential for students to understand the boundaries of practice and be prepared for the ever-changing innovations of health care. The focus of nursing has a longstanding tradition of serving human beings. The graduates of the program are prepared with knowledge and skills to contribute to quality improvement, collaborate with interdisciplinary team members, and deliver safe and effective person-centered care. Thus, these graduates contribute to a growing body of knowledge regarding nursing care and uphold the nursing profession's contract with society that nursing care is safe, effective, and of utmost quality care as described by the ANA (2010).

References

American Nurses Association (1998). *The Essentials of Baccalaureate Nursing Education for*

Professional Nursing Practice.

American Nurses Association (2010). *Scope and Standards of Practice: Nursing* (2nd ed.).

Silver Spring, MD:Nursebooks.org

Benner, P., Sutphen, M., Leonard, V., & Day, L. (2010). *Educating Nurses*. Stanford, CA: Jossey-Bass.

Fawcett, Jacqueline (2005). *Contemporary nursing knowledge: Analysis and evaluation of nursing models and theories*. Philadelphia, PA: F.A.Davis Company.

Tanner, C. A. (2006). Thinking like a nurse: A research-based model of clinical judgment in nursing. *Journal of Nursing Education, 45*(6), 204–211.

PFW Legacy BSN Level and Program Outcomes

The PFW Legacy baccalaureate nursing program prepares graduates to attain the outcomes defined in the following table:

Expected Baccalaureate Program Learning Outcomes
<p>At the conclusion of the program of study, baccalaureate level students will meet the following program outcomes:</p> <ul style="list-style-type: none"> • Validate professionalism through awareness, assertiveness, accountability, and advocacy • Collaborate with interdisciplinary teams in the delivery of patient-centered care in complex health care environments • Formulate nursing practice decisions using critical thinking skills and evolving knowledge from nursing science, the biological and behavioral sciences, and the arts and humanities • Evaluate the effectiveness of health outcomes through the application of theory and evidence-based practice • Employ effective communication skills in partnering with individuals, families, communities, and interprofessional teams to design and provide safe, evidence-based patient-centered care • Leverage technology to synthesize information and knowledge from data to improve healthcare

Expected PFW Legacy BSN Program Outcome Category Competencies by Program Year

Outcome Category	Freshman	Sophomore	Junior	Senior/B.S.
Professionalism	Identify professional and ethical behaviors which are necessary for personal awareness and accountability.	Demonstrate professional growth which reflects awareness, assertiveness, and accountability.	Apply professional and ethical behaviors in practice through accountability, assertiveness, and advocacy.	Validate Professionalism through awareness, assertiveness, accountability, and advocacy.
Leadership/ Interdisciplinary Teamwork	Develop beginning leadership skills for the delivery of safe and effective care.	Prioritize the delivery of safe and effective care for patients with various levels of health care needs.	Demonstrate beginning leadership skills as a team member in the delivery of safe and effective patient care.	Collaborate with the interdisciplinary team in the delivery of patient-centered care in complex health care environments.
Critical Thinking/ Clinical Reasoning	Demonstrate beginning critical thinking skills in the delivery of nursing care.	Incorporate critical thinking in the application of the nursing process as the basis of nursing practice.	Integrate critical thinking skills in addressing complex health-related issues across the lifespan.	Formulate nursing practice decisions, using critical thinking skills and evolving knowledge from nursing science, the biological and behavioral sciences, and the arts and humanities.

Evidenced-Based Practice	Examine principles of evidence-based practice in the delivery of patient-centered care to obtain optimal health outcomes.	Apply principles of evidence-based practice in delivery of culturally sensitive patient-centered care.	Integrate evidence-based practice in the delivery of safe and effective care to vulnerable populations.	Evaluate the effectiveness of health outcomes through the application of theory and evidence-based practice.
Communication	Demonstrate cultural awareness and therapeutic communication skills in health care settings.	Apply appropriate communication skills in the delivery of holistic health care.	Adapt communication to address the needs of vulnerable and diverse populations.	Employ effective communication skills in partnering with individuals, families, communities, and interprofessional health care teams to design and provide safe, evidence-based, patient-centered care.
Informatics	Apply basic computer skills and information literacy in the delivery of health care.	Utilize clinical information systems to gather information that guides holistic nursing care.	Utilize instructional technology and information literacy skills to identify best practices to support evidence-based practice.	Leverage technology to synthesize information and knowledge from data to improve health care.

Rev. Fall 2017

SECTION II – PROGRAM INFORMATION AND REGISTRATION

PFW Legacy Baccalaureate Degree Nursing Program Information

As a graduate of the pre-licensure nursing program, students will have attained the knowledge and skills needed to provide quality health care and the academic credentials required to take the National Council Licensure Examination (NCLEX-RN). Upon successful completion of this examination, the student will be eligible to practice as a registered nurse. The baccalaureate degree graduate is prepared at the professional level to function in a leadership role with other team members in varied and complex health care settings.

Eligibility for Licensure

Upon successful completion of the BSN program, the graduate is eligible for licensure as a registered nurse (RN). Any person who applies for examination and registration as a registered nurse in Indiana shall submit to the Health Professions Bureau of the Indiana State Board of Nurses written evidence, verified by oath, that he/she meets the following conditions:

- Has completed an approved high school course of study or equivalent as approved by the appropriate educational agency
- Has completed the prescribed curriculum in a state-accredited school of nursing and holds a diploma or certificate therefrom

- Has not been convicted of any act that would constitute grounds for disciplinary sanction under the state board rules and regulations or of any felony that has direct bearing on the individual's ability to practice competently

Registration for Classes

Prior to registering for classes the first time, students must meet with a Nursing Academic Advisor to develop an initial plan of study. Each year thereafter, students will meet with an academic advisor to review the plan of study. See Plan of Study in Section III for more information.

Using [goPFW](#), each student is encouraged to register early to ensure course availability. Use [schedule of classes](#) to search and register for a class. A student having difficulty or needing approval to register for classes should contact a Nursing advisor at (260) 481-6189 or (260) 481-6282. Help is also available through the [Office of the Registrar](#).

Requesting Establishment of Credit by Examination for Nursing Courses

Below is the procedure for requesting credit for nursing courses:

1. Student must meet eligibility criteria for taking a nursing course challenge exam.
2. The student should schedule an appointment with the appropriate course faculty to review eligibility and discuss documentation and verification procedure.
3. Once the student has been declared eligible by the faculty, the student should schedule a time to take the written challenge exam, and, if eligible, the clinical validation.
4. Challenge exams should be scheduled during the regular fall or spring semesters as no opportunities for clinical validation are available between May and mid-August.
5. Students who do not take the challenge exam at the agreed upon time may forfeit their right to take or reschedule the exam.

Transfer Courses

It is the student's responsibility to have sent to the [Admissions Office](#) an official transcript of any course that may be used to fulfill requirements in the nursing program. All transfer courses must be completed prior to the beginning of the last semester in the program. This allows the credit from the transfer course to be added to the official Purdue transcript. The student must also submit the transcript of the course to an Academic Advisor (Room LA 303A or LA 303B).

The grade earned in a transfer course will not be calculated in the grade index. It will appear on the transcript as credit, not a grade. A grade of C or above must be earned for the course credit to transfer. It is the student's responsibility to discuss with a nursing advisor whether a course will be accepted to fulfill the nursing curriculum requirement.

Financial Aid and Scholarships

Financial help is available for qualified applicants in the form of grants, scholarships, loans, and part-time university employment. Information regarding financial aid can be found on the [Pay for College](#) webpage. The [Financial Aid](#) office is located in Kettler Hall Room 102 and can be contacted by emailing finaid@pfw.edu or by phone at (260) 481-6820.

Scholarships become available throughout the year. Each student is notified via the student's pfw.edu email. It is the student's responsibility to monitor email and complete any requirements for scholarships

SECTION III – CURRICULA

Plan of Study

A student pursuing a Bachelor of Science with a Major in Nursing should have a preliminary plan of study prior to the end of the first semester. The plan of study identifies a list of specific courses and all other requirements of the degree. The formal plan of study is approved by the advisory committee, including the Associate Dean of the IUSON Fort Wayne. The Purdue Legacy BSN curriculum is located online in the [Legacy Student Curriculum](#).

Examinations and Quizzes

Each student is expected to be present for examinations and quizzes. If student must be absent for an exam/quiz due to extraordinary circumstances, he/she must notify the course faculty member before the exam/quiz to make arrangements to take the test. Examination schedules will not be altered except on an individual basis for extreme extenuating circumstances.

Undergraduate Grading Scale

The following grading scale is as follows for all undergraduate nursing courses:

92% – 100%	A
84% – 91%	B
75% – 83%	C
66% – 74%	D
65% & Below	F

Grade Definitions

- A Reflects superior performance far in excess of minimum academic requirements. The student consistently demonstrates superior abilities and a mastery of all phases of the course. The student receiving this grade would be expected to be an outstanding performer in his/her professional field. This grade should be awarded for truly exceptional performance.
- B Reflects performance consistently and significantly exceeding the course requirements. The student has demonstrated initiative and has performed very well in the course. The student frequently exceeds expectations that a student receiving this grade would perform very well in his/her professional field.
- C Performance is satisfactory, acceptable, meets, and occasionally exceeds the course requirements. This grade is a performance standard expected of students. The student has performed the basic requirements of the course and has a good understanding of the material covered. It is expected that a significant number of students would receive this grade. Upon graduation the student would perform well in his/her professional field.
- D Performance is below the standard of the course but not failing. Improvement would be needed in subsequent courses for graduation. The student has a fair grade and has done minimum passing work. It is expected that the student would have difficulty performing appropriately in his/her professional field. In required nursing courses this is not a passing grade.
- F Performance is deficient and must be improved substantially to meet the satisfactory grade requirements. The student has not demonstrated the ability to proceed with the academic

program. This student needs additional counseling and help for continued effort in the program or redirection to another academic area. Not a passing grade in the University.

To pass a nursing course, the student must achieve a score of 75% on exams without rounding. Example: a grade of 74.9% will be recorded as 74%. The restriction of 75% on examinations removed from two upper division nursing courses (Statistics and Data Management in Healthcare and Research in Healthcare) in addition to previous policy that states: Restriction of 75% on examinations removed from five upper division nursing courses: Introduction Healthcare Informatics, nursing elective, Professional Seminar II, Professional Seminar III, Transcultural Healthcare.

Degree Requirements

Students are required to complete the degree under the requirements specified in the in effect at the time of admission to nursing. All degree requirements must be completed by December 2020 to receive a Purdue University nursing degree. Dependent on individual circumstances, students who cannot complete the requirements for a Purdue Nursing degree by December 2020 have the option of transferring to the IU Nursing program.

Licensure Requirement

Students must have a 2.0 GPA on a 4.0 scale to be eligible for graduation and to take the National Council Licensure Examination (NCLEX-RN).

Computer Skills

To be successful in traditional or online courses, students should be able to:

- Navigate Blackboard and maneuver within that environment
- Access, send, and receive email
- Send, receive, save, and open an email with an attachment
- Locate an internet website
- Use an internet search engine (such as Google) to research information
- Create, save, and print text documents in Microsoft Word
- Save, locate, name, and rename files on the computer hard drive or jump drive

Handheld Digital Device

A handheld digital device is required for the nursing program. The handheld digital device can be an iPad, tablet, or smart phone.

ATI Testing Information

The Assessment Technologies Institute (ATI) offers an Assessment-Driven Review (ADR) program designed to increase student pass rates on the nursing licensing exam and lower program attrition. Used as a comprehensive program, ATI resources will help students prepare more efficiently, as well as increase confidence and familiarity with content. Below is information regarding ATI testing.

How the ATI Proctored Test Counts in the Course Grade

The faculty of each course will determine the specific grade distribution and application of the ATI proctored exams. Proctored exams are to be used in courses where they are available.

ATI Testing for Competence in Major Nursing Courses

Students in the traditional BSN program will be required to take ATI Content Mastery and specific generated assessments throughout the curriculum. Students may also be assigned non-proctored assessments and ATI learning activities at the discretion of the faculty. Proctored testing will take place on campus as arranged by each course faculty. **Proctored ATI exams must be taken during scheduled classroom time and may not be taken during regularly scheduled clinical time. Proctored ATI exams will not be given during dead week or during the week of finals.**

Definition of Proficiency Levels

Expert professors from around the country have agreed upon the ATI scores on each Content Mastery Test that relate to different levels of proficiency. Since these exams are fairly difficult, the use of a pure percent score would not work with the Nursing grade scale. The proficiency level is a way to assign a course grade for test performance. The goal is for students to achieve a proficiency level of 2 or 3. **Remember each course has proctored ATI exams with different proficiency scores that designate Level 2.** Listed below are descriptions of what each proficiency level means and how grades will be assigned for the ATI tests:

ATI Proficiency Level	Contribution to Student Grade
Students reaching proficiency Level 3	No remediation necessary. Indicates student is likely to succeed on NCLEX-RN® in content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.
Students reaching Proficiency Level 2	No remediation necessary. Indicates student is fairly certain to meet NCLEX-RN® standards in content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content.
Students reaching Proficiency Level 1	Indicates student is likely to just meet NCLEX-RN® standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content. Remediation is required. At a minimum, students at this level are expected to fully remediate via a focused review. At least three hours of ATI Focused Review is required for each exam taken.
Students reaching Proficiency Level 0 (below Level 1)	Indicates a need for thorough review of this content area. Students are strongly encouraged to develop and complete an intensive plan for focused review. Remediation is required. At a minimum, students at this level are expected to fully remediate via a focused review. At least four hours of ATI Focused Review is required for each exam taken.

Remediation for Proctored exams

To remediate is to review an area that is not fully understood. Remediation is required for proficiency Level 1 or below a Level 1 on Proctored Exams only. When completing remediation activity that is not proctored (i.e. on the internet at home or out of the classroom), be aware that the instructor has access to detailed information about the timing and duration of remediation efforts. If remediation expectations are not met, the student may be required to come to campus to take another remediation test in a proctored environment. Remediation is intended to help the student recover important information that was missed on the initial test.

ATI Tests BSN Generic Testing Schedule

Pre-Admission - TEAS (Proctored)
Orientation - Critical Thinking-Entrance (Proctored)

<u>ATI Proctored Test</u>	<u>Nursing Course</u>
Mental Health	NUR 24100
Maternal Newborn	NUR 36800
Nursing Care of Children	NUR 37900
Community Health	NUR 41800
Pharmacology	NUR 31301
Nursing Leadership and Management	NUR 44200
Medical/Surgical	NUR 41900
Comprehensive Predictor	NUR 43300
Critical Thinking – Exit	NUR 43300

Virtual ATI – During the last semester (NUR 43300) and/or upon completion of the degree, students will participate in a virtual review.

RN Comprehensive Predictor (Proctored):

Minimum Score -- 95% predicted probability of passing the NCLEX-RN

If a grade of less than 95% predicted probability of passing the NCLEX-RN is earned on the RN Comprehensive Predictor, a student must:

1. Meet with the course instructor, utilize ATI review book, and take ATI practice tests.
2. ATI student transcript must accompany test results given to the course instructor.

Withdrawing From a Course

NOTE: It is strongly recommended that students talk to a Nursing academic advisor before withdrawing to determine best course of action. The following document lists the last time each PFW Legacy BSN course will be taught. Dependent on individual circumstances, students who cannot complete the requirements for a Purdue Nursing degree by December 2020 have the option of transferring to the IU Nursing program.



Purdue Teach Out Nursing Courses.pdf

Students may withdraw from a course according to the timeframes below. Depending on when a course is dropped, a student may or may not be eligible for a refund. Withdrawing from a class may

have financial aid consequences. A student considering withdrawing from a course is responsible for understanding the withdrawal policy. More information regarding withdrawing from a course can be found on the [Registrar's](#) web page.

Through Week 4 of Classes

A student may officially withdraw from a course via *goPFW* or by submitting a completed schedule revision (drop/add) form with appropriate signatures to the Registrar office. The course is not recorded on the student's record.

Weeks 5-9

A student may officially withdraw from a course via *goPFW* or by submitting a completed schedule revision (drop/add) form with appropriate signatures to the Registrar office. A grade of W is recorded on the student's record.

Weeks 10-16

Courses cannot normally be dropped during this period. If a drop is approved, the course is recorded with a grade of W on student's record (reason for withdrawing must be extraordinary, i.e., hospitalization).

NOTE: Students receiving a failing grade are ineligible to participate in the withdrawal procedure after the first nine (9) weeks.

Auditing a Class

An auditor is a student who enrolls in a course, attends class, and pays full fees but does not receive a grade or credit for the course. A reason a student may want to audit a class is to gain knowledge in the course and retake it during a future semester so as to earn a passing grade. Information regarding auditing a class can be found on the [Attendance and Withdrawal](#) page of the Financial Aid website.

Students may enroll as an auditor by noting "Auditor" (A) in the appropriate space on the registration form and by completing the normal registration procedures. Regular course fees will be assessed. Students will be assigned a grade of W (withdraw) or NC (no credit) and will not receive academic credit for the course.

SECTION IV – CODE OF CONDUCT AND POLICIES

The IUFW and PFW campuses are committed to creating a safe and civil campus and supports students in their educational journey by upholding the [Indiana University Code of Student Rights, Responsibilities, and Conduct](#) and the [Purdue University Fort Wayne Student Rights and Responsibilities](#).

Formal Complaints

Students who feel they have a complaint, other than a grade appeal, against a faculty or staff member should follow the [Student Complaint](#) procedure according to Purdue Fort Wayne policy.

Students who feel they have been discriminated against regarding race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status should file a [complaint form](#) with the Office of Institutional Equity.

Grade Appeal Policy and Procedure

Indiana University SON Policy # AFS-18 regarding grade appeals will be followed for all nursing students. The policy states the following:

Faculty have the authority and responsibility to fairly judge the quality of student work in the courses they teach, including written, examination, clinical, and laboratory performance. The purpose of the policy on student grade appeals is to provide a system that affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error or assignment of a grade inconsistent with those assigned to other students. The grade appeals procedure is designed to protect students from grade assignments that are inconsistent with policy followed in assigning grades to others in the course.

A grade will not be raised because a faculty member graded tests, projects, or assignments very severely, providing the faculty member applied the same rigorous standards to all students. Nor will proof that a faculty member has been antagonistic toward the student be sufficient cause to raise a grade unless evidence exists that such antagonism did in fact result in a lower grade. The grounds for appeal are limited.

If you are not certain whether you have grounds for appeal, you should discuss your case with the Associate Dean for IUSON Fort Wayne.

The appeal procedure is as follows:

1. **Primary Level:** Should a student have a concern about a course grade, the student should first seek an appointment to discuss the grade with the course faculty member. The student should contact the faculty member in this case within five (5) working days of receipt of the grade. A working day includes Monday–Friday excluding university holidays or other days that the university is closed for any reason. The grade may be received through a formal notification of the grade as may occur at the end of a clinical course, or through the grade posted on [goPFW](#), whichever comes first. The faculty member shall meet with the student promptly to discuss the concern.
2. **Intermediate Level:** Following this meeting, if the student continues to believe that an inappropriate grade has been assigned, the student should promptly seek an appointment with the Director of Academic Programs in Fort Wayne, who will meet with the student, consider evidence in the matter, and draw a conclusion which shall be communicated to the faculty member and student.
3. **Final Level:** Following this meeting, if the student continues to believe that an inappropriate grade has been assigned, the student should promptly seek an appointment with the Associate

Dean of IUSON Fort Wayne. The Associate Dean shall meet with the student, consider the matter fully, and provide a written summary of the final findings to the student with a copy to the faculty and Director of Academic Programs.

Plagiarism

According to the American Psychiatric Association (2010), plagiarism is the representation of another author's work as one's own. Additional clarification of plagiarism is found in the following statements from the American Psychological Association:

Quotation marks should be used to indicate the exact words of another author. Each time you paraphrase another author (i.e. summarize a passage or rearrange the order of a sentence and change some of the words), you will need to credit the source in the text. The key element of this principle is that an author does not present the work of another author as if it were his or her own work (p.349).

VandenBos, G. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

The Plagiarism Policy of the university indicates that any student who plagiarizes has committed academic dishonesty and misconduct which may lead to dismissal from the program or college. Any student who has been identified to have plagiarized will receive a zero for that assignment.

In all nursing courses, the course professor has the discretion to submit a student's paper to tools or commercial products that check student assignment submissions against various online databases to determine the originality. A student who requests not to have a paper submitted to such tools must submit copies of all the referenced materials included in the assignment to the course professor. Papers submitted to plagiarism tools become part of the searchable database.

Academic Policies

If a student earns a grade below C- in a required nursing course, enrollment in another nursing course with a prerequisite of the failed course cannot be completed until the failed course is repeated with an earned grade of C- or better.

- If a student earns a grade below C- in any nursing course, that course must be repeated in the subsequent semester and earn a grade of C- or better.
- If a student earns a grade below C- in any course required in the undergraduate nursing curriculum, that course must be repeated with an earned grade of C- or better.
- Dismissal from the undergraduate nursing program may result at any time it is determined that inappropriate behavior of a nursing student places clients, other students, staff, faculty, or the university at risk for any harm or potential harm.
- A student who is dismissed may appeal the decision to the IUSON Fort Wayne. If dismissed for failure to meet the university's minimum academic standards, application for readmission must follow the procedures established by the university. IUSON Fort Wayne recognizes the Academic Renewal option.
- A student who has been dismissed from any undergraduate nursing program and is readmitted will be dismissed from the program if a failure of any one required course in the undergraduate nursing curriculum occurs.

Academic Standing Policy

The policy regarding academic standing and probation can be found on the [Academic Regulations Academic Standing](#) website. A student will be placed on academic probation if his/her GPA falls below set guidelines. A student on academic probation will be dismissed from the university if his/her GPA does not improve.

Clinical Absence and Tardiness

Attendance is required in all clinicals, labs, and simulations. The following policy is in place regarding absence and tardiness:

- A student must notify the course lead instructor (this includes lab instructor) and clinical instructor in advance if unable to be present in a clinical, lab, or simulation. A written work-improvement plan will be given the first time a student fails to notify the course lead and/or clinical instructor of inability to attend the clinical, lab, or simulation. The student will make up the clinical experience at the discretion of the course lead instructor and Director of Academic Programs. A subsequent failure to notify the instructor of inability to attend a clinical will result in a clinical failure for unprofessional behavior. Clinical makeups are NOT guaranteed. A student may earn an Incomplete in the course.
- A clinical absence for which a professor was notified results in a verbal notice which will be documented in *myBlueprint*. Subsequent clinical absences will result in a written work improvement plan.
- Clinical Tardiness: A student will receive a written, documented work improvement plan if tardy twice to a clinical experience. Subsequent tardiness to the clinical experience will result in the student failing the course for unprofessional behavior. First tardy will result in a verbal notice.

Codes of Conduct and Professional Misconduct Policy

Students are held to the standards of the [Indiana Nurse Practice Act](#) and as such are liable for their own actions. Behaviors of professional misconduct occurring at any time while the person is a student in the nursing program that may result in disciplinary action include but are not limited to:

- Patient abandonment and/or neglect
- Commission of fraudulent acts/documentation/accessing or documenting in the Cerner AES account of another student
- Breaching a patient's rights to privacy and confidentiality by disclosing Protected Health Information as specified by HIPAA regulations. This breach includes accessing an electronic health record in an area where others can view it, printing of information at an unauthorized printer, and sharing patient or agency information details in social networking tools such as Facebook and Twitter, texting, or photographing with a cell phone or other electronic devices
- Theft of property from a clinical agency, client, others, or the university
- Disorderly conduct
- Verbal abuse that involves an expressed or implied threat to a person's safety
- Physical abuse of any person
- Possession of a weapon
- Use, under the influence, and/or possession of a controlled substance while at a clinical agency
- Use, under the influence, and/or possession of alcohol while at a clinical agency
- Failure to report conviction of criminal activity
- Failed drug screen and/or possession of drugs or controlled substances
- Failed drug screen and/or possession of alcohol while at a clinical agency
- Failure to report an arrest with felony charges or a felony conviction

Students are held to the standards of the American Nurses Association (ANA) Code of Ethics for Nurses as well as the [Code of Student Rights and Responsibilities](#) and Purdue's Student Regulations.

Students may be failed in a nursing course and/or dismissed from the nursing program for unprofessional conduct that jeopardizes the health and/or safety of patients/clients and/or others or has a potentially detrimental effect on the IUSON Fort Wayne.

Due to the serious consequence of certain unprofessional behaviors, procedures for dismissal from the program may be initiated. If the student is in a clinical setting at the time that professional misconduct occurs, the person will be immediately removed from the site. The student will be suspended from all clinical settings pending the outcome of the disciplinary process.

Confidentiality

Maintenance of confidentiality is of primary importance in any method of patient data collection. Each student enrolled in a nursing course with an associated clinical must review the Purdue HIPAA training, take the HIPAA Quiz earning 100 percent, and turn in the signed [Confidentially Agreement](#).

No identifying patient information, including computer generated information, may be taken out of the agency. This includes such information as patient initials, date of admission, date of discharge, and social security number.

Course Criteria for Dismissal from Nursing

A student shall be dismissed from the PFW undergraduate major under the following conditions:

- Receipt of the 2nd grade below C- in required non-NUR courses (ENG W131, COM 11400, PSY 12000, BIOL 20300, CHM 10400, ENG W233, SOC S161 or ANTH E105, FNN 30300, BIOL 22000, BIOL 20400, PCTX 20100) OR receipt of the 2ⁿ grade below C- in required NUR and/or Nursing Elective (NUR, CHHS, HSRV).
- Dismissal from the nursing program may result from professional misconduct policy (see misconduct policy).
- A student who is dismissed may appeal the decision to the IUSON. If a student is dismissed for failure to meet the university's minimum academic standards, application for readmission must follow the procedures established by the university. Nursing recognizes the Academic Renewal option.

A student dismissed from the Purdue Nursing program may apply for admittance to IUSON providing he/she meets the admittance requirements in place at IUSON at the time of application.

Advancing into Clinical Courses after Earning below a C- and/or 75%

If a student fails an undergraduate clinical course and is registered to take a new clinical course in a summer term, the student may enroll in the new course if the failed course is not a pre-requisite to the new course.

APA Formatting

The American Psychological Association (APA) style of documentation will be used for all papers written to fulfill requirements for courses. The *Publication Manual of the American Psychological*

Association (6th Ed.), a required textbook, can be purchased from the bookstore. The book is also available in the library.

Proper documentation for papers is part of the intellectual responsibility expected of college students. Complete and accurate citations enable the reader to locate and review the complete cited research, article, or book. Documentation also serves as a means of giving credit to the originator of the ideas or the research. To fail to give credit to the originator is plagiarism. See information on the Writing Center in Section V for aids in writing.

Re-admittance

Students previously enrolled in Purdue Nursing must follow the IUSON Fort Wayne requirements for re-entry or re-admission.

In addition to meeting the IUSON FW requirements, former Nursing students who have been out of the Nursing program for two consecutive semesters or more must demonstrate theory and skill competencies in all previously completed clinical nursing courses by successfully passing proctored and non-proctored ATI exams, Essential Clinical Skills, and selected simulations and procedures that demonstrate competence. Students may retake the ATI exam per IUSON policy. Students who wish to be admitted to the IUSON FW program should contact the Associate Dean of IUSON FW.

If a student is out of the Nursing program for less than two consecutive semesters and wishes to return, he/she should contact the nursing office at (260) 481-6816 to make an appointment with a Nursing academic advisor.

SECTION V – STUDENT RESOURCES

Emergency – Dial 911

The [Emergency Handbook](#) addresses procedures to follow regarding various emergency situations which may occur on the Fort Wayne campus. Students should review the handbook and be aware of what to do if such a situation occurs.

Academic Advising

Academic advisors are available to assist students by providing accurate, up-to-date information and appropriate guidance on academic matters. The IU School of Nursing Fort Wayne has two full-time academic advisors for the undergraduate nursing and pre-nursing students as well as faculty member mentors. Each student is assigned an Academic Advisor and a faculty mentor. The nursing advising offices are located in LA Suite 303.

Blackboard Learn

Nursing uses the course management system [Blackboard Learn](#). Students are expected to access Blackboard on a regular basis to participate in classes. Information and training on Blackboard Learn is provided through [ITS Services Training](#). [Online learning](#) assistance is available from the [Division of Continuing Studies](#). While every course is different, this orientation provides helpful tips on becoming a successful student.

Career Services

The Fort Wayne campus offers a variety of services for exploring job opportunities through [Career Services](#). Offerings include resume preparation, interviewing help, networking, job search techniques, and career fairs. More information can be found on their website and in Room 109 of Kettler Hall, phone (260) 481-0689.

Center for Women and Returning Adults

A variety of services is available for the non-traditional students (both women and men, age 23 and older, married, and/or parents) through the Center for Women and Returning Adults ([CWRA](#)). The center is located in the Walb Student Union in Room 120, phone (260) 481-6029.

Communication

The official university communication is by the student's university email address. Students must maintain the mailbox, including sufficient space to receive emails. Students are responsible for information sent via email.

Cancellation of Classes

Nursing classes will be cancelled only if:

- The Fort Wayne campus is officially closed by the PFW or IUFW administration
- The practicum or clinic site is closed by officials of that institution.

Decisions to close campus and practicum/clinic sites are left to the chief administrators of those respective facilities.

In the event of inclement weather, listen to local radio or television announcements, check the PFW homepage, [Safety Alert](#) webpage, [Facebook](#), or [Twitter](#) or call the campus weather emergency number at (260) 481-6050 or (260) 481-5770 for a recorded message. Students may receive campus alerts by phone or text by signing up through [goPFW](#).

Diversity and Multicultural Affairs

The Office of Diversity and Multicultural Affairs ([ODMA](#)) is a vital support system for faculty, staff, and students of various ethnic and cultural heritages. The university strives to advance respect for the dignity and worth of individuals of diverse backgrounds and ideologies and promotes and affirms community outreach and coalition building. ODMA is located in Walb Student Union Room 118, phone 481-6608.

Health and Wellness Services

The Fort Wayne campus provides comprehensive services to meet the health needs of the students, faculty, staff, and the general public. Information is available on the [Health and Wellness](#) website.

Health Clinic

The [Campus Health Clinic](#) is an outpatient facility providing a variety of health care services to students, faculty, staff, and community members. It is located in Walb Student Union Room 234 and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. Appointments can be made by calling (260) 481-5748. Urgent care is available.

Dental Clinic

The [Dental Hygiene Clinic](#) offers preventative dental services for students, faculty, staff, and the community for a nominal fee. It is located in Neff Hall in Room 109, phone (260) 481-6575. Hours of operation and appointment information are available on the website.

Counseling Services

The [Student Assistance Program](#) (SAP) provides confidential, short-term personal counseling services free of charge to all students currently enrolled at the university. This includes individual, group, and couples counseling. The office is located in Room 113 of Walb Student Union, phone (260) 481-8060 or toll-free 1-800-721-8809.

Communications Clinic

The [Communication Disorders Clinic](#) provides speech, hearing, and language screening, evaluation, and treatment for selected children and adults. The services are performed by students under direct faculty supervision. The clinic is located in Neff Hall Room 279, phone (260) 481-6410. Students and faculty may contact the clinic for more information.

Fitness

All Indiana University and Purdue University students of the Fort Wayne campus are eligible for membership at the [Athletics Center](#) in the Hilliard Gates Sports Center at no extra cost. The fitness center provides strength training equipment, cardio conditioning equipment, walking track, basketball and racquetball courts, and fitness classes as well as other health promoting services.

Information Technology

[Information Technology Services](#) (ITS) provides assistance with information technology including accounts and passwords, email, software and applications, *goPFW*, and training and instructional materials. Additional services can be found on the ITS website.

Help Desk

The ITS Help Desk provides a centralized point of contact for campus technology support. Hours are Monday through Thursday from 7:30 a.m. to 8 p.m., Friday from 7:30 a.m. to 6 p.m., and Saturday from 8 a.m. to 4:30 p.m. Contact information is as follows:

Phone (260) 481-6030
Email helpdesk@pfw.edu
Room KT 206

The Fort Wayne campus has excellent technology services to support learning. Each student in the program is required to have access to a computer for prolonged periods of time to complete requirements of the courses.

International Student Services

The [International Education](#) office provides admissions and related services for new and continuing international students, coordinates various campus and community ethnic and cultural celebrations, and assists with study abroad programs. The office can be contacted at (260) 481-6034.

Library Resources

The [Walter E. Helmke Library](#) resources for nursing faculty and students include health science, education, psychology, and management information. The library maintains connections with other libraries that support the cross-disciplinary nature of nursing. The library's holdings and cross-library resources are searchable via IUCAT, the IU Library Catalog shared among all IU campuses. This catalog includes both print and electronic materials. Using the library's Request Delivery through IUCAT, the collections at IU-MED and all other IU campuses can be shipped to Fort Wayne for use as long as the book is not shelved in the reference collections. An Information Services and Instruction Librarian is available to assist faculty and students with library services.

Parking

Open parking areas (lots have white lines) are for students and visitors. Permits are not required to park in these open areas. The parking garages have open spaces from the second level up. Permits for accessible parking for students with disabilities are available from PFW's University Police in the Support Services Building.

Parking spaces marked by "A" and painted with the green lines are limited to faculty and staff who have purchased a hang tag. Students may park in spaces not otherwise reserved ("A" parking, visitor, or for those with disabilities). Some "A" parking areas change to open parking after 5 p.m. Signs are posted to identify these areas. Parking regulations and campus maps can be found on the [parking information](#) page of the University Police website.

Safety Alerts

Safety Alerts are posted on the [Alert Info](#) webpage. Information will also be available on [Facebook](#) and [Twitter](#). Students may receive campus alerts by phone or text by signing up through [goPFW](#).

Smoking Policy

The Fort Wayne campus is a smoke-free and tobacco-free campus. The [tobacco-free policy](#) can be found on the Human Resources and Office of Institutional Equity website.

Student Housing

Students may opt to live in the campus Student Housing during the traditional academic year (fall and spring semester/10 months) or for a full year (fall, spring, and summer semesters/12 months). The type of apartment and length of stay determine the cost. Refer to the [Student Housing](#) website for more information.

Students planning to enter Student Housing are encouraged to apply for a space as early as possible. Students who want to live in Student Housing during fall semester should apply before May 1. Students wanting to live in Student Housing during spring semester should apply by November 1 of the previous year.

Students with Disabilities

Assistance is available for [Services for Students with Disabilities](#) to ensure the accessibility of University programs and services to eligible students. Accommodations, also called support services, are individually determined based on the specific needs and may include modified testing environments, sign language interpreters, and assistance obtaining books in audio format. The

office provides auxiliary assistance and program-access services for students with special needs that are based on disability.

The [Director of Services for Student With Disabilities](#) serves as the coordinator for the implementation of the [Americans With Disabilities Act](#) (ADA) and hears initial complaints based on the civil rights of students with disabilities. The office is located in Walb Student Union Room 113 and can be contacted at (260) 481-6657.

Studio M

Studio M is a multimedia production lab supporting both Mac and Windows programs in the following areas:

- Graphic design/print production
- Video editing and post production
- Audio recording, editing
- CD/DVD and web authoring
- 2D/3D animation, layout, modeling, and rendering
- Interactive media creation

Services of [Studio M](#) include color printing, customized computer assistance, consultation on project planning, and software demonstrations. Open labs are maintained by ITS and staffed by student workers. Studio M is located in Walb Student Union Room 220, phone (260) 481-0114.

Testing Services

A variety of services, assessments, and tests for students and community members are available at [Testing Services](#) in Kettler Hall Room 232, phone (260) 481-6600.

Tutoring Services

The [Tutoring Center](#) provides learning assistance in various areas including computer, math, languages, and writing. Appointments can be made through TutorTrac or by calling (260) 481-5483.

University Police

The university police are available 24/7 to handle emergency situations. Officers provide various other services including escort to vehicles, campus patrols, safety programs, helping stranded motorists, and issuing parking violations. A list of services can be found on the [University Police](#) website.

Other helpful information is listed below:

Emergency – **Dial 911**

Escort – 16827 or (260) 481-6827

General Information for University

Police – 16827 or (260) 481-6827

Weather Info line – (260) 481-6050 or (260) 481-5770

[Safety Alerts](#)

[Emergency Handbook](#)

Writing Center

Assistance in improving writing skills is available in the [Writing Center](#) located at the Learning Commons on the second floor of the Helmke Library. The staff will help with brainstorming, developing and organizing ideas, working on issues of meaning and style, and learning to polish and edit documents. The center is not a proofreading service; improving writing takes time. To set up a 30- or 50- minute free appointment check with the student receptionist at the Learning Commons desk. Students can also submit email consultation requests online 24/7. Please allow 2-3 days for your submission to be returned. For more information, visit the [Consultation page](#).

Student should bring assignment to appointment as well as due dates, questions, ideas, and draft of the document. For success contact the Writing Center early in the writing process and seek assistance regularly.

Additional resources for enhancing writing skills are available at the following:

[APA Style Help](#)

[Purdue Online Writing Lab \(OWL\)](#)

SECTION VI – CLINICAL REQUIREMENTS AND PRIVILEGES

Clinical requirements can be found on the [Clinical Requirements](#) webpage. This site provides links and forms for completing the requirements for students participating in a clinical setting.

A student who has not met clinical agency requirements within the required time frame of August 15 (fall semester), December 7 (spring semester), May 1 (summer sessions I and II) will be dropped from clinical course(s) and any co-requisite course(s). Being removed from the course(s) may result in forfeit of financial aid.

Neither class nor clinical space will be held for any student dropped by the deadline of August 15 (fall semester), December 7 (spring semester), or May 1 (summer sessions I and II). Classes are closed when the seating limit is reached.

Clinical requirements must be turned in to the Administrative Recorder in LA 341 by the policy deadlines. Clinical Requirements should be valid through the end of the semester.

In addition, students must comply with the policies and procedures below.

Background Check

Each student needs to complete the [Student Check](#) Healthcare Student Background Check by August 15 for fall semester, December 7 for spring semester, and May 1 for summer sessions I and II. After the initial background check, students are required to do an Annual Personal Disclosure each year between August 1 and August 14. Students entering NUR 41800 Community/Public Health must have Pre-Check Background Check that has been completed within 12 months and will remain valid through the end of the semester.

Cardiopulmonary Resuscitation Certification

Proof of completed professional/health care provider level cardiopulmonary resuscitation (CPR) must be submitted to Administrative Recorder (LA 341) by August 15 (fall semester), December 7 (spring semester), or May 1 (summer sessions I and II). CPR certification must be from either the Red Cross or the American Heart Association and must be valid through the end of the semester.

A photocopy of the front and back of the card must be given to or sent via email to the Administrative Recorder, Room LA 341. CPR card must be signed by a Professional/Health Care Provider.

Communicable Disease Policy

While in the clinical practicum setting, students are responsible for being free of communicable disease. If a student has been exposed or shows indications of communicable disease, he/she must inform a member of the faculty prior to going to the clinical practicum site.

Exposure Incident Policy and Procedures for Nursing Students

Students enrolled in a program in the health sciences may be exposed to possible injuries and communicable diseases. **All students are required to carry their own health insurance.** Costs associated with any incident on campus or at clinical sites shall remain the responsibility of the student. Information regarding coverage is available from the Administrative Recorder, LA 341.

If a student has an exposure incident, the Exposure Incident Policy and Procedure must be followed. Documentation forms that are found in the policy and procedure must be completed and signed and copies distributed.

Exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of health care professionals (OSHA, 1991).

If a student in any clinical setting has an exposure incident, the following procedures will be followed:

1. The student will notify the clinical instructor immediately. In special cases a designated preceptor may be notified.
2. Make sure proper protocol (required by the clinical agency, hospital, clinic, home care, community setting, etc.) is followed and immediate care of the wound or splash is completed. Determine if the individual was able to squeeze blood from the wound. Parkview Occupational Health reports there is no need to do any testing if there was not blood-to-blood contact. Disinfection procedures will be adequate if skin was slightly punctured without blood.
3. The Bloodborne Pathogens Exposure Incident Form will be completed and signed by both the clinical faculty member (or designated preceptor) and the individual who was potentially exposed to a bloodborne pathogen. Copies will be given to the following:
 - a. Director of Academic Programs
 - b. The individual who was injured.
4. Additionally, the required institutional (hospital, clinic, home care, community setting, etc.) form/report will be completed.

5. The student will be advised to be seen without delay (within one to two hours is recommended) at a medical facility. Suggested sites are Parkview Occupational Health, located at 3103 East State Boulevard, phone (260) 471-0411; Parkview Emergency Room; or Lab Corp, which has several locations in Fort Wayne. Parkview Occupational Health and Parkview Emergency Room are open 24 hours a day.
6. As soon as possible following the incident, the clinical faculty member needs to verbally report the exposure incident to the lead faculty member who is responsible for the course.
7. Ensure that all clinical faculty members have a supply of the Bloodborne Pathogens Exposure Incident Form and the Exposure Incident Policy with them in the clinical settings.
8. This policy and procedure will be reviewed annually during the first faculty meeting of fall semester.

Immunizations and Screenings

TB/Mantoux/Quantiferon Gold

Each student must submit proof of completed TB to the Nursing secretary in LA 341 by August 15 (fall semester), December 7 (spring semester), May 1 (summer sessions I and II). The TB skin test must be valid through the end of the semester.

A student with a positive reaction to the TB skin test must submit the [TB Surveillance Record Positive Reactor Checklist](#) by the deadline. If a student's Chest X-Ray was done more than three years ago, he/she will need to get a new Chest X-Ray and turn in the report to meet the deadlines of August 15 (fall semester), December 7 (spring semester), or May 1 (summer sessions I and II).

Hepatitis B Immunization

Upon admission to the nursing program, each student must submit proof of completion of the series of three Hepatitis B immunizations or a positive reactive titer to the Administrative Recorder in LA 341.

Flu Vaccine

In accordance with recommendations by the Center for Disease Control and local health care organizations where students will be attending, nursing students enrolled in clinicals or practicums are required to obtain an annual flu immunization. The date for receiving the flu immunization will be announced each fall semester.

Substance Abuse Screen

The following policy will be followed regarding substance abuse screening:

1. Each student enrolled in a clinical course is required to undergo a substance abuse screen at least every 12 months to test for the presence of alcohol, drugs, or other controlled substance.
2. In subsequent semester the substance abuse screen must be completed by August 15 (fall semester), December 7 (spring semester), or May 1 (summer sessions I and II) to meet the every 12-month requirement.
3. If any substance abuse test reveals that a student is engaging in the illegal use of drugs, is otherwise impaired and unable to perform one or more essential functions of the job with or without reasonable accommodation as may be required by law, or poses a direct threat to the health or safety of others, the student will fail the nursing course and be dismissed from the Nursing program.
4. Disclosure of prescribed medications must be supported by prescription documentation.

5. Upon failure of the substance abuse screen, one retest at the student's expense immediately after receiving notification of the failed substance abuse screen will be permitted.
6. A subsequent failure of the substance abuse screen results in immediate course failure and dismissal from the Nursing program for a minimum of five (5) years.
7. Any licensed nursing student failing the retest substance abuse screen or refusing a retest will be reported to the Indiana State Board of Nursing.
8. Any student dismissed from the Nursing program due to failure of the substance abuse screen will be directed to the Dean of Students.
9. After five (5) years, application for admission to the IUSON FW program will be considered with documentation of continuous compliance with a recovery treatment program.

Additionally, a clinical site may request a student undergo substance abuse screening under the following circumstances:

1. Following an injury occurring at the clinical site
2. When a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the clinical site involving students or others working in the area to which students have been assigned
3. At random intervals, when a student appears to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances
4. When there is reasonable cause or suspicion to believe that a student is under the influence of alcohol, drugs, or other controlled substances
5. Upon the return of a student following a period of absence (not enrolled in classes) from providing services of more than 30 days and when the student has illegally or improperly used controlled substances and has successfully completed a rehabilitation program, all except to the extent prohibited by law

Contact any of the following health services facilities to arrange a time to begin the substance abuse screening process.

Center for Healthy Living. Clinic is located in Walb Student Union Room 234 and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. Appointments can be made by calling (260) 481-5748.

Lab Corp. Fee is required and payable to the facility at the time of the screening. Times of operation vary by location.

Parkview Occupational Health. Fee is required and payable to the facility at the time of the screening. Parkview Occupational Health is open 24 hours per day from 7 a.m. on Monday to 7 a.m. on Saturday. No appointment is necessary. Parkview can be contacted at (260) 373-9300.

Student Professional Liability Insurance

All students in the clinical area are required to carry professional liability insurance. This insurance covers the person only in the clinical area while in the student role. Hospital insurance policies do not cover students. This insurance can be obtained through the following:

Private insurance company. A copy of professional liability insurance including the name of the insurance company, statement of coverage as a student, dates of coverage, and policy number must be submitted to the Administrative Recorder in LA 341 by August 15 (fall semester), December 7 (spring semester), or May 1 (summer sessions I and II).

Group policy through the University. Insurance available through the university will automatically be charged to student's university account once per year. Insurance charged during fall semester is valid through May 31 of the academic year. Insurance charged for the spring semester is valid through May 31 of the academic year.

Student Professional Liability Coverage through the University

Special coverage is available to students who, as part of their course requirements, work with members of the public either on or off campus. As all students in these situations are exposed to potential liability, Nursing does recommend purchase of this coverage. Purdue Insurance Services Enterprise provides coverage for the following:

- Liability arising out of real or alleged wrongful acts
- Payment of all court costs
- Expert legal counsel and claims adjusters

Health Insurance

Students who attend nursing clinicals at Lutheran Health Network facilities must submit proof of having health care insurance. Students should submit a copy of their insurance card to the Administrative Recorder in LA 341 by the clinical requirements deadline. Students who attend clinicals in organizational settings other than Lutheran Health Network are not required to have health insurance coverage.

Student Uniforms

Required standards for nursing student uniforms for the undergraduate nursing program are as follows:

- Specific styles have been designated for each item of the uniform apparel which includes top, pants or skirt (allow additional time when ordering skirt), and jacket.
- Full uniform consists of designated uniform, hose/socks, shoes, name pin, watch with second hand, and appropriate underclothing. Stethoscope with diaphragm and bell attachments required. Use of a jacket is optional.
- A PFW embroidered logo must be applied in a designated area on the left side of the uniform top and on the jacket. The PFW embroidered logo will be applied by James Medical (see contact information below).
- All components of the uniform must be indigo in color and be the style that is designated for that item.

Other regulations regarding standard of dress are as follows:

Uniform	Students may wear white short or long sleeve turtleneck or T-shirt with round neck under uniform top. A uniform lab jacket may be worn over the uniform top. No other apparel is to be worn over the uniform top in the clinical setting.
---------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Shoes	Clean walking shoes are to be worn by men and women. Must be solid white, black, or gray in color. No mesh or fabric, no “Crocs” of any style, and no open toes or open heels.
Stockings	White, navy, or black crew style socks or hose for men and women. No textured, footies, or “no show” styles.
Hair	Hair should be styled modestly and natural looking. Hair should be off face, not touching shoulders, pulled back including pony tail. Headbands or pony tail elastics should be plain white, navy, or black and without adornment. Men’s facial hair should be neatly groomed.
Pins	NSA (Nursing Students Association) and/or Phi Theta Kappa Pins may be worn on student uniforms below the name pin.
Watch	Watch with second hand
Cosmetics	Natural looking
Fragrances	Fragrances/perfumes not permitted
Tattoos	Tattoos may not be visible. They must be covered when the student is in clinical.
Nails	Moderately short, clean, well rounded, CLEAR polish only
Jewelry/Piercings	Wedding and engagement rings only. No earrings, except up to two (2) small studs per ear. <u>No other visible pierced jewelry is allowed. All other visible jewelry must be removed.</u>

Uniforms and Name pin may be purchased at:

James Medical Uniforms
7821 Coldwater Road
Fort Wayne, IN 46825
Phone: (260) 969-1827
Contact: Doug James

Name Pin will read as follows:

Jane Doe (first and last name on top line)
Nursing Student (on second line)

UNIFORM MUST BE ORDERED AT LEAST 6 WEEKS PRIOR TO THE BEGINNING OF THE SEMESTER TO ASSURE AVAILABILITY FOR THE FIRST CLINICAL EXPERIENCE.