



**Saint Mary's  
College**

**NOTRE DAME, IN**

**Department of Nursing Science  
Student Handbook for the  
Baccalaureate of Science in Nursing**

# Department of Nursing Science

# Student Handbook for the Bachelor of

# Science in Nursing

Saint Mary's College Nursing Program is accredited by the:

Commission on Collegiate Nursing Education (CCNE)

American Association of Colleges of Nursing (AACN)

One Dupont Circle, NW Suite 530

Washington, DC 20036

Indiana Professional Licensing Agency (IPLA)

Indiana State Board of Nursing (ISBN)

402 West Washington

Room 072

Indianapolis, IN 46204

317-232-1105

In order to maintain the quality and integrity of the nursing program,  
the Department of Nursing Science reserves the right  
to update and/or revise the departmental policy.

# Student Handbook for the Bachelor of Science in Nursing

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# INTRODUCTION

## INTRODUCTION

The faculty of Saint Mary's College Department of Nursing Science maintains beliefs about person, health, nursing and nursing education that form the basis of the curriculum plan. In accordance with the College Mission Statement and the College Statement of Philosophy and Purpose, the faculty are committed to a Christian value system, intellectual vigor, social justice and a concerned response to societal needs.

### A. SAINT MARY'S COLLEGE MISSION STATEMENT

Founded by the Sisters of the Holy Cross in 1844, Saint Mary's College promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. Saint Mary's is a Catholic, residential, women's, Liberal Arts College offering undergraduate degrees and co-educational graduate programs.

A pioneer in the education of women, the College fosters an inclusive, academic community where students discover and develop their talents as they prepare to make a difference in the world. All members of the College contribute to this mission in their response to the complex needs and challenges of contemporary life. *—revised 2018* [The Mission of Saint Mary's College](#)

### B. SAINT MARY'S COLLEGE STATEMENT OF PHILOSOPHY AND PURPOSE

As a center of higher education, Saint Mary's fosters an academic climate of scholarship and learning for faculty and students alike. Through excellence in teaching and the example of its own active scholarship, the faculty challenges students to expand their horizons and supports them in their intellectual pursuits. A broad-based course of study invites students to think critically and creatively about the natural world and human culture. Acknowledging the need to prepare women for an array of careers, the College insists on a liberal arts foundation for all its students. Through their years at Saint Mary's, students acquire depth and breadth of knowledge, competence in quantitative skills and modern languages, the ability to think clearly about complex problems, and the capacity to communicate with precision and style.

As a Catholic college, Saint Mary's cultivates a community of intellectual inquiry, liturgical prayer, and social action. The College creates an open forum in which students freely and critically study the rich heritage of the Catholic tradition, raising the questions necessary to develop a mature religious life. The celebration of liturgy encourages students to explore the fullness of life and its mysteries. The College nurtures awareness and compassion for a troubled world and challenges students to promote human dignity throughout their lives. In preparing women for roles of leadership and action, Saint Mary's pays particular attention to the rights and responsibilities of women in the worlds of work, church, community, and family.

Dedicated to the personal and social growth of its students, Saint Mary's cultivates a community of students, faculty, and staff, which responds to the needs of women. In order to offer the richest educational experience possible, the College strives to bring together women of different nations, cultures, and races. It provides a residential environment where women grow in their appreciation of the strengths and needs of others. Through a host of co-curricular programs on campus and in the local community, Saint Mary's initiates students in the habits of civic responsibility. Engaging in all aspects of the college experience, students acquire the hallmarks of a liberally educated woman: keen self-knowledge, lively imagination, lifelong intellectual and cultural interests, and the ability to make socially responsible choices about the future.

## **C. SAINT MARY’S COLLEGE CORE VALUES**

### *LEARNING*

We commit ourselves to academic excellence and foster an environment where all members of the community learn with and from each other. The liberal arts form the foundation for learning.

### *COMMUNITY*

We sustain a vital community where each member is valued and where all are bound by a common purpose. In an atmosphere of mutual respect, we are called to share responsibility for the success of the College's mission.

### *FAITH/SPIRITUALITY*

We commit ourselves to meeting the spiritual needs of members of all faith traditions. We encourage and support members as they grow spiritually and as they lead lives of faith.

### *JUSTICE*

We respect all persons because of their God-given dignity. We act as responsible stewards of resources both on and beyond the campus. We advocate social action and practice principles of justice and compassion.

## **D. DEPARTMENT OF NURSING SCIENCE MISSION STATEMENT**

Congruent with the Mission of Saint Mary’s College, the Department of Nursing Science is a learning community comprised of students, faculty, staff and health care professionals who support each other in the preparation of competent, confident professional nurses at all levels who will assume leadership roles in the promotion of health and healing within diverse communities and health care systems. The learning community promotes scholarship, the use of critical thinking, spiritual inclusion and ethical decision making in clinical practice, life-long learning and an obligation for social responsibility and service for vulnerable and underserved individuals, families and communities. Revised: May 2016

## **E. DEPARTMENT OF NURSING SCIENCE PHILOSOPHY**

### *Nursing*

Nursing is an art, a science, and a profession. Historically, nursing as an art has been shaped by its Christian heritage. Nursing may be viewed as a personal calling, by which one fulfills service to others. Nursing as a science encompasses a specialized body of knowledge built upon science and the liberal arts and has specified outcomes related to health and holism. Nursing science involves the study of life processes within the human system and environment for the purpose of assisting clients in the promotion, maintenance and restoration of optimal levels of wellness. Clients include individuals, families, communities, and/or societies.

Nursing as a practice profession is actualized through the nursing process, a decision-making framework consisting of assessment, diagnosis, planning, implementation, and evaluation. Nursing as a profession is committed to the promotion of wellness of individuals, families and communities. The commitment to wellness extends beyond direct care to include research, planning and implementation of comprehensive health care services, and collaboration with other health professionals within a framework that respects the rights and dignities of all persons.

### *Nursing Education*

Baccalaureate nursing education provides the foundation for professional nursing practice. Serving as role models, the faculty structure a variety of learning experiences that help learners engage in critical thinking, integrate knowledge, and acquire psychomotor skills necessary for the profession of nursing. The educational process within a Christian community enables the learner



to develop professional competence marked by a respect for human dignity and an appreciation for diversity within the context of social responsibility. The undergraduate program prepares the graduate to function as a generalist in a variety of settings and provides the foundation for graduate education and advanced practice in nursing.

In accordance with the Mission of the College, the faculty are committed to promoting a life of intellectual vigor, aesthetic appreciation, religious sensibility and social responsibility for its student and community. These values and beliefs, coupled with standards for nursing practice and education, provide the basis for the curriculum in nursing.

#### *Integration of Professional Nursing Standards*

In addition to commitment to the Mission of the College, the curriculum of the Department of Nursing Science at Saint Mary's College to be congruent with *The Essentials: Core Competencies for Professional Nursing Education (2021)*, the American Nurses Association (ANA) *Scope and Standards of Nursing Practice* and the ANA *Code of Ethics For Nurses*. Standards for practice are viewed as integral to the professional practice of nursing and fundamental to performing as a leader in the profession. See links below.

The foundational components of the American Association of Colleges of Nursing (AACN). *The Essentials: Core Competencies for Professional Nursing Education (2021)* are incorporated throughout the curriculum. The components provide students a structure through which they acquire the knowledge base needed to function as a professional provider of care. In addition, the Catholic character of Saint Mary's College allows for ready incorporation of many of the values and professional behaviors cited as essential. Finally, the liberal arts nature of the College provides each student the opportunity for an education that includes mastery of the skills cited by the AACN as characteristic of the liberally educated person.

Students are introduced to the *American Nurses Association (ANA) Standards of Nursing Practice* and to the *ANA Code of Ethics for Nurses* in their first nursing course. As students progress through the curriculum, these standards are reinforced in both theory and clinical courses. In addition, faculty reinforce self-reflection and self-assessment in relation to nursing practice standards through a variety of teaching methods. Evidence for incorporation of ANA Standards is demonstrated in course syllabi, lecture outlines and assignments. Clinical objectives and expectations are demonstrated in the evaluation of student clinical performance and they reflect the ANA standards as well.

**The full ANA Position and Policy Papers on important nursing issues are available on the NursingWorld.org website. Students may sign up for free access to the Members Only section at**

**<https://www.nursingworld.org/membership/student-nurses/> by using the Promo Code "EDU".**

## **F. DEPARTMENT OF NURSING SCIENCE PROGRAM OUTCOMES for BACHELOR OF SCIENCE IN NURSING (BSN)**

The Program Outcomes for the Bachelor degree earned in the Department of Nursing Science are based on the Mission and Philosophy of Saint Mary's College.

1. Integrate a broad-based learning experience steeped in Catholic tradition and the liberal arts that promotes intellectual vigor, religious sensibility, social responsibility and service through the promotion of health and well-being for the vulnerable and underserved populations.

2. Promote relationship centered safe care to individuals, families, groups and communities that is informed by professional practice standards.
3. Integrate scholarly inquiry and evidence-based research into professional nursing practice.
4. Integrate healthcare quality and policy for the improvement of patient outcomes.
5. Employ communication skills and collaboration strategies that promote an interdisciplinary team approach in the delivery of quality patient care.
6. Utilize clinical reasoning and disciplinary knowledge in assessment and evaluation of nursing practice.
7. Engage in the process of self-reflection and life-long learning to influence professional practice, social justice and community service.
8. Demonstrate legal and ethical accountability as described in the ANA, Nursing Scope and Standards of Practice and the Code of Ethics.

Implemented: Class 2020

Adopted: November 17, 2017

Revised: October 9, September 22, 2017, and May 20, 2021

<https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf>

<https://www.nursingworld.org/practice-policy/scope-of-practice/>

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

AACN Essentials of Baccalaureate Education, the College Mission Statement, the Department Mission Statement and the Nursing Program Outcomes

AACN The Essentials: Core Competencies for Professional Nursing Education	Department Nursing Science BSN Program Outcomes	Saint Mary’s College Mission Statement & Core Values	Department Nursing Science Mission Statement & Philosophy
<p>Domain 1: <b>Knowledge for Nursing Practice</b>                      Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.</p>	<p>Integrate a broad-based learning experience steeped in Catholic tradition and the liberal arts that promotes intellectual vigor, religious sensibility, social responsibility and service through the promotion of health and well-being for the vulnerable and underserved populations.</p>	<p>Founded by the Sisters of the Holy Cross in 1844, Saint Mary’s College promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. Saint Mary’s is a Catholic, residential, women’s, liberal arts college offering undergraduate degrees and co-educational graduate programs.</p>	<p>Congruent with the Mission of Saint Mary’s College, the Department of Nursing Science is a learning community comprised of students, faculty, staff and health care professionals who support each other in the preparation of competent, confident professional nurses at all levels who will assume leadership roles in the promotion of health and healing within diverse communities and health care systems.</p>
<p>Domain 6: <b>Interprofessional Partnerships</b>                      Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.</p> <p>Domain 7: <b>Systems-Based Practice</b>                      Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.</p>	<p>Employ communication skills and collaboration strategies that promote an interdisciplinary team approach in the delivery of quality patient care.</p>	<p>The College fosters an inclusive, academic community where students discover and develop their talents as they prepare to make a difference in the world.</p>	<p>Nursing as a practice profession is actualized through the nursing process, a decision-making framework consisting of assessment, diagnosis, planning, implementation, and evaluation. Nursing as a profession is committed to the promotion of wellness of individuals, families and communities. The commitment to wellness extends beyond direct care to include research, planning and implementation of comprehensive health care services, and collaboration with other health professionals within a framework that respects the rights and dignities of all persons.</p>
<p>Domain 2: <b>Person-Centered Care</b>                      Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.</p> <p>Domain 3: <b>Population Health</b>                      Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government</p>	<p>Promote relationship centered safe care to individuals, families, groups and communities that is informed by professional practice standards.</p>	<p><b>Core Value Community:</b> We sustain a vital community where each member is valued and where all are bound by a common purpose. In an atmosphere of mutual respect, we are called to share responsibility for the success of the College’s mission.</p>	<p>Nursing is an art, a science, and a profession. Historically, nursing as an art has been shaped by its Christian heritage. Nursing may be viewed as a personal calling, by which one fulfills service to others. Nursing as a science encompasses a specialized body of knowledge built upon science and the liberal arts and has specified outcomes related to health and holism. Nursing science involves the study of life processes within the human system and environment for the purpose of assisting clients in the promotion, maintenance and restoration of optimal levels of wellness. Clients include individuals, families, communities, and/or societies.</p>

entities, and others for the improvement of equitable population health outcomes.			
<p>Domain 5: <b>Quality and Safety</b>  Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.</p>	Integrate healthcare quality and policy for the improvement of patient outcomes.	<b>Core Value Justice:</b> We respect all persons because of their God-given dignity. We act as responsible stewards of resources both on and beyond the campus. We advocate social action and practice principles of justice and compassion.	Baccalaureate nursing education provides the foundation for professional nursing practice. Serving as role models, the faculty structure a variety of learning experiences that help learners engage in critical thinking, integrate knowledge, and acquire psychomotor skills necessary for the profession of nursing. The educational process within a Christian community enables the learner to develop professional competence marked by a respect for human dignity and an appreciation for diversity within the context of social responsibility.
<p>Domain 4: <b>Scholarship for Nursing Discipline</b>  Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.</p>	Integrate scholarly inquiry and evidence-based research into professional nursing practice.	<b>Core Value Learning:</b> We commit ourselves to academic excellence and foster an environment where all members of the community learn with and from each other. The liberal arts form the foundation for learning.	The learning community promotes scholarship, the use of critical thinking, spiritual inclusion and ethical decision making in clinical practice, life-long learning and an obligation for social responsibility and service for vulnerable and underserved individuals, families and communities.
<p>Domain 8: <b>Informatics and Healthcare Technologies</b>  Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision-making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.</p>	Utilize clinical reasoning and disciplinary knowledge in assessment and evaluation of nursing practice.	All members of the College contribute to this mission in their response to the complex needs and challenges of contemporary life.	The undergraduate program prepares the graduate to function as a generalist in a variety of settings and provides the foundation for graduate education and advanced practice in nursing.
<p>Domain 9: <b>Professionalism</b>  Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.</p> <p>Domain 10: <b>Personal, Professional, and Leadership Development</b>  Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.</p>	Engage in the process of self-reflection and life-long learning to influence professional practice, social justice and community service.	<b>Core Value Spirituality:</b> We commit ourselves to meeting the spiritual needs of members of all faith traditions. We encourage and support members as they grow spiritually and as they lead lives of faith.	In accordance with the Mission of the College, the faculty are committed to promoting a life of intellectual vigor, aesthetic appreciation, religious sensibility and social responsibility for its student and community. These values and beliefs, coupled with standards for nursing practice and education, provide the basis for the curriculum in nursing.
Updated 2.2022			

**CURRICULUM  
POLICIES  
AND  
GUIDELINES**

# CURRICULUM POLICIES: GUIDELINES

## ACCEPTANCE INTO THE MAJOR

Consistent with College policy and regardless of admission status, students must complete a major declaration form that is found on the Student Academics tab of the my.saintmarys.edu portal in the fall of sophomore year. The completed form must be submitted to the Nursing Department office. Formal admission occurs after final grades have been entered and the student's cumulative and science GPA have been calculated. Students will receive written notification of formal acceptance into the Nursing major.

Regardless of admission status, students must meet the College and Department of Nursing Science requirements for admission to the major. All required science courses for the nursing major are to be taken at Saint Mary's College.

Students who plan to study abroad during the fall semester will be required to take summer courses on campus

### *Criteria for Acceptance Include:*

- a. Cumulative grade point average of 2.5. For students admitted in 2022 and after: 2.8.
- b. Grade point average of (2.8) or above in pre-requisite science and nursing courses is required.

The calculation of science GPA for admission into the nursing major for students admitted in 2022 or after is based on the following courses for the academic year:

Freshman Year:	Biology 141 Anatomy and Physiology I Biology 142 Anatomy and Physiology II Chemistry 118 Integrated General, Organic and Biochemistry
Sophomore Year:	Biology 216 Introduction to Microbiology Biology 224 Pathophysiology

For students admitted prior to 2022, NURS 225 and NURS 227 also are included in the prerequisite GPA calculation.

### *Nursing Policy for Repeated Courses for Admission into the Major*

- a. Students must take all science and nursing prerequisites at Saint Mary's College. This means passing the course and receiving a letter grade. A course does not count as being taken at Saint Mary's if the student withdraws from the course. This policy does not apply to students admitted to Saint Mary's as transfer students.
- b. Regardless of admission status, students may retake a maximum of two prerequisite science courses with a grade below the B (3.0) level. It is preferable that courses are retaken at Saint Mary's College; courses not retaken at Saint Mary's College will not count toward the prerequisite GPA.
- c. Students must earn a C or higher in BIO 141 and BIO 142 in order to progress into the sophomore level nursing classes.
- d. Transcripts/grades must be received on or before the Wednesday prior to the beginning of the semester for students trying to progress into sophomore level nursing courses.

- e. For students admitted prior to 2022, course retakes are grade replaced for the science GPA but averaged into the cumulative GPA. For students admitted in 2022 and after, cumulative and science prerequisite GPAs are calculated based on grade averaging.
- f. The Department of Nursing Science does not round cumulative or prerequisite GPAs for the purposes of admission to the major.
- g. Per College policy, a student cannot earn credit hours twice for a repeated course.

*All nursing courses must be taken at Saint Mary's College*

With the exception of transfer students, all nursing courses must be taken at Saint Mary's College. Transfer students will be evaluated on a case-by-case basis.

## ESSENTIAL ABILITIES

The American Nurses Association Code of Ethics calls for competent and ethical care of patients and charges nurse educators to ensure that the skills of the nurse or nursing student are appropriate in order to provide safe nursing care to assigned patients. Patient and student safety is a priority for the faculty of the Department of Nursing Science.

For a student to be admitted to any of the nursing programs at Saint Mary's College, the student must:

- a) Meet all prerequisite admission standards as defined by the College and the Department of Nursing Science.
- b) Be able to demonstrate the essential abilities for participation in the nursing program with or without reasonable accommodation.

Title III of the Americans with Disabilities Act prohibits discrimination of a "qualified individual with a disability." Title III defines disability as "a physical or mental impairment that substantially limits one or more major life activities of (an) individual." A qualified individual with a disability is defined as an individual who, with or without reasonable accommodations, meets the essential eligibility requirements for participation in a program.

There are skills and attributes that the faculty of Saint Mary's College Department of Nursing Science have determined as essential to safe nursing care. These Essential Abilities apply to all students in the undergraduate and graduate nursing program.

**Attendance:**

Regular attendance in all classroom and clinical experiences serves as the foundation for learning to provide safe nursing care.

**Essential Physical and Environmental Abilities:**

The nursing student:

- Is able to fully and safely function in an environment that may have allergens; infectious and/or communicable diseases; and chemicals.
- Has fine motor control, hand-eye coordination, physical health, and stamina to perform necessary nursing skills consistent with the scope of practice. This may include, but is not limited to safely preparing and administering medications; lifting, bending, twisting; pushing and pulling patients and equipment; performing CPR (move patient, perform chest compressions, manually ventilate the patient), walking and standing for prolonged periods; working 8-to-12 hour shifts.

**Essential Communication Abilities:**

The nursing student:

Has the sensory skills to interact appropriately and communicate effectively with patients from diverse backgrounds. This includes verbal, nonverbal, and written abilities, including the use of computing and information technology. The student must be able to communicate effectively and spontaneously, verbally and in writing, with fellow students, faculty, patients, and all members of the health care team.

**Essential Intellectual/Cognitive Abilities:**

The nursing student:

Must be able to identify, assess, and comprehend conditions surrounding patient situations in such a manner that the student is able to derive appropriate conclusions. Must be able to use subjective and objective data to appropriately problem solve and develop a competent and safe course of action consistent with the student's level of education. This includes having math computational skills, and the ability to reason, measure, calculate, analyze, synthesize, and evaluate situations to competently engage in safe nursing care.

**Essential Sensory Abilities:**

At a functional level that allows the nursing student to perform required clinical skills, with or without accommodations, has the ability to use the senses of vision, touch, hearing, and smell to safely assess and provide care for patients. This includes but is not limited to:

- Vision: Ability to gather visual information about the patient and environment; see well enough to read all materials related to classroom work and patient care.
- Touch: Ability to interpret information gained through touch during a physical assessment which includes but is not limited to differentiation of textures, density, and vibration.
- Hearing: Ability to accurately hear conversation spoken in usual conversational tone and calls for help if not in a patient room; able to engage in telephone conversations; detect normal and abnormal body sounds (including subtle high and low-frequency sounds) through a stethoscope; hear all alarms emitted by monitoring and other equipment.
- Smell: Ability to detect odors exhibited by bodily functions and fluids that may indicate infectious, emergent conditions, or other disease states; and environmental smells such as smoke or natural gas.

**Essential Behavioral/Emotional Health Abilities:**

The nursing student:

Must possess the emotional health required to make safe and appropriate clinical judgments. Must function effectively in stressful situations and adapt to an environment that changes rapidly and often in unpredictable ways without warning, and respond to emergencies with precise and prompt actions. Students must adhere to the College policy regarding addiction and substance impairment when in the classroom and clinical setting.

**Essential Ethical Abilities:**

The nursing student:

Must adhere to legal, ethical, and moral standards within the scope of nursing practice; demonstrate honesty and integrity in all interactions within the classroom, clinical, and community settings. Must demonstrate accountability and responsibility in all classroom and clinical situations. Provide care that is compassionate, respectful, non-judgmental, dignified, and altruistic for individuals, families, and communities. Students must be able to reason morally and practice nursing in a legal and ethical manner.



**Essential Judgment Abilities:**

The nursing student:

Must be able to gather, evaluate, and apply information and engage in critical thinking in the classroom, clinical, and research settings. Students must be able to prioritize workload demands and patient findings in usual and emergent conditions in order to provide safe and effective care.

**Essential Abilities Procedure:**

1. Essential Abilities criteria will be provided on the Saint Mary's College Department of Nursing Sciences website and to all students.
2. Students admitted to Saint Mary's College nursing programs and applicants who accept an offer of admission to any of the Saint Mary's College nursing programs must sign a letter of agreement that indicates the student has read and understands that the ability to meet the Essential Abilities criteria, with or without reasonable accommodations, is a requirement. Students who question their ability to meet the criteria should contact the Accessibility Resource Office (ARO).
3. Title III of the Americans with Disabilities Act prohibits faculty from asking about disabilities. It is the student's responsibility to contact the ARO for help with accommodations and to comply with the policies and procedures of the ARO.
4. Accommodations become effective on the date requested by the ARO and are not retroactive.
5. Accommodations beyond those requested by the ARO are not permitted.
6. Faculty are responsible to determine whether a student demonstrates the Essential Abilities criteria. Faculty may request a consultation from recognized experts as deemed appropriate. Students are responsible for the cost of all consultations.
7. Students who do not meet the Essential Abilities criteria, with or without reasonable accommodations, at any point in their academic program may have their progress interrupted until they have demonstrated their ability to meet Essential Abilities within a specified timeframe.
8. A student who is unable to meet the Essential Ability criteria, with or without reasonable accommodations, shall be dismissed from the program.
9. A student who is dismissed based on the inability to demonstrate these Essential Abilities criteria may appeal the decision in accordance with the Saint Mary's College appeals policy.

**PROGRESSION IN THE MAJOR**

In order to progress through the major students must pass all nursing courses (N225, N227, N307, N310, N321, N323, N330, N334, N385, N410, N414, N415 and N426) with a grade of C (76%) or better; satisfactorily pass the clinical component of the course; and complete all prerequisites. Satisfactory clinical performance includes successful completion of all critical behaviors and satisfactory completion of the objectives in the clinical evaluation tool. Unsatisfactory clinical performance will result in an overall grade no higher than C- for the course. A student may repeat a nursing course only one time in which she has been unsuccessful. Two failures in one course or two separate nursing courses will constitute dismissal from the program.

If a nursing student must repeat a nursing course, progression in the major is based on the availability of the course, the availability of slots in the clinical setting and appropriate nursing faculty coverage. When a student is "out of normal progression," she cannot displace a student who is progressing according to the curricular plan.

After the 5 week drop period, a student may withdraw from a course with the permission of the Student Academic Services Office and the instructor of the course or on the recommendation of a physician for health reasons up until the Friday after midterm break. If the student is passing the course at the time of withdrawal, or if she withdraws from all classes upon recommendation of a physician for reasons of health, the grade of "W" is recorded. If the student is failing the course at

the time of withdrawal, or withdraws without permission, a grade of “F” is recorded. Students who withdraw using a medical leave will be considered out of sequence, and will require an additional semester to complete the requirements of the nursing major.

## ACCEPTANCE OF TRANSFER STUDENTS

Transfer students may be accepted on a case-by-case basis depending on availability of open slots. The Office of Student Academic Services or the appropriate science department will review Science courses taken at other colleges or universities for transfer credit.

## DISMISSAL

The Department of Nursing Science reserves the right to dismiss any student from the major whose personal integrity, academic performance or conduct demonstrates unprofessional behavior. Please refer to the Policy on Academic and Clinical Performance. Professional behavior standards are based on The American Nurses’ Association Code of Ethics for Nurses: Interpretation and Application (2008). Dismissal is subject to the appeal procedure (see College Bulletin).

## STUDENTS WITH DISABILITIES

Any student who is eligible for accommodations should contact the Accessibilities Resource Office, 103C Madeleva Hall, phone 284-4262, email [aro@saintmarys.edu](mailto:aro@saintmarys.edu) for an appointment to review documentation and arrange for appropriate accommodations. Students who suspect they may have a disability are also encouraged to contact the Accessibilities Resource Office.

## ADVANCED WRITING PROFICIENCY POLICY

Nursing majors who are taking 400 level nursing courses during an academic year (fall or spring semester), will register for the Advanced Writing Proficiency (Advanced W) in the fall semester. Criteria for the assignment are distributed in the Spring of Junior year. This provides students with an opportunity to work on this requirement over the summer. Advanced W papers are submitted the 8th week of the Fall semester.

The paper is evaluated for professional writing proficiency within the discipline of Nursing. The Department of Nursing Science requires use of the current style manual of the American Psychological Association (APA) for the advanced writing proficiency paper.

Students are expected to achieve a grade of “pass” during the fall semester. Students who do not receive a pass will be given an incomplete for the Advanced W and have 30 days after the beginning of spring semester to replace the incomplete with a pass. Failure to make arrangements to complete the Advanced W ahead of time will result in you participating in graduation ceremonies as a degree candidate - not a graduate.

Revised 11/2021

## COMPREHENSIVE EXAMINATION

Satisfactory completion of a comprehensive examination is required for all nursing majors. The Comprehensive Exam is administered in the student’s final semester of the program. The Comprehensive Exam is a computerized exam that is predictive of performance on the NCLEX-RN. The student will be required to meet a set of criteria before taking the Comprehensive Exam. Additional information regarding the Comprehensive exam will be provided to the student in the beginning of their final semester.

## NURSING ACHIEVEMENT TESTS

Standardized nursing achievement tests are administered at specific times throughout the curriculum. These exams are similar in nature to the NCLEX-RN licensure examination and scores are compared with national norms. Integrated (secured) tests are given at the end of N225,

N227, N307, N310, N321, N323, N330, N334, N385, N410, N414 and N415 and N426. In addition to the proctored integrated tests, students have access to additional study materials and focused review tests.

#### INDEPENDENT STUDY (NURS 497)

Interested students should contact the professor with whom they wish to conduct the independent study. If the faculty member agrees to participate, the student and faculty member determine the objectives, evaluative criteria, and the number of credit hours to be earned (1-2 credits). Credits should not exceed 2 credit hours per semester. The faculty will decide the number of hours and work required to meet the objectives developed by the student. The faculty member and student complete the Learning Contract (see Appendix). The student is responsible for obtaining the signature of the Department Chair and for submitting the contract to the Office of the Registrar. The Learning Contract must be received by the Office of the Registrar no later than the 7th day of the semester.

## Bachelor of Science in Nursing (BSN) Degree Plan (students admitted before 2022)

FIRST YEAR			
Fall Semester		Spring Semester	
<b>Bio 141 Human Anatomy &amp; Physiology I</b>	<b>4 cr.</b>	<b>Bio 142 Human Anatomy &amp; Physiology II</b>	<b>4 cr.</b>
Modern Language I	4	<b>Chem118 Integrated</b>	<b>4</b>
Sophia Course	3-4	Modern Language II	4
Sophia Course (CTS)	3	Sophia Course	3
SPLL 101 Common Course	1	Sophia Course	3
<b>CREDITS FOR SEMESTER</b>	<b>15-18</b>	<b>CREDITS FOR SEMESTER</b>	<b>16</b>

**Note:** If student takes her W in the fall, she should do 4 courses plus the advising course. If she does her W in the spring, in the fall she should do 5 courses plus advising course.

**Note:** Some semesters electives or heavier loads may be required to reach the 128 credits needed for graduation.

SOPHOMORE YEAR			
Fall Semester		Spring Semester	
<b>Bio 224 Pathophysiology</b>	<b>3 cr.</b>	<b>Bio 216 Microbiology</b>	<b>4 cr.</b>
Math114 Statistics	3	<b>N227 Foundations</b>	<b>3</b>
<b>N225 Health Assessment</b>	<b>3</b>	Sophia or Psy305/SW235	3
Psy305/SW235 or Sophia	3	Sophia Course	3
Sophia Course(s)	3-6	Sophia Course	3
<b>CREDITS FOR SEMESTER</b>	<b>15-18</b>	<b>CREDITS FOR SEMESTER</b>	<b>16</b>

JUNIOR YEAR			
Fall Semester		Spring Semester	
N321Adult Nsg.-Acute (5 credits) and N307 Psychiatric (5 credits) <i>or</i>	10 cr.	N323 Perinatal (5 credits) and N330Adult Nsg.-Chronic(5 credits) <i>or</i>	10 cr.
N323 Perinatal (5 credits) and N330 Adult Nsg.-Chronic (5 credits)		N321Adult Nsg.-Acute (5 credits) and N307 Psychiatric (5 credits)	
N385 Nursing Research <i>or</i>	2	N385 Nursing Research <i>or</i>	2
N310 Nutrition		N310 Nutrition	
N334 Pharmacotherapeutics	3	Sophia Course(s)	3-6
<b>CREDITS FOR SEMESTER</b>	<b>15</b>	<b>CREDITS FOR SEMESTER</b>	<b>15-18</b>

SENIOR YEAR			
Fall Semester		Spring Semester	
N415 Leadership (5 cr.) and N410 Adult Nsg.-Advanced (5 cr.) <i>or</i>	10 cr.	N415 Leadership (5 cr.) and N410 Adult Nsg.-Advanced (5 cr.) <i>or</i>	10 cr.
N414 Community (5 credits) and N426 Child Health (5 credits)		N414 Community (5 credits) and N426 Child Health (5 credits)	
Sophia Course	3	Sophia Course	3
Sophia Course or Elective	3	Sophia Course or Elective	3
<b>CREDITS FOR SEMESTER</b>	<b>16</b>	N490 NCLEX Prep	1
		<b>CREDITS FOR SEMESTER</b>	<b>17</b>

### ADMISSION TO THE NURSING MAJOR

Criteria for acceptance into the nursing major at the end of the sophomore year include a cumulative grade point average of 2.5 and a minimum 2.8 cumulative grade point average in the science and nursing prerequisites (**in BOLD above**). In the event that there are more qualified students than can be accommodated, students with the highest GPA in the science and nursing prerequisites will be admitted.

Minimum Credit Hours to Graduate: 128

Bachelor of Science in Nursing (BSN) Degree Plan (students admitted Fall 2022 or after)

FIRST YEAR			
Fall Semester		Spring Semester	
<b>Bio 141 Human Anatomy &amp; Physiology I</b>	<b>4 cr.</b>	<b>Bio 142 Human Anatomy &amp; Physiology II</b>	<b>4 cr.</b>
Modern Language I	4	<b>Chem 118 Integrated</b>	<b>4</b>
Sophia Course (Basic W course)	4	Modern Language II	4
Sophia Course	3	Sophia Course (CTS)	3
SPLL 101 Common Course	1	Optional Sophia Course	3
<b>CREDITS FOR SEMESTER</b>	<b>16</b>	<b>CREDITS FOR SEMESTER</b>	<b>18</b>
SOPHOMORE YEAR			
Fall Semester		Spring Semester	
<b>Bio 224 Pathophysiology</b>	<b>3 cr.</b>	N 225 Health Assessment	3
<b>Bio 216 Microbiology</b>	<b>4 cr.</b>	N 227 Foundations	3
Math114 Statistics or Sophia	3	N 101 Intro Profession	1
Psy305/SW235 or Sophia	3	N 234 Intro to Pharm (2 <sup>nd</sup> 7 weeks)	2
Sophia Course	3	Sophia or Psy305/SW235	3
		Sophia Course or MATH 114	3
<b>CREDITS FOR SEMESTER</b>	<b>16</b>	<b>CREDITS FOR SEMESTER</b>	<b>15</b>
JUNIOR YEAR			
Fall Semester		Spring Semester	
N321Adult Nsg.-Acute (5 credits) and N307 Psychiatric (5 credits) <i>or</i>	5+5	N323 Perinatal (5 credits) and N330Adult Nsg.-Chronic(5 credits) <i>or</i>	5+5
N323 Perinatal (5 credits) and N330 Adult Nsg.-Chronic (5 credits)	5+5	N321Adult Nsg.-Acute (5 credits) and N307 Psychiatric (5 credits)	5+5
N385 Nursing Research <i>or</i> N310 Nutrition	2	N385 Nursing Research <i>or</i> N310 Nutrition	2
N334 Pharmacotherapeutics	3	Sophia Course(s)	3-6
<b>CREDITS FOR SEMESTER</b>	<b>15</b>	<b>CREDITS FOR SEMESTER</b>	<b>15</b>
SENIOR YEAR			
Fall Semester		Spring Semester	
N410 Adult Nsg.-Advanced (5 cr.) and N415 Leadership (5 cr.) <i>Or</i>	5+5	N414 Community (5 credits) and N426 Child Health (5 credits) <i>or</i>	4.5+5
N414 Community (5 credits) and N426 Child Health (5 credits)	4.5+5	N410 Adult Nsg.-Advanced (5 cr.) and N415 Leadership (5 cr.)	5+5
Sophia Course	3	N495 Professional Role	1
Sophia Course or Elective	3	N 999 Comprehensive	0
N 998 Advance W	0	Sophia Course	3
<b>CREDITS FOR SEMESTER</b>	<b>15-18</b>	Sophia Course or Elective	3
		<b>CREDITS FOR SEMESTER</b>	<b>15-16</b>

**ADMISSION TO THE NURSING MAJOR**

**\*\*Admission to the nursing major: Regardless of admission status, criteria for acceptance into the nursing major at the end of the fall of sophomore year include a cumulative GPA of 2.8 and a minimum of 2.8 GPA in nursing prerequisite science courses (in bold above).**

\*Students must average 32 credit hours per year (average 16 credit hours per semester) in order to graduate in four years with no summer school. This may require electives in addition to the courses on this four-year plan.

**Note:** Supporting courses for nursing include PSYC 156 or 157, and an approved sociology course, taken for your social science requirements; MATH 114 and SW 235 or PSYC 305. MATH 114 and SW 235/PSYC 305 should be taken prior to junior year.

**Minimum Credit Hours to Graduate: 128**

**Approved Department of Nursing Science 2/23/2022**

# **STUDENT RESPONSIBILITIES**

# STUDENT RESPONSIBILITIES

## DEPARTMENT OF NURSING SCIENCE ATTENDANCE POLICY

According to the ANA's Guide to the Code of Ethics for Nurses: Interpretation and Application (2008), nurse educators have a specific responsibility to enhance the student's commitment to professional values. In addition, the nurse educator is responsible for promoting and maintaining optimum standards of both nursing education and of nursing practice in any settings where planned learning activities occur. Nurse educators must also ensure that only those students who possess the knowledge, skills and competencies that are essential to nursing graduate from their nursing program. As a result, the nursing faculty support an attendance policy that contributes to the student's success.

The Nursing Faculty support the College attendance and absence policy related to classroom attendance.

"A student is expected to attend every meeting of a class for which she is registered. The responsibility for attendance rests with the student.

Excused absences may be granted to students who must miss class(es) for legitimate and documentable reasons of personal health, family concerns (illness, funeral, and wedding) or participation in varsity athletics or other officially recognized activities. Students are permitted to return to class and make up the work missed to the best of their ability after consultation with the instructor. However, every absence carries the penalty of loss of instruction given during the absence, which may result in a lower grade for the course; in the case of a prolonged absence, it may be necessary to withdraw from one or more courses. Limited excused absences for personal health or family concerns are approved and monitored by the office of Academic Affairs and First Year Studies."

*Saint Mary's College Bulletin*

### **Class/Lecture Attendance**

Class attendance is a demonstration of professional behavior. Students are expected to attend all lectures and are held responsible for content presented. In the case of an absence, it is the student's responsibility to obtain the information presented.

If the student is unable to attend a class, it is expected that she will notify the faculty (via College email or voicemail) a minimum of 1 hour prior to the start of class. Failure to do so may result in a "0" for any class assignment, quiz or examination that was given or due on that day.

### **Clinical/Laboratory/Seminar Attendance**

**All clinical, laboratory, and seminar time is mandatory.** These experiences are critical for the application of theory and professional growth.

For clinicals, the student and clinical instructor in collaboration with the course faculty member will discuss any clinical absence. The absence will be reviewed by the Department of Nursing Science Admission, Progression and Graduation Committee for a recommendation on clinical make-up. Tardiness and early departures are considered missed clinical time. If a student comes to clinical unprofessionally dressed or unprepared for patient care she will be sent home and be responsible for making up that clinical time.

A student may not come to clinical/laboratory if she is experiencing communicable conditions including but not limited to: fever, productive cough, vomiting, diarrhea, open sores. A student under the care of a physician for a medical or mental health condition that may impact her ability to safely provide patient care must provide a medical release from a the student's health care provider.

Students who are required to make up clinical time due to unexcused absence or unprofessional conduct are responsible for paying for any costs associated with the extra time, including paying for clinical faculty time.

### **Attendance Related to Holidays and Semester Breaks**

Students may not miss class, clinical, laboratories, or seminar for travel prior to or after holidays. Such absences are unexcused.

### **Reporting Clinical/Laboratory/Seminar Absence and Tardiness**

In the event of a clinical, laboratory, or seminar absence, the student must notify the faculty member by phone at least 1 hour before the scheduled clinical/laboratory/seminar start time. Failure to notify the faculty of the absence is considered an unprofessional behavior and may result in clinical failure.

Tardiness is also a form of unprofessional behavior and may result in clinical failure. Students are required to be on time to clinical/laboratory assignments. If the student is going to be late, it is essential that she notify her nursing clinical instructor. Repeated (2 or more) episodes of tardiness will result in the issuance of a learning contract. A copy of the learning contract will be placed in the student's file that is located in the Department of Nursing Science. Students who are late to laboratory or clinical practice may be sent home and the time counted towards missed time.

### **Clinical/Laboratory/Seminar Make-up**

The student must be making satisfactory progress towards all course competencies before clinical/laboratory/seminar make-up is considered. Direct interaction with patients is typically required to make-up a clinical absence. Make-up time will be scheduled according to the availability of a faculty member and the clinical agency. The student will be assessed a fee to cover the cost of additional faculty time. However, a clinical make-up is not guaranteed.

## **STUDENT BACKGROUND CHECK POLICIES**

### **STUDENT IMPAIRMENT AND CRIMINAL BACKGROUND DISCLOSURE**

Any evidence of impairment due to such factors as sleep deprivation or the effects of medications (prescribed or non-prescribed) is not in keeping with professional behavior.

The ANA Guide to the Code of Ethics for Nurses: Interpretation and Application states "Nurses must be vigilant to protect the patient, the public and the profession from potential harm when a colleague's practice, in any setting, appears to be impaired" (ANA, 2008, p. 155). In addition, the faculty abides by the ANA Scope and Standards of Practice which states that "the registered nurse takes appropriate action regarding instances of illegal, unethical, or inappropriate behavior that can endanger or jeopardize the best interests of the healthcare consumer or situation" (ANA, 2010, p. 47).

If a student presents to clinical with any evidence of impairment, the student will be immediately required to submit for substance abuse testing. The faculty or staff member who suspects impairment will request that the student immediately leave the clinical area while ensuring the



student's safety. This means that the student may not drive herself away from the facility, and must make arrangements for a cab. The faculty member will determine the most appropriate testing location. The student is responsible for receiving immediate testing and bears the costs involved with transportation to and from a testing facility and the testing itself. The testing may involve all of the following: urine, blood, hair follicle testing. Refusal to submit to testing will be considered a positive test and will result in failure of the course and program dismissal.

In addition, students must abide by the Saint Mary's College Drug Policy (see Saint Mary's College student handbook).

## **DRUG SCREENING**

To provide a safe working environment, area hospitals and other clinical agencies are requiring individuals who provide care to patients to undergo drug testing. Students are required to have drug screen, minimum 9-panel, as a condition of admission into the nursing program. The student is responsible for the cost of the drug screening.

Student admission to the nursing program is contingent upon drug screen results that demonstrate no evidence of illicit drug use. Students who test positive for a drug specifically prescribed for a medical condition (e.g. ADHD) must submit documentation from the health care prescriber that includes the name of the drug, dosing schedule, and reason for the prescribed medication. Positive drug tests must undergo examination by the Medical Review Officer (MRO) for the testing company. Students who do not receive MRO clearance will be denied entry to the major.

## **CRIMINAL BACKGROUND CHECK**

Criminal history background checks are required of all nursing students in compliance with state and federal (House Bill 1633) regulations for individuals in clinical settings and when working with patients or individuals who are minors or vulnerable. All clinical agencies require a criminal background check. Additionally, a past criminal history may have a negative impact on a nursing graduate's ability to obtain a license to practice nursing. In most states, individuals who have been convicted of certain crimes may not be employed as a Registered Nurse, operate a home health facility, or work in a public school system. It is the student's responsibility to investigate the laws governing licensure in their state of residence for eligibility.

Students must submit a criminal background history check as a condition of admission into the nursing program. The student is responsible for the cost of the criminal background check. Further, students will be asked to complete a Criminal History Disclosure Statement Form on an annual basis. The student is responsible for reporting any criminal arrest or situation (including operating while impaired-OWI) which occurs during the academic year to the Director of the Nursing program before the next clinical day.

Violation of the above policies may subject the individual to disciplinary action up to and including dismissal from the program.

## **ACADEMIC HONESTY**

Students are required to abide by the College's Statement on Academic Honesty and Plagiarism. In addition, students are required to comply with the Department of Nursing Science Honor Code. If academic dishonesty occurs, the faculty will make the charge to the student and the student will not receive credit for the assignment or exam and will not be permitted to repeat the assignment or exam. Additionally, the faculty will submit in writing the name of the student found guilty of academic dishonesty to the Nursing Department's Admission, Progression and Graduate Committee, the Associate Dean for Advising and director of First Year Studies. Failure to adhere to the College and Department policies could result in course failure and possible program dismissal.

## DEPARTMENT HONOR CODE

Students must abide by the Saint Mary's College Statement on Academic Honesty.

In addition, students shall abide by the Department of Nursing Science Honor Code which states: "As a necessary component for entry into the nursing profession, I recognize that academic and professional honesty are essential. When high standards of honesty are not maintained, the reputations of Saint Mary's College and the nursing profession are compromised, students are treated unfairly and society is poorly served.

As a student in the Department of Nursing Science at Saint Mary's College, I pledge that I will not give or receive assistance or use unauthorized material on any quizzes, tests or examinations. I will not submit written work that was created, researched or produced by someone else nor will I present another's work as my own without properly acknowledging the source. Further, I will not create nor falsify data for any written work including charting or clinical assignments.

Important to the integrity of the honor system is non-tolerance. I support the honesty of others and accept responsibility to report violations of which I am aware.

I understand that failure to comply with the Honor Code is a violation that is subject to disciplinary action, which may result in penalties including course failure and/or academic dismissal from the College".

## PROFESSIONAL BEHAVIOR

Expectations of professional behavior are found in the syllabus for each clinical course. Students must demonstrate professional behavior in order to progress in the major and maintain professional conduct while in uniform outside the clinical setting.

## USE OF CELL PHONES

The non-emergency use of cell phones is prohibited in the classroom, laboratory, seminar, and clinical settings. Students who have an emergency that requires the use of a cell phone must notify the faculty member.

Students may not take photographs inside of health care facilities, which includes photographs of patient information, patients and patient families, staff, student colleagues, or selfies.

## HEALTH REQUIREMENTS

**Important: Students who fail to complete the health requirements and the criminal background check, will not be permitted to attend clinical experiences and are subject to course failure.**

### **Background Check and Drug Screening**

CASTLEBRANCH: Complete Background Check, Drug Test, and modules on HIPAA and Bloodborne Pathogens. The Joint Commission, the accrediting body for hospitals, requires a background check and drug test on all students working in hospitals. Background checks and drug tests are purchased through CastleBranch at [castlebranch.com](http://castlebranch.com).

### **Physical Exam:**

Before entry into sophomore year nursing courses a physical examination is required and results returned to the Department of Nursing Science. Arrangement for this exam may be made through your family health care provider or through Health and Wellness Services at Saint Mary's College. Health & Wellness Services will do the physicals for nursing students free of charge.

### **Tuberculin Testing Policy 2020:**

- A) The Department of Nursing Science and health care systems require students to be tested for tuberculosis (TB) prior to attending any clinical experiences. The two Interferon Gamma Release Assay (IGRA) blood tests that have been approved by the U.S. Food and Drug Administration (FDA) to test for TB infection are the
- a) QuantiFERON®-TB Gold In-Tube test (QFT-GIT) and the
  - b) T-SPOT TB® test (T-Spot).
- B) **The student may choose either blood test.**  
A positive result from an IGRA test requires a physical examination by a qualified health care provider and a chest x-ray. In addition, a letter outlining the diagnosis and plan of care must be submitted to the Nursing Department before a student attend any clinical experiences.
- C) **Tuberculosis Risk Assessment Form (see appendix):** A tuberculosis risk assessment form must be completed by each student annually and when the student has traveled outside of the United States. Students who have traveled to TB endemic areas as described by the Centers for Disease Control and Prevention may be required to undergo additional testing. TB screening policies may vary by clinical agency. Students must comply with agency policy.

### **Measles, Mumps, Rubella and Rubeola:**

- A) Students are required to show proof of immunity to the following communicable diseases:
- a) Proof of one (1) rubella immunization or rubella titer (may be MMR).
  - b) Proof of two (2) rubeola vaccines or rubeola titer (may be MMR).
  - c) Verbal history of chicken pox or varicella zoster titer.  
Your family health care provider may verify immunization dates. Titers may be drawn by family health care provider or done through Health and Wellness Services. Students are responsible for the costs of the titers.

### **Influenza Vaccine:**

Each fall, students must submit proof of obtaining a yearly influenza vaccine. Flu documentation is due October 31.

### **Hepatitis B Vaccination:**

The Department of Nursing Science in collaboration with clinical agencies requires that nursing students receive the Hepatitis B vaccine. Hepatitis B vaccine may be obtained from your family health care provider or through Health and Wellness Services. The vaccination consists of a series of three injections. Students must begin the injections at least one month prior to beginning clinical; the second injection will follow in one month. The final injection is to be given six months after the first injection. It is not necessary that the series be completed at one location. The Hepatitis B series is available for a fee from Health and Wellness Services. If the series is started with your family health care provider, you can get the other injections from Health and Wellness Services. If for some medical, religious, or philosophical reason the student elects not to receive the vaccine, a letter, stating such, must be signed, dated and submitted by the student prior to clinical practicum. Failure to either receive the vaccine or sign a declination form will result in denial of admission to the major.

### **Tetanus**

An updated tetanus (Td) booster vaccination is strongly advised if it has been

10 years since your last tetanus vaccination. There is a newly licensed tetanus, diphtheria, a cellular pertussis vaccine for adults that is a recommended alternative in light of the recent increase in pertussis (whooping cough). Consult your health care provider or county health department for further information.

### **Covid**

Saint Mary's College policy is that students must have the Covid-19 vaccine and CDC-recommended boosters. Students must document their vaccination record by [uploading their information](#) to the medical records system, Medicat. For further questions, students should contact [HCCenter@saintmarys.edu](mailto:HCCenter@saintmarys.edu).

Undergraduate and graduate students attending classes on campus may request vaccine-specific verified medical exemptions for individual vaccines, including Covid.

### **Declination**

Students are required by health agencies to have received vaccinations for common communicable diseases. If for some medical or religious reason the student elects not to receive vaccines, they must receive an exemption from the College. A general vaccination exemption from all vaccine requirements for religious reasons can be requested. Information on how to request an exemption can be [found here](#).

Failure to either receive vaccines or sign a declination form and receive an exemption from the College will result in denial of admission to the major. Students who decline vaccinations must be aware that healthcare institutions may prohibit them from engaging in clinical experiences at that institution which may result in the inability of the student to progress in the program.

### **CPR Certification from the American Heart Association:**

The Department of Nursing Science requires all nursing students to be CPR certified prior to entry into clinical practices. The CPR course should be two-year certification from the **American Heart Association** must be a course for Health Care Providers (NOT a HeartSaver course). The course must include CPR and choking techniques for infants, children, adults and use of AED. CPR needs to be current throughout your clinical courses. A copy of the CPR certification card must be submitted to the Nursing Department prior to the start of junior year clinicals.

### **SOCIAL MEDIA**

The following guidelines are intended to minimize the risks of using social media:

First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.

Do not share post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.

Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.

Do not refer to patients in a disparaging manner, even if the patient is not identified.

Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.

Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.

Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.

Promptly report any identified breach of confidentiality or privacy.

Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.

Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

Adopted from: “A Nurse’s Guide to the Use of Social Media”

[https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf)

# **DEPARTMENT PROTOCOL**

# DEPARTMENT PROTOCOL

## ACADEMIC and CLINICAL PERFORMANCE POLICIES

It is expected that every student in the Department of Nursing Science will adhere not only to Saint Mary's College Community Conduct Code, but also to the American Nurses' Association *Code of Ethics for Nurses*. The statement of the Code, included in the *Student Handbook*, provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

### ACADEMIC PERFORMANCE POLICY

The Department of Nursing Science faculty is responsible for making decisions regarding the appropriateness of student performance in nursing courses.

1. Students who are performing below the 76% level in a course at mid-term will receive a deficiency notice. The department chair is informed of student deficiencies. Failure to receive a mid-semester deficiency notice does not preclude the possibility that the student may still fail the course, nor does it imply that the student will automatically pass the course. Mid-semester deficiencies do not become part of a student's official record. Deficiency notices are available online through PRISM.
2. Students are expected to follow College guidelines when contesting a grade for a nursing course.
3. See also: Curriculum Policies regarding progression in the major for additional information related to academic performance

### STUDENT ACADEMIC RESPONSIBILITIES

Students are responsible for course outcomes. Students expected to come prepared for class (read the assigned readings, complete the worksheets, assignments, or watched the videos).

What we expect of you: Nursing is a practice-based profession that is firmly rooted in the art and science of caring. Becoming a nurse requires dedication to learning, which includes:

- attending all classes and clinical experiences,
- following through with all reading assignments,
- taking notes in class,
- asking questions to clarify information,
- practicing nursing skills, and
- preparing for the care of each patient (reading about the diagnosis and nursing interventions medication administration, nursing skills).

In this program, for each hour of class students can expect to study a minimum of three hours each week. A student enrolled in 3 credit hour course (2 hours of lecture and 1 hour of lab) can expect to study for a minimum of 15 hours per week. Textbooks are carefully chosen for every course and students are required to read the material assigned. Examinations will cover information that was covered during class and information that was not covered in class but included in the reading assignments. Students who are experiencing an illness or life event that may negatively impact their performance are encouraged to immediately discuss the issue with their professor.

Trigger warnings: Content in nursing courses will include topics that are sensitive in nature, and some students may have an emotional response to it. If you must leave the room during the presentation of the information, you may ask a classmate for notes. You will still be responsible for knowing the information. Your faculty encourages you to engage in self-reflection, self-assessment and consider your own thoughts and feelings about the topic. This may help you to put your own bias aside when caring for patients with “problematic” histories and may help you personally in your work as a nurse.

If you feel you need it, your faculty encourages you to give yourself permission to get help from a professional. At Saint Mary’s you have 24/7 access to Free On-Demand Mental Health Services through a new service called Timely Care. You can access Timely Care through your cell phone or computer. You can also call the Health and Counseling Center (located inside of the Angela Athletics & Wellness Complex) at 574-284-4805 for an appointment. In an emergency, call 911, your doctor, or a crisis intervention specialist. Alternatively, you can go to a medical or psychiatric clinic for immediate care. Don't feel as though you have to stay isolated or alone. Understand that the professionals you're contacting are there to help and support you.

## **Communication**

The Saint Mary’s College email system is the official method for communicating electronically with faculty members. It is a professional obligation that students check their Saint Mary’s College email and BlackBoard on a daily basis. The student is responsible for frequently monitoring these communication channels and responding in a timely manner.

Faculty members make every effort to respond to emails within 48 hours. If a student does not receive a reply within this timeframe, the student is encouraged to send another email as a courtesy to the faculty member. Non-emergent emails that are received by faculty during the weekend may not be answered until the next standard working day.

If a faculty member provides a cell phone number and permits students to call or text message, this communication should only pertain to clinical or course issues and be within the standard working day, Monday through Friday, 8 a.m. to 5 p.m., or during approved clinical course times outside of these hours. Course or clinical emergency calls or text messages are permitted outside of these hours. Exceptions to this guideline may be granted at the discretion of individual faculty members.

## **Lines of communication:**

Students who have questions about or issues with a class, must first contact the faculty member who is responsible for that course. When discussing the issue with the faculty member, remember the following:

1. Professionalism requires that you discuss the issue first with the course faculty member.
2. Be professional – state the issue without making accusations.
3. Be clear when you state your case – include specific information about the issue and what you believe should be done about it.
4. Avoid negative or emotional outbursts in person, over the phone, or in an e-mail.
5. Give the faculty involved a chance to present her or his side of the story.

Students who have unresolved issues with a course, feel harassed or bullied, have life/work/school balance issues, or any other program questions or issues should contact the BSN Program Director to discuss the issue. If the student is still dissatisfied, the next person the student should communicate with is the Director of the Nursing Program.



Professionalism requires students to follow this line of communication policy.

## Civility

Consistent with the values of Saint Mary's College, the American Nurses' Association Code of Ethics for Nurses, and the Essential Abilities, all communication and interactions with students, faculty, preceptors, clinic staff, and patients must reflect professional standards. This means communication must be clear, concise, civil, and professional. Harassment and demeaning communication and interactions are not tolerated. Students violating this policy will receive one written warning. Subsequent violations are subject to disciplinary action.

## CLINICAL PERFORMANCE POLICIES

### 1. Clinical Probation/Failure

1. Safe and professional patient care is the minimal standard for progression in clinical courses. If a student is not demonstrating safe and/or professional care, the clinical faculty will develop a Learning Contract based on the student's unsatisfactory performance. The Learning Contract will outline a remediation plan and will be discussed verbally and presented in writing to the student. Students are required to remediate as directed by the clinical faculty in order to improve their performance in the clinical setting. It is expected that these recommendations will provide the guidance needed for the student to successfully pass the course and progress in the nursing program.

When the student's performance/behavior has improved and/or the unsatisfactory behavior has been changed as determined by the instructor, a notation will be made on the Learning Contract form of the student's improvement. The Learning Contract form remains in the student's record in the Department of Nursing Science with other documentation of clinical performance.

2. If after the required remediation, the student's clinical performance continues to be deemed unsafe or unprofessional by the clinical faculty, the student will earn a clinical failure. Students who earn a didactic and/or clinical failure must repeat the entire course.
3. Critical incidents or events that could cause harm to a patient must be immediately reported to the student's clinical faculty. Critical incidents that are not immediately reported to the clinical faculty may result in clinical failure.
4. Students who exhibit impaired behavior will be dismissed from the clinical setting and must undergo immediate drug testing (see drug screening and student impairment policies). Students who test positive and do not receive Medical Review Officer review and clearance will receive an immediate clinical failure.

### 1. Conduct in Clinical Setting:

It is expected that every student in the Department of Nursing Science will adhere not only to the Saint Mary's College Code of Student Conduct, but also to the American Nurses' Association Code of Ethics for Nurses. The statement of the Code of Ethics, included in this handbook (page 15), provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

2. Clinical / Laboratory:

The department maintains contractual agreements for student experience with a variety of agencies. Students must meet the expectations of both the department and the agency for appropriate professional conduct and attire. If a student cannot demonstrate ability to deliver safe care at the level required in a course, the instructor has a responsibility to remove the student so that the safety and welfare of clients are not compromised. [For example, a student arriving in the clinical/laboratory area unprepared for the day or administering medications without knowing why certain drugs are being given would not be administering safe, informed care to his/her client.]

3. Clinical Grievance:

In the event of a student's disagreement with a clinical grade, the clinical faculty member should be consulted by the student. This meeting may include the course team leader. After this meeting, if the student is still in disagreement with the clinical grade, the student must meet with the BSN Program Director and DNS Director. Please see the College course grievance policy found in the College Bulletin for further direction.

## **ACADEMIC ADVISING**

### **A) Academic Advising Guidelines**

- a) Beginning with the second semester of the first year, intended nursing students will be advised by the academic advisor for the Department of Nursing Science.
- b) Students can request access to their advisement records.
- c) Students are expected to come to their advising meeting prepared with their academic plan completed.
- d) Students are responsible for registering their own courses through Prism including the nursing courses.
- e) The student must notify the academic advisor of involvement in officially sanctioned co-curricular activities and sports. Students who fail to communicate this information at the time of advising will not be guaranteed accommodations or a change in their schedule.

## **STUDENT GOVERNANCE**

Students will be selected to serve on Department of Nursing Science committees (Curriculum, Student Faculty Affairs and Evaluation). Students are expected to attend the meetings of these committees.

# **CLINICAL POLICY**

# CLINICAL POLICIES

## CLINICAL EXPERIENCE

Clinical experiences will be provided in a variety of institutions and settings in the community. The student is responsible for arranging transportation to clinical agencies and experiences.

## CLINICAL PRE-ASSESSMENT

Some clinical rotations require pre-assessment of assigned patients prior to the clinical experience. Students are expected to conduct themselves professionally at all times while pre-assessing. The nursing uniform is required for pre-assessment. Students are not allowed to do any nursing care during pre-assessment. Students are prohibited from printing, photocopying or taking photographs of any information from a patient's medical record as this considered a breach of patient confidentiality and may result in a clinical failure and dismissal from the program.

## ACCOUNTABILITY

Accountability is demonstrated by fulfilling responsibilities and expectations for professional behavior as described in each clinical course syllabus. Students may not take verbal or telephone orders from any health care provider.

## CONFIDENTIALITY

It is a professional requirement to maintain confidentiality regarding client and family information. Each year, students must complete a HIPAA module and sign a statement on confidentiality prior to clinical experiences. (See Appendix, Statement of Confidentiality form).

## TRANSPORTATION

Students are responsible for their own transportation to all clinical agencies. Experiences in a variety of settings make this requirement mandatory.

## DRESS CODE

As nurses and nursing students it is our role to care for the public in many settings. It is important to present a professional image as well as be mindful of disease transmission. The clinical dress code for the Saint Mary's College nursing majors in collaboration with clinical agencies is as follows:

- a. Uniforms, a lab coat, name badge, stethoscope and watch with a second hand are necessary for laboratory and clinical courses.
- b. Students must purchase blue scrub pants and a white shirt for the sophomore level laboratory courses.
- c. Prior to entering clinical coursework in the junior year, students must buy the official uniform top, pants and lab coat that are purchased through MorU. These uniforms are ordered sophomore year, spring semester.
- d. Shoes must be white and clean. Athletic shoes are permitted if they are made of white leather. White canvas, cotton, or nylon shoes are unacceptable. White shoelaces are required. Shoes with an open toe or heel, or clogs may not be worn.
- e. The white lab coats are optional when worn with the clinical uniform. They may be required for specific clinical sites.
- f. When students are involved in direct patient care, a white undershirt or turtleneck may be worn under the top. No sweaters, sweatshirts or hoodies are permitted.

- g. Uniforms must be worn for patient pre-assessment.
- h. Uniforms may not be worn to social events outside of clinical setting.
- i. Hair that falls below shoulder length must be pulled back. Earrings must be single, stud type, no dangling earrings. Jewelry is limited to watches and inconspicuous rings (such as wedding rings/bands). Fingernails must be neat, clean and trimmed. No artificial nails or nail polish may be worn. Make-up should be simple. Cologne and perfumes may not be worn.
- j. The community health clinical sites are widely varied and may have different requirements and expectations of student dress. The syllabus for NUR414 will outline the specific requirements of each site and/or individual instructions will be discussed with the student's assigned to each clinical site.
- k. Students must present a professional image in all clinical settings. Short skirts, shorts, blue jeans, low necklines, bare midriffs and leggings are not considered part of a professional appearance.
- l. Students who do not adhere to the uniform policy will be sent home and the missed time will be counted as unexcused.

## EATING IN PATIENT CARE AREAS

Students are not permitted to eat or drink in any patient care areas. Gum chewing is not permitted during clinical time.

## LIBRARY RESOURCES

The Cushwa-Leighton Library provides Internet access databases CINAHL (Cumulative Index in Nursing and Allied Health Literature), PUBMED, and EBSCO HOST Research. CINAHL contains citations, abstracts and full text articles in nursing and allied health journals. EBSCO HOST Research offers full text access journals in the health and behavioral sciences, plus access to the Cochran Databases and International Pharmaceutical Abstracts. CINAHL, PUBMED, and EBSCO HOST Research are available from the Cushwa-Leighton Library home page.

The Medical Library of St. Joseph's Regional Medical Center is available to students. The Medical Library offers books, journals, literature searches and interlibrary loan services. Students may use Ovid Medline or EBSCO HOST Research for on line searches.

Ovid Medline database is a premier source for bibliographic and abstract coverage of the biomedical literature. Ovid provides access to medical and nursing journals full text.

The URL for Ovid is: [gateway.ovid.com](http://gateway.ovid.com). Any one of the following user names will get you into Ovid:

sgc002, sgc003, sgc004, sgc005

The password for all of the above user names: internet.

EBSCO HOST Research

The URL for EBSCO HOST is: [search.epnet.com](http://search.epnet.com)

The user name is sjrmc

The password is: library

**STUDENT  
NURSES  
ASSOCIATION**

## Student Nurses Association

The Student Nurses Association (SNA) is a pre-professional association of nursing students at Saint Mary's College. Involvement in SNA promotes leadership and prepares students for involvement in professional associations upon graduation. Nursing students may also wish to join the National Student Nurses' Association (NSNA). Members of the NSNA are eligible and encouraged to attend national and state offerings.

## Sigma International Honor Society of Nursing

Sigma Theta Tau International Honor Society of Nursing is the international honor society for nursing. The mission of Sigma Theta Tau International is to improve the health of people worldwide through the development of nurse leaders and nursing knowledge. The society provides its members with opportunities to contribute to the accomplishment of its mission and challenges its members with the responsibility to do so.

- ✓ The purposes of Sigma Theta Tau International are to:
- ✓ Recognize superior achievement
- ✓ Recognize and develop leadership qualities
- ✓ Foster high professional standards
- ✓ Encourage creative work
- ✓ Strengthen commitment to the ideals and purposes of the profession

Undergraduate students who are in the top 1/3 of their nursing class may be invited to join our chapter, Nu Omicron-At-Large during their final year in the nursing program.

## Indiana State Nurses Association Student Affiliate Members

Students enrolled in basic nursing education programs are eligible to become Student Affiliate Members (SAMs) of the Indiana State Nurses Association at a cost.

Tangible benefits Student Affiliate Members receive are:

- ✓ Discounted rates for attending ISNA meetings of the members, conferences and workshops
- ✓ Invitations to attend local district and/or region meetings and programs
- ✓ Newsletters and other information from local district and/or region
- ✓ Bimonthly editions of the ISNA Bulletin
- ✓ A special membership pin
- ✓ A discount on ISNA membership once you become a registered nurse

In addition, each student who participates as a Student Affiliate Member will have the opportunity to affiliate with registered nurses and explore current nursing issues, witness ISNA districts/regions in action, associate with Indiana's nursing leaders and to network with nurses who are active in their professional organization. The experience will enable students to obtain skills they will use throughout their nursing career.

For further information contact:

Indiana State Nurses Association  
2915 North High School Road

Indianapolis, IN 46224-2969  
Tel: 317.299.4575



# **COLLEGE POLICIES**

# Saint Mary's College Policy Prohibiting Discriminatory Harassment against Students

November 16, 2014

Saint Mary's College is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the College to maintain an educational and work environment free from all forms of discriminatory harassment.

Saint Mary's College, founded and sponsored by the Sisters of the Holy Cross, an order of the Roman Catholic Church, was chartered as an institution for women as a Catholic witness in higher education. It has continued to adhere to that focus and mission. As a Catholic institution, the College reaffirms its mission and philosophy which call for a modeling of social justice and Christian principles in our personnel policies and practices.

All College policies, practices, and procedures are administered in a manner consistent with our Catholic identity. With the foregoing understanding, Saint Mary's College will not engage in discrimination based on sex, race, color, national origin, religion (except where religion is a bona fide occupational qualification), age, disability, citizenship status, genetic information, veteran status, or any other characteristic protected by law. Based on our Catholic values, the College also prohibits discrimination based on sexual or political orientation.

In the areas of undergraduate admission, academic year housing, and varsity athletics, Saint Mary's College will remain exclusive in respect to sex, but not as to any of the other above-mentioned characteristics.

The College has separate procedures for complaints of sexual harassment. All members of the College community are expected to uphold this policy. Engaging in discriminatory harassment will result in appropriate disciplinary action. The College does not by this non-discrimination statement disclaim any right it otherwise lawfully has to maintain its commitment to its Catholic identity or the teachings of the Catholic Church.

## Definitions

### **Discriminatory Harassment**

Harassment includes verbal, physical, or visual conduct when the conduct creates an intimidating, or hostile educational environment for a student based on the student's race, color, religion, national origin, gender, sexual orientation, age, physical disability, or mental disability. Verbal harassment may include but is not limited to epithets, derogatory comments or slurs. Physical harassment may include but is not limited to assault, impending or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of the individual's characteristics as listed above. Visual harassment may include but is not limited to derogatory posters, notices, cards, calendars, bulletins, cartoons, graffiti, photographs, signs, drawings, or protracted staring or gestures.

### **Complaint Procedure**

The College encourages any student, who believes that she/he has been discriminatorily harassed, or observes or is otherwise aware of an incident of discriminatory harassment of another student, to report the incident promptly. To assist in the investigation, the College requires the complainant to submit a grievance form with a detailed description of the facts giving rise to the complaint, the names of any individuals involved, including any witnesses, and copies of any documents that support or relate to the complaint. Complaints should be made as follows:

- Complaints against Administrators or Staff must be directed to:
  - Director of Human Resources<sup>1</sup>
- Complaints against Faculty must be directed:
  - Senior Vice President/Dean of Faculty
- Complaints against Student must be directed to:<sup>2</sup>
  - Director of Residence Life and Community

With the consent of the complainant, the College will promptly investigate and make every effort to informally resolve a complaint of discriminatory harassment in a fair manner that ensures respect for the rights of both the complainant and the alleged offender and to conduct all processes, to the extent possible, so as to protect the privacy interests of all parties involved.

#### *Formal Investigation and Corrective Action*

If a student chooses to move immediately to a formal investigation or if the attempt to informally resolve the complaint fails, the College will pursue the formal investigation.

Depending on the nature of the allegations, the investigation may include interviews with the reporting party, the individual the complaint is made against and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations. The investigator will attempt to conclude the investigation within 30 working days after notifying the person against whom the complaint was lodged. If the investigation cannot be completed in that time frame, the investigator will contact all parties to provide an estimated time for completion.

If at the conclusion of the investigation it is determined that discriminatory harassment occurred, the College will initiate corrective action, as appropriate under the circumstances and outlined in the Employee Handbook (for staff and administrators) or the Governance Manual (for faculty). A faculty member or staff member who is accused of the discriminatory harassment will be advised of the results of the investigation.

#### *Retaliation*

The College prohibits and does not tolerate retaliation against any individual who in good faith files a complaint of discriminatory harassment or is involved as a witness or participant in the complaint or investigation process. Engaging in retaliation can result in disciplinary action, up to and including dismissal from the College. The College encourages any individual who believes he or she/he has been subject to retaliation, or observes or is otherwise aware of an incident of retaliation in violation of this policy, to report the incident promptly to the Senior Vice President and Dean of Faculty, the Director of Human Resources or the Director of Residence Life and Community Standards as appropriate. The investigation and corrective action procedures set forth above will similarly apply in the case of a complaint of retaliation in violation of this policy

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<sup>1</sup> Staff includes all staff working on the Saint Mary's campus including employees under contract with the College.

<sup>2</sup> Complaints regarding discrimination and harassment that faculty and staff may have against students are directed to the Director of Residence Life and Community Standards. The procedure handling these complaints is outlined in the Code of Student Conduct available at: <https://www.saintmarys.edu/files/RL%20-%20revised%20code%20of%20student%20conduct%202.pdf>

### *Bad Faith Complaints*

This policy shall not be used to bring a complaint in bad faith. Disciplinary action will be taken against any individual found to have brought a complaint of discriminatory harassment in bad faith for an improper purpose.

### *Right to Appeal*

A faculty or staff member who is found to have engaged in discriminatory harassment or retaliation in violation of this policy shall have the right to appeal the decision

### *Administrator/Staff Appeal*

An administrator or staff member who is found to have engaged in discriminatory harassment or retaliation in violation of this policy shall have the right to appeal the decision. The appeal must be made to President or the President's designee. The appeal may address the decision of whether discriminatory harassment or retaliation occurred, and it also may address the corrective action imposed.

The appeal must be submitted in writing within ten (10) working days after written notification of the results of the investigation. The appeal should describe with specificity why the finding of discriminatory harassment, retaliation, or corrective action was not reasonably based upon the evidence.

The President or her/his designee may receive or consider additional information if she/he believes such information would aid in the review of the appeal. 5

The President or her/his designee who is considering the staff appeal will provide the decision to the individual who submitted the appeal within 30 days of receipt of the written appeal. This decision is final.

### *Faculty Appeal*

A faculty member who is found to have engaged in discriminatory harassment or retaliation in violation of this policy may appeal to the Grievance Committee of the Faculty Assembly. This committee acts as a mediating and investigating committee in all ordinary cases in which a faculty member alleges a grievance

### *Note:*

Student to student harassment and discrimination is outlined in the Code of Student Conduct. Similarly, faculty or staff who feel they have been discriminatorily harassed by a student should refer those complaints to the Director of Residence Life and Community Standards. The procedure for hearing those complaints is outlined in the Code of Student Conduct.

Faculty should refer to the Governance Manual for complaints they wish to lodge against faculty and staff.

Staff should refer to the Employee Handbook for complaints they wish to lodge against staff and faculty.

Endorsed by the President's Council on Multicultural Affairs-4/7/10

Approved by the President of the College -4/8/10

Updated 11/13/2014

# Title IX Rights of Pregnant and Parenting Students Saint Mary's College

## *Compliance*

- a. Reporting: Any member of the Saint Mary's College community may report a violation of this Policy to any supervisor, manager, or to the Title IX Coordinator. All mandated reporters are responsible for promptly forwarding such reports to the Title IX office. The Title IX Coordinator is responsible for overseeing complaints of discrimination involving pregnant and parenting students.

The Title IX Coordinator for Saint Mary's College is:  
Kris Urschel, Director of Human Resources  
106 Facilities Building  
[titleix@saintmarys.edu](mailto:titleix@saintmarys.edu)  
574-284-4777

Complaints may also be filed with the U.S. Department of Education,  
Office for Civil Rights at:

Office for Civil Rights (OCR)  
North Central Regional Office  
500 W. Madison Street, Suite 1414  
Chicago, IL 60661  
(312) 730-1630  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

Complaints may be filed online, using the form available at:  
<http://www.ed.gov/ocr/complaintintro.html>

## *Policy Statement*

Saint Mary's College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Saint Mary's College hereby establishes a Policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

Under the Department of Education's (DOEd) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom." According to DOEd, appropriate treatment of a pregnant student includes granting the student

leave “for so long a period of time as is deemed medically necessary by the student’s physician,” and then effectively reinstating the student to the same status as was held when the leave began.

This generally means that pregnant students should be treated by Saint Mary’s College the same way as someone who has a temporary disability, and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Disability Services. To the extent possible, Saint Mary’s College will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students’ requests for accommodations will be shared with faculty and staff only to the extent necessary in order to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations.

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and Saint Mary’s College support systems to devise a plan for how best to address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

### *Scope of Policy*

This Policy applies to all aspects of Saint Mary’s College program, including, but not limited to, admissions, educational programs and activities, extra-curricular activities, hiring, leave policies, employment policies, and health insurance coverage. This policy includes all undergraduate and graduate programs and students.

### *Definitions*

- a. Caretaking: caring for and providing for the needs of a child.
- b. Medical Necessity: a determination made by a health care provider (of the student’s choosing) that a certain course of action is in the patient’s best health interests.
- c. Parenting: the raising of a child by its parents in the reasonably immediate post-partum period.
- d. Pregnancy and pregnancy-related conditions: include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.

- e. Pregnancy discrimination: includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected, and includes a failure to provide legally mandated leave or accommodations.
- f. Pregnant student/Birth-parent: refers to the student who is or was pregnant. This Policy and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression.
- g. Reasonable accommodations: (for the purposes of this Policy) changes in the academic environment or typical operations that enable a pregnant student or student with a pregnancy-related condition to continue to pursue their studies and enjoy the equal benefits of the College.

*Reasonable Accommodation of Students Affected by Pregnancy, Childbirth, or Related Conditions*

- a. Saint Mary's College and its faculty, staff, and other employees will not require a student to limit their studies as the result of pregnancy or pregnancy-related conditions.
- b. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
- c. Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of study or research, and may seek assistance from the Title IX office.
- d. No artificial deadlines or time limitations will be imposed on requests for accommodations, but the [School] is limited in its ability to impact or implement accommodations retroactively.
- e. Reasonable accommodations may include, but are not limited to:
  1. Accommodations requested by the pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
  2. Modifications to the physical environment (such as accessible seating);
  3. Mobility support;
  4. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
  5. Providing remote learning options;
  6. Excusing medically-necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member, department or division)
  7. Breastfeeding students must be granted reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement.
  8. Nothing in this policy requires modification to the essential elements of any academic program. Pregnant students cannot be channeled into an alternative program or school against their wishes.

### *Modified Academic Responsibilities Policy for Parenting Students*

- a. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period during the first three (3) months from the time the child has entered the home. Extensions may be granted where additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.
- b. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration among the Title IX office, the student's academic advisor and the appropriate academic department(s).
- c. Students seeking a period of modified academic responsibilities may consult with their academic advisor or with the Title IX office to determine appropriate academic accommodations requests. The Title IX office will communicate all requests under this policy to the student's academic advisor and coordinate accommodation-related efforts with the advisor unless the student specifically requests that the advisor be excluded. The student is encouraged to work with their advisor and faculty members to reschedule course assignments, lab hours, examinations, or other requirements and/or to reduce the student's overall course load, as appropriate, once authorization is received from the Title IX office. If, for any reason, caretaking/parenting students are not able to work with their advisor/faculty to obtain appropriate modifications, students should alert the Title IX office as soon as possible, who will help facilitate needed accommodations and modifications.
- d. In timed degree, certification or credentialing programs, a student who seeks modifications upon the birth or placement of their child will be allowed an extension of up to three (3) months to prepare for and take preliminary and qualifying examinations, and an extension of up to six (6) months toward normative time to degree while in candidacy, to the extent those deadlines are controlled by Saint Mary's College. Longer extensions may be granted in extenuating circumstances.
- e. A student can request modified academic responsibilities under this Policy regardless of whether the student elects to take a leave of absence.
- f. While receiving academic modifications, the student will remain registered and retain benefits accordingly.

### *Leave of Absence*

- a. As long as a student can maintain appropriate academic progress, faculty, staff, or other Saint Mary's College employees will not require a student to take a leave of absence, or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions, but nothing in this policy requires modification of the essential elements of any academic program.
- b. An enrolled student may elect to take a leave of absence for up to six (6) months because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity.
- c. A student taking a leave of absence under this Policy will provide notice of the intent to take leave thirty calendar days prior to the initiation of leave, or as soon as practicable.
- d. Intermittent leave may be taken with the advance approval of the Title IX office and the student's academic department(s), when medically necessary.



- e. Students who elect to take leave under this Policy may register under an “on leave” etc. status to continue their eligibility for certain benefits. While registered under that status, students who choose to take a leave of absence under this Policy can elect to keep their health insurance coverage and continue residing in university housing, subject to the payment of applicable fees.
- f. To the extent possible, Saint Mary’s College will take reasonable steps to ensure that upon return from leave, the student will be reinstated to their program in the same status as when the leave began, with no tuition penalty.
- g. Continuation of a student’s scholarship, fellowship, or similar Saint Mary’s College sponsored funding during the leave term will depend on the student’s registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar Saint Mary’s College supported funding by exercising their rights under this Policy.
- h. The Title IX office can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

### *Housing Related Accommodations*

Pregnant students’ on-campus housing status will not be altered based on pregnancy status unless requested by the pregnant student. A parenting student’s access to housing is governed by Residence Life policies.

### *Dissemination of the Policy and Training*

A copy of this Policy will be made available to faculty, staff, and employees in annually required training and posted on the Saint Mary’s College website. Saint Mary’s College will alert all new students to this Policy and the location of this Policy as part of orientation. The Title IX office will make educational materials available to all members of the Saint Mary’s College community to promote compliance with this Policy and familiarity with its procedures.

Revised 12/8/17

### *Belles Against Violence Office, BAVO*

Saint Mary's offers all kinds of support to students including those who have experienced sexual violence, relationship violence, or stalking, directly or indirectly. One important resource on campus is the Belles Against Violence Office. Our BAVO coordinator is a confidential resource on campus, meaning you can discuss anything with them without having to report to the school or law enforcement. Please notice the contact information for BAVO listed below.

Survivors of violence and abuse commonly experience a spectrum of responses including, but not limited to, the inability to focus, visions of a traumatic experience, flashbacks, depression, and numbness. Furthermore, these responses impact survivors’ academic, social, and spiritual lives as well as their physical, emotional, and mental health.

Students who have experienced sexual assault, relationship violence, and/or stalking are encouraged to contact the Belles Against Violence Office (BAVO) at 574-284-4081 or by email [bellesagainstvviolence@saintmarys.edu](mailto:bellesagainstvviolence@saintmarys.edu).

The three Saint Mary’s departments which have confidential staff include BAVO (coordinator), Campus Ministry (pastoral ministers), and the Health & Counseling Center (counselors, nurses, and nurse practitioner). If your experience is directly impacting your academic performance, you may also consider contacting the Office of Academic Affairs.

## VALUE STATEMENT ON DIVERSITY AND INCLUSION

As a Catholic institution of higher learning, Saint Mary's College has a mission-driven responsibility to be diverse, inclusive, and equitable. We believe in the inherent value of diversity in its multiple dimensions, including but not limited to race, ethnicity, culture, religion, nationality, geographic origin, beliefs, ideas, socioeconomic class, sexual orientation, gender, ability, veteran status, and age. To honor that value, the College is committed to creating and maintaining an environment that respects the human dignity and civil rights of all persons, particularly those from groups that have historically experienced discrimination and persecution. By actively resisting bigotry and marginalization, we endeavor to work against the effects of past injustices and to dismantle current forms of injustice. In particular, we recognize the insidiousness of systemic and individual racism, both intentional and unintentional, and we strive to actively disrupt its dehumanizing effects. We expect every member of the Saint Mary's College community to uphold these commitments in our programs, practices, pedagogy, and policies.

## Peaceful Assembly Policy by Students and Student Organizations

Saint Mary's College, by its very nature, provides an academic community where students develop their talents and prepare to make a difference in the world. Saint

Mary's promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility and social responsibility. Through the years at Saint Mary's, students acquire depth and knowledge, the ability to think clearly about complex problems and the capacity to communicate with precision and style.

The College takes seriously the intellectual life that includes the willingness to address any question, the rigor of thought and care of research, the engagement in self-critical awareness of one's own biases and presuppositions; a place for discourse and discussion, and the respect for fellow members of the community and openness to their ideas. Ideally, discourse is open and candid, met with courtesy, mutual respect and compassion.

To ensure the respect for all persons in this learning community, we create an authentic community that celebrates diversity as a necessary prerequisite to unity. It is this unity that leads the community toward a common vision and the fulfillment of the College's mission. **(Adapted from Saint Mary's Mission Statement)**

### *Guidelines for Planning a Peaceful Assembly*

Only Saint Mary's College students or student organizations can organize peaceful assemblies on campus. Request for assembly by outside groups or employees will not be approved. Those students or student groups interested in planning a peaceful assembly on campus must first fill out a request for assembly on Orgsync. Details of the event must describe all aspects of the activity. If the assembly will utilize a campus facility, the organizer must complete a facility request and obtain the necessary approvals. Considering that there may be times when a student or student organization plans an activity that quickly responds to a current event, students or student organizations must still follow this request policy and Student Affairs will make reasonable efforts to accelerate its review; however, such accelerated reviews will occur on a case-by-case basis in a manner that is consistent with this policy.

Whenever appropriate, Student Affairs will designate clearly marked areas for protest or demonstrations.

Examples of a peaceful assembly include, but are not limited to:

**Demonstration-** A large group of people, usually gathering for a political cause. It usually includes a group march, ending with a rally or a speaker.

**March -** A walk by a group of people to a place in order to express an objection with or support for an event, situation, or policy.

**Picket Line -** A line or group of people who are refusing to go to work or class until their demands are met.

**Protest-**A protest is a way to express objections with any event, situation, or policy.

These objections can be manifested either by actions or by words.

**Sit-In -** Any organized protest in which a group of people peacefully occupy and refuse to leave college premises.

**Vigil-** In observance of a commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

#### Procedure for Planning a Peaceful Assembly

Prior to sponsoring a peaceful assembly, a group or organization must submit the online application through Orgsync at least 72 hours in advance of the planned activity.

Students and student organizations can request an expedited approval through this application form:

<http://belletower.orgsync.com/home> More advanced notice may be required based on the scale of the event.

The application must include the location on campus where the event will be held, proposed date and time of the event, the purpose of the event, and estimated number of participants. Based on the scope of the assembly, specific security requirements may be required by College Safety. The cost for this security will be paid for by the student or group organizing the event.

If the event is a march, the supporting group will be required to submit a proposed route.

The Vice President for Student Affairs or designee will review the application within one working day of its submission and meet with the individual(s) requesting the permit prior to its approval. The meeting will cover logistics including safety and security issues, use of amplified sound, and the potential for disruption to the College. Upon notification of a proposed activity, the Vice President for Student Affairs will inform the Cabinet that the event has been approved. This notification will include a clear description of the event.

Failure to file the appropriate request for approval could result in sanctions according to the Student Code of Conduct.

Sponsoring organizations and their representatives are responsible for ensuring that there will be no disruption of College activities, conduct of business or events, programs or services. All events will be monitored by the Vice President for Student Affairs or designee. The Vice President reserves the right to end an assembly should any of the following be violated. This list includes, but is not limited to:

- Free passage of pedestrian and vehicular traffic around campus at all points.
- Ingress and egress to any building may not be blocked at any time.
- Use of amplified sound will not disrupt the conduct of College business.

- Activities that might disrupt the campus environment will not be allowed or encouraged. Such as the disruption of living environment in residence halls.
- Activities must be consistent with the mission of the College.
- Participants must respect and adhere to all policies and procedures regulating on-campus events.
- In the event that the demonstration will move outside of the confines of campus, the supporting organizations will be responsible for obtaining all permits.
- Any contact with the media will be handled by the College's marketing and communication staff.
- Compliance with the Peaceful Assembly Policy

Everyone is expected to comply with the directions of College officials who are acting in accordance with the performance of their duties. Failure to do so is a violation of campus conduct codes, and is subject to sanctions as outlined in Student Code of Conduct. If a demonstration or activity interferes with normal College activities and/or functions, participants will be asked to disperse. Failure to comply will result in the appropriate sanctions. Other violations include, but not limited to:

- Excessive noise, which interferes with classes, College offices, residence halls, community neighbors, or other campus and community activities.
- Unauthorized entry into or occupation of a private work area.

#### Final Approval

- Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events.
- Failure to maintain clear passage into or out of any College building or passageway, and/or workspace.
- Failure to disperse when a building, office, or campus space is closed.
- Other conduct that disrupts the normal operations of the College.
- Vandalism including graffiti or destruction of College property will not be tolerated.

Student Affairs Council

11/13/17

# Saint Mary's College Outreach, Response to Natural Disasters and Tragedies Policy, November 7, 2017

Disaster or tragedy response may vary according to the type and severity of a disaster or tragedy, whether domestic or international, man-made or natural, etc. This plan incorporates an "all hazards" approach though implementation may vary slightly depending on size and scope of the disaster or tragedy. **(If the disaster or tragedy is on campus refer to the Emergency Response Plan located on the my.saintmarys.edu portal [https://my.saintmarys.edu/documents/10354/30896/All\\_Haz\\_Plan\\_updated\\_9.1.16.pdf/57f3a2b1-ce0a-4046-97db-44ca9631b90b](https://my.saintmarys.edu/documents/10354/30896/All_Haz_Plan_updated_9.1.16.pdf/57f3a2b1-ce0a-4046-97db-44ca9631b90b) )**

## *Prior to a Disaster or immediately following a Tragedy*

- When possible, the Division of Student Affairs will proactively contact students from vulnerable communities to let them know of available resources and support.
- Vice President for Student Affairs will send all Vice Presidents the list of students from vulnerable communities.

## *Post Disaster*

- When appropriate, the President will issue a statement.
- The Vice President for Student Affairs and Vice President for Mission will make available emergency resources if needed.
- The Vice President for Mission or Director of Campus Ministry will write a prayer to be posted on Parents' Facebook, College Facebook and Alumnae Communication.
- When appropriate, College Relations will create a website for alumnae to express their prayers and concerns for those impacted.
- When appropriate, Campus Ministry will schedule a prayer service to be held as soon as possible during/or after the natural disaster or tragedy during working hours (but not Saturday or Sunday). Campus Ministry will also designate the first weekday Mass

## *Monday-Friday post disaster*

(Monday-Friday) following the day after the natural disaster or tragedy (or the day itself, depending on timing of the disaster or tragedy) as a Mass of Solidarity for the victims of the natural disaster or tragedy unless it is a Solemnity.

- Campus Ministry will include an intercession for the victims of the natural disaster or tragedy in the Prayers of the Faithful at all Sunday liturgies (7 and 9 pm).
- Campus Ministry will be contacted through on-call phone if there are any students in need of pastoral care.
- The Office for Civic and Social Engagement will provide places/organizations (links) of where to donate money and/or goods if they are being requested. Campus Ministry will collect any monetary donations to be sent to designated agencies.
- The College will mobilize Employee Assistance Program resources (or other counseling services) as may benefit the College staff and faculty.

## *Further Disaster Follow-up*

- When reasonable, Campus Ministry and the OCSE will sponsor collections of goods that can be delivered to individuals impacted by disaster or tragedy.

Endorsed by Cabinet, November 7, 2017

APPENDIX

Saint Mary's College  
Department of Nursing Science

**STATEMENT OF INFORMED CONSENT**

Saint Mary's College Department of Nursing Science provides a foundation for professional nursing practice. The educational process enables the Saint Mary's College student to gain a respect for life and professional competence. The Student Handbook in the Department of Nursing Science outlines department policies important in developing and maintaining professionalism.

Awareness of these policies as documented in the Student Handbook is critical. My signature below indicates that I have read the entire Student Handbook and have full understanding of the departmental policies and professional responsibilities of the major. Any questions about requirements, conditions of progression, and expected competencies have been answered. I understand that nursing involves cognitive learning, affective values, and clinical performance standards. I assume responsibility for and consent to follow the policies and procedures as explained herein.

Student Name Print: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Saint Mary's College  
Department of Nursing Science

**ANNUAL CRIMINAL HISTORY DISCLOSURE STATEMENT FORM**

**Student Name: (print name)** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Health facilities are prohibited from allowing students from providing care, treatment or services if an individual has been convicted of a certain crime. These certain crimes include but are not limited to: any endangerment to a child; Medicaid or Medicare Fraud; rape; criminal deviate conduct; exploitation of an endangered adult; failure to report battery, neglect, or exploitation of an endangered adult or child, murder; or voluntary manslaughter and a third offense for DUI(Driving Under the Influence)/OWI (Operating While Impaired).

A conviction of any of the above crimes at any time during an individual's life prohibits entering clinical. In addition, if an individual was convicted of involuntary manslaughter: felony, battery, a felony offense relating to a controlled substance; or theft within five (5) years before the individual's start of clinical. The individual may not enter clinical. Background checks will be completed and all convictions will be reviewed.

Any criminal infraction (including OWI's) that occurs during the summer break must be reported to the Department of Nursing Science within the first week of the academic calendar year. Any criminal infractions (including OWI's) that occurs during the academic year must be reported to the Department of Nursing Science prior to the next assigned clinical day or within (5) days. This is a requirement of the Department of Nursing Science and in keeping with professional nursing practice.

1. I verify that I have not been convicted of a crime or offense that prohibits me from being granted clinical privileges in a clinical agency or to be licensed as a Registered Nurse.
2. Junior Year Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior Year Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3. I verify that I have not been convicted of certain crimes nor have I committed certain acts that have been entered into the Nurse Aide Registry maintained by the State of Indiana.
4. Junior Year Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior Year Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Saint Mary's College  
Department of Nursing Science

**STATEMENT OF CONFIDENTIALITY**

The American Nurses Association Code of Ethics (2008) states that, "the nurse has a duty to maintain confidentiality of all patient information. The patient's well-being could be jeopardized and the fundamental trust between patient and nurse destroyed by unnecessary access to data or by the inappropriate disclosure of identifiable patient information" (p. 152).

In 1996, the federal Health Insurance Portability and Accountability Act (HIPPA) was enacted and included specific guidelines for the communication of clients' personal health information. Under this legal statute, consent must be received from the client before any health-related information is released.

As a student nurse, I understand that I have an ethical and legal responsibility to hold all patient information in confidence. Only information necessary for the patient's care and welfare should be disclosed and only with those directly involved in the patient's care. Disclosure of identifiable information about clients/families and/or their care is strictly prohibited in public areas, on non-authorized written documents or on social networks; e.g., Facebook, texting, etc.

Failure to maintain confidentiality is a violation of the right to privacy and may result in course failure or expulsion from the nursing program.

Student Name Print: \_\_\_\_\_

Student Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Saint Mary's College

Department of Nursing Science

**DEPARTMENT HONOR CODE**

As a necessary component for entry into the nursing profession, I recognize that academic and professional honesty are essential. When high standards of honesty are not maintained, the reputations of Saint Mary's College and the nursing profession are compromised, students are treated unfairly and society is poorly served.

As a student in the Department of Nursing Science at Saint Mary's College, I pledge that I will not give or receive assistance or use unauthorized material on any quizzes, tests or examinations. I will not submit written work that was created, researched or produced by someone else nor will I present another's work as my own without properly acknowledging the source. Further, I will not create nor falsify data for any written work including charting or clinical assignments.

Important to the integrity of the honor system is non-tolerance. I support the honesty of others and accept responsibility to report violations of which I am aware.

I understand that failure to comply with the Honor Code is a violation that is subject to disciplinary action, which may result in penalties including academic dismissal from the College.

Student Name Print: \_\_\_\_\_

Student Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Department of Nursing Science

## RELEASE OF INFORMATION

I hereby authorize Saint Mary's College, Department of Nursing Science to release the following personal and academic information:

I. All permanent record information (includes the following as deemed pertinent):

- Date of Birth
- Last 4#s only of SSN
- Medical Records (immunizations, TB, etc.)
- Background Check
- Letters of recommendation
- Personal reference forms
- Curriculum plan and courses completed with grades
- Verification of enrollment

II. The above records may be released to:

- Clinical Agencies
- Potential Employers
- State Boards of Nursing
- Graduate Schools for Application
- Administrative Personnel for academic research

It is understood that records may be released for the following reasons: Participation in clinicals; Access to clinical agencies' databases; Employment; Admission to graduate programs; Verification of attendance; Licensing or certification; Scholarship and/or grant applications and Research purposes.

I hereby authorize the Department of Nursing Science to request and obtain information from a future employer for purposes of program evaluation.

I, also, hereby authorize the Department of Nursing Science to release, after graduation, my email and cell phone information to current nursing students seeking after-graduation employment information and advice.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Please complete and submit to: Your Typhon Account



Department of Nursing Science

**PROFESSIONALISM CONCERNS IDENTIFICATION FORM**

AREAS OF CONCERN		COMMENTS
<b>Accountability</b>		
Late assignments		
Tardiness		
Absenteeism		
Incomplete assignments		
<b>Professional Behavior</b>		
Attitude		
Language		
Lack of preparation		
Difficulty following appropriate chain of command		
Failure to follow uniform policy		
Difficulty functioning independently		
Difficulty accepting constructive criticism		
<b>Communication</b>		
Inappropriate verbal and/or non-verbal communication		
Lacks assertiveness		
Difficulty expressing self		
Difficulty following directions		
<b>Critical Thinking</b>		
Difficulty applying previously learned knowledge and skills		
Difficulty problem-solving		
Difficulty evaluating self realistically		
Difficulty demonstrating logical thought processes		
Difficulty evaluating consequences of own actions		

Other areas of concern:

I have read and understand the identified areas of concern. I also understand that this information will be placed in a confidential file for the purpose of tracking my progress throughout the remainder of the program. Repeated receipt of this form by a student may lead to further steps.

Student plan:

Student Name Printed: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Saint Mary's College  
Department of Nursing Science

**LEARNING CONTRACT**

**Phase I**

Student \_\_\_\_\_ Course \_\_\_\_\_

Semester \_\_\_\_\_ Date Issued \_\_\_\_\_

Problem Areas: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supporting Evidence:

Relevant Course Objectives and behaviors:

Plan for progression with time line:

Consequences of non-compliances:

Signature of consenting parties:

Student \_\_\_\_\_

Date \_\_\_\_\_

Faculty \_\_\_\_\_

Date \_\_\_\_\_

Chair \_\_\_\_\_

Date \_\_\_\_\_

Saint Mary's College  
Department of Nursing Science

LEARNING CONTRACT

Phase II

Student \_\_\_\_\_ Course \_\_\_\_\_

Semester \_\_\_\_\_ Date Issued \_\_\_\_\_

Progress Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty \_\_\_\_\_ Date \_\_\_\_\_

Progress Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty \_\_\_\_\_ Date \_\_\_\_\_

Progress Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty \_\_\_\_\_ Date \_\_\_\_\_

**OUTCOME REPORT:**

Faculty \_\_\_\_\_ Date \_\_\_\_\_

STATE LICENSURE REGULATIONS

In accordance with the Code of Ethics for Nursing, the nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action. (Code of Ethics for Nurses with Interpretive Statements, ANA, 2002). Imperative to the integrity of the profession are its members who adhere to the ideal and moral norms of the profession in addition to meeting the legal requirements for licensure.

The ability to practice nursing is a privilege not a right. Each State Board of Nursing is responsible for the safe and competent delivery of health care for its citizens. In granting permission for applicants to take the licensing examination, each State Board of Nursing must ensure that applicants have not been convicted of serious crimes, which are in direct violation of professional nursing standards.

On the application for nursing licensure, State Boards of Nursing may ask questions related to previous or pending arrests, conviction of an offense, misdemeanor or felony, or nolo contendere to a violation of any Federal, State, or local law relating to the use, manufacturing, and distribution or dispensing of controlled substances, alcohol or other drugs. State Boards of Nursing may also ask questions related to violations of scope of practice and/or malpractice. You may be asked to disclose any offense, misdemeanor or felony.

As part of professional nursing education, The Department of Nursing Science at Saint Mary's College seeks to inform individuals of the legal requirement of the licensure.

In signing this document, Saint Mary's College Department of Nursing Science has informed me that if I have been convicted of a crime, I may be denied the opportunity to take the NCLEX-RN licensure examination even if I satisfactorily complete the Bachelor of Science in Nursing.

Student Name Print: \_\_\_\_\_

Student Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SAINT JOSEPH HEALTH SYSTEM  
MISHAWAKA, IN**

**STUDENT IDENTIFICATION BADGE**

I acknowledge that I have received a Saint Joseph Health System – Mishawaka, IN Identification Badge. I understand that this badge provides access to restricted areas and therefore must be carefully guarded and secured. I am responsible for this badge, which must be returned to my clinical instructor upon completion of my clinical rotation. Failure to return the badge will result in a fee that will be charged by Saint Joseph's Regional Medical Center for replacement.

I have read and understand this policy as verified by my signature.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Badge Number: \_\_\_\_\_

College/University:     Saint Mary's College



**SAINT MARY'S COLLEGE**  
*Office of the Registrar*

**Learning Contract**

**Instructions:** Complete all information requested on this form, including signatures and return to the Registrar by the end of the add period (the 7<sup>th</sup> class day of the semester).

Last/First Name \_\_\_\_\_ SMC ID # \_\_\_\_\_ Semester: \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor (s) \_\_\_\_\_

"

**1. Enter previous or concurrent credit for non-traditional learning:**

	<i>Hours</i>	<i>Department/Course #</i>	<i>Semester</i>
Independent Study (6 hrs max in one department, 9 hrs total) _____	_____	_____	_____
Internship/Practicum (6 hrs max) _____	_____	_____	_____
SMC Summer Travel program _____	_____	_____	_____
<b>TOTAL</b> (may not exceed 18) _____	_____		

**2. Choose One:**

→ Independent Study: **Title for transcript: IS:** \_\_\_\_\_ (max length)

→ Internship: **Title for transcript: Intern:** \_\_\_\_\_ (max length)

**3. Faculty Supervisor:** \_\_\_\_\_ **Department** \_\_\_\_\_

**4. Course Dept/#** (e.g., Bio 397) \_\_\_\_\_ **CRN:** \_\_\_\_\_ **Credit Hours:** \_\_\_\_\_

→ Already registered      → Will add\_\_

Include a brief justification for amount of credit: for independent study; approximately 3 hours per week per credit; internship – 4 hours per week per credit.

**5. Nature of the Project:** For **internship** include sponsoring organization, supervisor and nature of work. For **independent study** include tentative bibliography, outline of proposed project, etc. Attach a separate page if necessary.

**6. Evaluation criteria and procedures:**

"

**Approvals:**

**Student signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course approved as:** → free elective    → major elective    → minor elective

**Internship Field Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

Tuberculosis Interferon-gamma release assays blood test for TB, results

Patient/Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program: circle one:      BSN      MSN      DNP

<p><b>Interferon-gamma release assays (IGRA) QuantiFERON®-TB Gold In-Tube test (QFT-GIT) OR T-SPOT TB® test (T-Spot)</b></p> <p><b>Note: 1 step and 2 step skin tests will NOT meet the criteria for Nursing Student's Clinical Placements.</b></p> <p><b>Please use a TB blood test and NOT a skin test.</b></p>	<p><b>Interferon-gamma release assays (IGRA)</b> Date _____ Results: Neg. _____ Pos. _____</p> <p><b>Please attach a copy of the lab report If Positive TB</b></p> <ol style="list-style-type: none"> <li>1. Date of chest x-ray _____</li> <li>2. CXR results _____ Attach copy of CXR report</li> <li>3. Letter a letter outlining the diagnosis and plan of care (must be in Nursing Office before student can go to clinical)</li> <li>4. Student's Name must be on all documentation</li> </ol>
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Signature: \_\_\_\_\_ M.D. / Nurse Practitioner, Date \_\_\_\_\_

<p>Clarifying information for Interferon Gamma Release Assay (IGRA) TB blood test:  <a href="https://www.cdc.gov/tb/publications/factsheets/testing/igra.htm">https://www.cdc.gov/tb/publications/factsheets/testing/igra.htm</a>          Interferon-Gamma Release Assays (IGRAs) are whole-blood tests that can aid in diagnosing Mycobacterium tuberculosis infection. They do not help differentiate latent tuberculosis infection (LTBI) from tuberculosis disease. Two IGRAs that have been approved by the U.S. Food and Drug Administration (FDA) are commercially available in the U.S:   <a href="https://www.quantiferon.com/us/products/quantiferon-tb-gold-plus-us/provider-resources/">https://www.quantiferon.com/us/products/quantiferon-tb-gold-plus-us/provider-resources/</a></p>
--

**Submit this form and your TB lab results to:**

**Your Typhon account**

Department of Nursing Science

Tuberculosis Risk Assessment

Name \_\_\_\_\_ Date: \_\_\_\_\_

Expected month and year of graduation \_\_\_\_\_

Please complete the following tuberculosis risk-assessment form annually.  
During the last 12 months, have you had the following?

Symptoms	No	Yes	Comment
Cough lasting longer than 3 weeks, with or without sputum			
Coughing up blood			
Unexplained fever			
Unexplained night sweats			
Chest pain			
Shortness of breath			
Unexplained loss of appetite			
Unexplained/unintended weight loss			
Swollen or tender lymph nodes			
Unexplained fatigue			

Please answer the following questions.	No	Yes	Comment
Have you been told your immune system is weakened?			
Have you been exposed to TB in the past 12 months?			
Have you ever had a positive skin test?			
Have you ever received BCG (TB vaccine given in other countries)?			
Have you ever taken medication for TB?			If yes, when _____
Have you been in a homeless shelter or correctional facility for more than 72 hours in the past 12 months?			
Have you been out of the country in the last 12 months? If yes, please list the country under "comment"			Country _____

All of the above information is true and correct to the best of my knowledge.

I understand that if I travel out of the country, I must inform nursing faculty before beginning clinical.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_