



**Saint Mary's
College**

NOTRE DAME, IN

**Department of Nursing Science
Student Handbook for the
Master of Science in Nursing
Direct Entry:
Registered Nurse Program**

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

Indiana Professional Licensing Agency (IPLA)

Indiana State Board of Nursing (ISBN)

402 West Washington

Room 072

Indianapolis, IN 46204

317-232-1105

This program will seek Commission on Collegiate Nursing Education (CCNE) accreditation following CCNE protocol.

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 departmental policies.

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PREFACE

The MSN Student Handbook has been written to provide each student with information specific to the curriculum, student rights and resources related to nursing students. The handbook is meant to be congruent with Saint Mary's College Bulletin that contains all academic policies approved by the College Graduate Committee. The content of this handbook does not supersede information provided in the College Bulletin nor do the contents constitute a contract between the Department of Nursing Science and its students. If regulations, program requirements, or services described herein conflict with more current practice, the latter will prevail. Students will be notified of any changes through their Saint Mary's email account.

Verification

Graduate students have the responsibility to acquaint themselves with the contents of this handbook and are held accountable for the information provided. This handbook may be updated at any time and is reviewed on an annual basis by the Department Graduate Program Committee. Students will be notified via email of any substantial changes in policy that occur mid-year.

Student Handbook

The handbook is available on the Department Graduate Program website.

Accreditation

The Master of Nursing Program at Saint Mary's College is applying for accreditation to the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

Developed: 7/2022

INTRODUCTION

INTRODUCTION

Welcome to the MSN program. The Department of Nursing Science (DNS) welcomes you to our learning community. Your faculty members recognize that we are all professional nurses and, because we are committed to lifelong learning, we will continue to work and learn with you through advanced clinical study and MSN course work. This document provides relevant policies and practices that will support the successful knowledge acquisition and goal attainment for the MSN program. Notably, this handbook should be used in conjunction with the Saint Mary's College Bulletin that contains all student policies approved by the College Graduate Committee. The Department of Nursing Science (DNS) adheres to the College approved policies.

A. SAINT MARY'S COLLEGE MISSION STATEMENT

Saint Mary's College is a Catholic, residential, women's college in the liberal arts tradition. A pioneer in the education of women, the College is an academic community where women develop their talents and prepare to make a difference in the world. Founded by the Sisters of the Holy Cross in 1844, Saint Mary's promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. All members of the College remain faithful to this mission and continually assess their response to the complex needs and challenges of the contemporary world

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.

B. 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

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

The Master's Degree Direct Entry (MDDE) nursing education program 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 graduate 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 Practice (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) is, *The Essentials: Core Competencies for Professional Nursing Practice (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.

<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/>

ACADEMIC LINKAGES TABLE COMPARING THE ESSENTIALS

Core Competencies for Professional Nursing 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 MSN Program Outcomes	Saint Mary's College Mission Statement & Core Values	Department Nursing Science Mission Statement & Philosophy
<p>Domain 1: Knowledge for Nursing Practice 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>Integrates a scientific foundation and disciplinary knowledge in the provision of nursing care including the assessment and evaluation of nursing practice to individuals, families and populations across diverse settings.</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: Interprofessional Partnerships 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: Systems-Based Practice 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>Promote advances and equity in healthcare through the critical analysis of healthcare policy.</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: Person-Centered Care 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: Population Health 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 entities, and others for the improvement of equitable population health outcomes.</p>	<p>Promote relationship centered safe care to individuals, families, groups and communities that is informed by professional practice standards.</p>	<p>Core Value 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.</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>
<p>Domain 5: Quality and Safety 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>	<p>Demonstrate leadership skills in collaboration with the interprofessional healthcare team to ensure high quality and safety in nursing care for individuals, families and populations.</p>	<p>Core Value 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.</p>	<p>MSN entry level 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>

<p>Domain 4: Scholarship for Nursing Discipline Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.</p>	<p>Provide evidence-based clinical care management within a collaborative, cultural and spiritual context for individuals, families and/or populations.</p>	<p>Core Value 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.</p>	<p>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>
<p>Domain 8: Informatics and Healthcare Technologies 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>	<p>Demonstrate leadership in the use of current and emerging health and data analytic technologies to evaluate and improve outcomes in health care delivery and organizational systems.</p>	<p>All members of the College contribute to this mission in their response to the complex needs and challenges of contemporary life.</p>	<p>The MSN program prepares the graduate to function as a generalist in a variety of settings and provides the foundation for further graduate education and advanced practice in nursing.</p>
<p>Domain 9: Professionalism 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: Personal, Professional, and Leadership Development 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>	<p>Engage in the process of self-reflection and life-long learning to influence professional practice, social justice and community service.</p>	<p>Core Value 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.</p>	<p>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.</p>
<p>Updated 2.2022</p>			

DEPARTMENT OF NURSING SCIENCE PROGRAM COMPETENCIES for MASTER OF SCIENCE IN NURSING (MSN)

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

Program Competencies:

1. Integrate a scientific foundation and disciplinary knowledge in the provision of nursing care including the assessment and evaluation of nursing practice to individuals, families, and populations across diverse settings.
2. Promote relationship centered safe care to individuals, families, groups, and communities that is informed by professional practice standards.
3. Provide evidence-based clinical care management within a collaborative, cultural and spiritual context for individuals, families and/or populations.
4. Demonstrate leadership skills in collaboration with the interprofessional healthcare team to ensure high quality and safety in nursing care for individuals, families, and populations.
5. Promote advances and equity in healthcare through the critical analysis of healthcare policy.
6. Employ communication skills and collaboration strategies that promote an interdisciplinary team approach in the delivery of quality patient care.
7. Engage in the process of self-reflection and life-long learning to influence professional practice, social justice, and community service.

Adopted: May 20, 2021

**CURRICULUM
POLICIES
AND
GUIDELINES**

ACCEPTANCE INTO THE PROGRAM

For acceptance to the Master's Degree Direct Entry program, the candidate must meet the College and Department of Nursing Science requirements. The following are requirements for admission to the program:

- Earned Baccalaureate degree
- Transcripts from all previous collegiate work
- 3.0 GPA from undergraduate program; Science GPA 3.0
- All prerequisites taken within the last 7 years
- Three letters of reference. One letter from a former faculty member preferred
- Resume
- Interview
- Anatomy/Physiology 1 & 2 with labs: 8 hours
- Chemistry: 3 hours
- Microbiology with lab – 4 hours
- Statistics (300 level or higher) 3 hours
- Introductory psychology and/or sociology course
- Recommended lifespan course

APPLICATION INTO THE PROGRAM

A complete application for graduate admission at Saint Mary's College consists of the following requirements:

- Application form and application fee
- Official transcripts from all colleges and universities previously attended
- Three letters of recommendation (one must be from a former faculty member)
- Personal statement
- Resume
- Signed Essential Abilities Policy Form (Appendix A)

Application review of completed applications will begin as early as December and will continue until all applications have been reviewed. The application deadline is June 15.

Application Form

Saint Mary's College uses the NursingCAS application system. Applications for the fall term open September 1.

Candidates must complete the application form, submit the application fee for NursingCAS (no additional fee is collected by Saint Mary's), and provide all supporting documents through the NursingCAS application system.

Transcripts

Official transcripts are required from all undergraduate institutions attended by the applicant. Any transcripts that are not in English must be accompanied by certified translations and certified credit evaluations. During the application review process, transcripts and certified translations and evaluations provided through the NursingCAS system may be used to evaluate an applicant. If an applicant is admitted and matriculates, he/she must arrange for official transcripts, with degree conferral, to be sent directly to

Saint Mary's College. The Admission Committee may rescind an offer of admission if official transcripts provided for matriculation differ from those submitted at the time of review.

Recommendations

Three letters of recommendation are required. Letters providing the most value to the Admission Committee come from former faculty members, supervisors, or colleagues who have direct knowledge of the applicant's intellectual ability, work ethic, motivation, and ability to be successful in this program. At least one letter must be from a faculty member who has direct knowledge of the candidate's academic potential.

Admission Testing Requirements

Official TOEFL (80) or IELTS (6.5) scores are required for all applicants for whom English is a second language, unless the undergraduate degree was earned at an institution where English was the primary language of instruction.

The Master of Science in Nursing does not require any additional standardized tests.

Personal Statement

The personal statement is intended to help the Admission Committee understand each applicant's academic interests, career goals, and past experiences as they relate to the program.

Applicants must reflect on the profession of nursing and the applicant's desire to pursue the MSN degree and the profession of nursing.

Admission Decisions

A Graduate Admission Committee, made up of members of the faculty in the program, will review all applications and make admissions decisions. The Committee's decisions will be reviewed by the Dean of Graduate Studies, who will resolve any concerns with the departmental committee before applicants are notified of the status of their application.

Applications may be:

- Held for additional information and reviewed once the information requested is received
- Accepted
- Accepted conditionally:
 - Pending successful completion of baccalaureate or master's degree
 - Pending achievement of 80 on the TOEFL or 6.5 on IELTS.
 - Pending successful completion of prerequisite courses with a grade specified by the graduate program director.
- Denied
- Waitlisted

Admission decisions will be communicated electronically and via mail. Admission decisions will be communicated on a rolling basis.

All admission decisions are final and may not be appealed.

Matriculation

Accepted students must confirm their intention to enroll by submitting an enrollment deposit, typically by April 15. Students enrolling at Saint Mary's College must have on file all official final transcripts showing proof of baccalaureate degree, all official final transcripts showing proof of completion of the master's degree, if applicable, if applicable. These forms must be received no later than the end of the first semester. See the Bulletin for the updated policy. Enrollment deposits are not refundable.

The Office of Graduate Admission reserves the right to rescind an offer of admission if an application is found to be fraudulent or to include plagiarism. Offers of admission may also be rescinded if final grades from courses in progress at the time of admission are judged by the graduate program director to be significantly lower than the level of achievement presented in the rest of the academic record.

Retention of Records

All application documents submitted by applicants are imaged and indexed into the student information system. For matriculating students, paper documents, when submitted, are given to the Graduate Programs Office (and the Office of the Registrar) at the beginning of the student's first term and become part of his/her student record. Incomplete applications, as well as complete applications for students who are not accepted or did not enroll, are kept on file by the Graduate Admission Office for two years.

Deferrals

Upon request, Saint Mary's may grant a deferral to accepted students whose plans change before they are able to enroll. It is assumed that the academic record will remain unchanged during the deferral period. Students who defer admission and complete prerequisite undergraduate or graduate level courses between the time of acceptance and deferred enrollment must reapply for admission. Requests for deferrals should be made in writing. Deferred student admission status will carry to the next admission cycle (for most applicants).

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 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, the ability to reason, measure, calculate, analyze, synthesize, and evaluate situations to competently engage in safe nursing care.

Essential Sensory Abilities:

The nursing student:

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 provided to 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.
3. Title III of the Americans with Disabilities Act prohibits faculty from asking about disabilities. It is the student's responsibility to contact the Accessibility Resource Office for help with Accommodations and to comply with the policies and procedures of the Accessibility Resource Office.
4. Accommodations become effective on the date requested by the Accessibility Resource Office and are not retroactive.
5. Accommodations beyond those requested by the Accessibility Resource Office are not permitted.
6. Faculty are responsible to determine whether a student demonstrates the Essential Abilities criteria. Faculty may request 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 PROGRAM

In order to progress through the major students must pass all nursing courses (NURS688, NURS502, NURS644, NURS 651, NURS510, NURS 512, NURS515, NURS520, NURS522, NURS622, NURS531, NURS533, NURS604, NURS541, NURS550, NURS552, NURS610, NURS542, NURS560, NURS553, NURS580 and NURS543) with a grade of B- (80%) or better and satisfactorily pass the clinical component of the course. Satisfactory clinical performance includes safe patient care within the student's scope of practice, successful completion of all critical behaviors, and satisfactory completion of the objectives in the clinical evaluation tool. Unsatisfactory clinical performance will result in a course failure. A student may repeat a course only one time in which she/he has been unsuccessful. Two failures in one course or two separate nursing courses will constitute dismissal from the program. All laboratory/clinical nursing courses must be taken at Saint Mary's College.

If a nursing student must repeat a nursing course, her/his 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/he cannot displace a student who is progressing according to the curricular plan.

Students may choose to withdraw from a nursing course during the fifth week of the semester, which is consistent with Department of Nursing Science policy. After the fifth week of the semester, students cannot withdraw from a nursing course. Should a student become seriously ill or have a serious injury, the use of a medical leave per College policy should be followed, including documentation from a physician that the student is unable to attend class or clinical. 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. Science courses taken at other colleges or universities will be reviewed for transfer credit by the Director of the MSN program.

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. Integrity and adopted conduct will be evaluated according to the standards set by the Guide to the Code of Ethics for Nurses: Interpretation and Application (2008) by the American Nurses’ Association. Dismissal is subject to the appeal procedure (see College Bulletin).

STUDENTS WITH DISABILITIES

Students who have had documented academic adjustments (accommodations) in the past, or think they may be eligible for them should contact the Accessibility Resource Office (ARO) at aro@saintmarys.edu to make an appointment to address this matter. The ARO is responsible for coordinating academic accommodations for students each semester and will issue a letter of documentation to the faculty for the current semester. Requests for such accommodations will not be honored without this letter from the ARO, nor are accommodations granted retroactively. Securing reasonable accommodations requires timely action on the part of the student.

INTEGRATED TESTING PROGRAM

The MSN program has partnered with Assessment Technologies Institute (ATI) to develop and integrate a testing program throughout the curriculum. Students access a plethora of online resources through ATI including instructional videos, case studies, interactive virtual learning experiences, quizzes and exams. Integrated throughout the curriculum are the ATI Proctored Content Mastery Series Assessments. The following courses will have an ATI Proctored Content Mastery Assessment as part of the course grade: NURS688M; NURS502; NURS651M; NURS520; NURS522; NURS533; NURS550; NURS552; NURS560 and NURS553. Students will take the ATI Comprehensive Predictor as part of the preparation for the licensure examination in the NURS580: Transition to Professional Nursing course during the sixth semester of the program. The DNS will determine a minimal passing score for the Capstone Comprehensive Predictor Exam.

MASTER OF SCIENCE IN NURSING (MSN) DEGREE PLAN

Year 1		
Fall 12 credits	Spring 11 credits,	Summer 9.5 credits,
<p>First five weeks of the semester:</p> <p>NURS 688M Advanced Health Assessment (3 cr. 2.5 lecture; 0.5 cr. lab, 21 lab hours. Lab graded P/F)</p> <p>Second 10 weeks of the semester:</p> <p>NURS 502 Foundations (3 cr., 2 cr. didactic; 1 cr. lab, 42 lab hours. Lab graded P/F)</p> <p>All semester:</p> <p>NURS644M Advanced Physiology & Pathophysiology (3 cr.)</p> <p>NURS 651M Advanced Pharmacology (3 cr.)</p>	<p>NURS 510 Adult Health I Lecture and Clinical (5 cr.: 3 cr. lecture; 2 cr. clinical, 84 clinical hours. Clinical graded P/F.)</p> <p>NURS 512 Quality Effectiveness, Safety in Organizational Systems & Informatics (3 cr. online)</p> <p>NURS 515 Current Trends in Healthcare (3 cr.)</p>	<p>1st half of summer:</p> <p>NURS 520 Mental Health Nursing Lecture and Clinical (3.5 cr.: 2 cr. lecture; 1.5 cr. clinical, 63 clinical hours; Clinical graded P/F.)</p> <p>2nd half of summer:</p> <p>NURS 522 Perinatal Nursing Lecture & Clinical (3 cr.: 2 cr. lecture; 1 cr. clinical 42 clinical hours. Clinical graded P/F.)</p> <p>NURS 622 Statistics for Health & Biological Sciences (3 cr. online)</p>
Year 2		
Fall 12.5 credits,	Spring 11 credits	Summer 10 credits
<p>NURS 531 Adult Health II Lecture and Clinical (5 cr.: 3 cr. lecture; 2 cr. clinical, 84 clinical hours. Clinical graded P/F.)</p> <p>NURS 533 Public & Community Health Lecture and Clinical (3.5 cr.: 2 cr. lecture; 1.5 cr., 63 clinical hours, Clinical graded P/F.)</p> <p>NURS 604 Evidence-Based Practice: Evidence Synthesis for Practice (3 cr. online)</p> <p>NURS 541 MSN Seminar I (1 cr.)</p>	<p>NURS 550 Adult Health III Critical Care Lecture & Clinical (5 cr.: 3 cr. lecture; 2 cr. clinical, 84 clinical hours. Clinical graded P/F.)</p> <p>NURS 552 Health Systems Leadership & Management Lecture (2 cr.)</p> <p>NURS 610 Healthcare Policy & Advocacy (3cr online)</p> <p>NURS 542 MSN Seminar II (1 cr.)</p>	<p>1st half of summer</p> <p>NURS 560 Nursing Care of the Child Lecture & Clinical (3 cr.: 2 cr. lecture; 1 cr. clinical, 42 clinical hours. Clinical graded P/F.)</p> <p>NURS 553 Health Systems Leadership & Management Clinical (3 cr. clinical, 126 clinical hours. Clinical graded P/F.)</p> <p>NURS 580 Transition to Professional Nursing (2 cr.)</p> <p>NURS 543 MSN Seminar III (2 cr.)</p>

ACADEMIC POLICIES

Academic Standing

These policies are approved by the College Graduate Program Committee and the President's Academic Leadership Council and are available in the Graduate component of the College Bulletin.

Good Academic Standing for Progression

A degree-seeking graduate student is in good academic standing if he or she: 1) meets the standards of quality of his or her academic program; 2) makes satisfactory progress toward completion of degree requirements within the established time limit; 3) meets the requirement regarding continuous registration; 4) meets the minimum required cumulative grade point average of 3.0.

Academic Probationary Status

A graduate student in the MSN program is expected to maintain a B average throughout his or her program of study (3.0/4.0 GPA). The student and his or her advisor will receive written notification of academic probationary status from the Program Director if:

- The student earns a grade lower than a B- in a course, or
- The student earns a single semester GPA lower than 3.0.

Written communication will be directed to the student's permanent address on file with the college. A second course grade lower than a B- may result in dismissal from the program even if the cumulative GPA is above 3.0. Students may continue on academic probation for no more than two consecutive semesters. No grades below a B- may be counted as fulfilling degree requirements; such grades will be calculated into the grade point average. Grades below B- such as a C or D grade are awarded to graduate students and are used to calculate both semester and cumulative GPA. However, they will not be accepted for completion of graduate coursework. Students may be required to repeat courses to complete the degree.

The instructor has the jurisdiction in determining and assigning grades at the end of the semester. The criteria for assigning grades is determined by the faculty. The Department of Nursing Science supports the use of the College Grade scale to calculate the overall GPA (College Bulletin on page 394).

Normal Program Progression

The MSN Program at Saint Mary's College is delivered in person through six continuous semesters-Fall-Spring-Summer over two years. Courses are offered once per year. The faculty of Saint Mary's College recognize that life events happen that may impact progression in the program. This policy recognizes situations that often lead to a student being out of the normal program progression. Due to nursing regulatory issues, students are expected to graduate from the program in no more than four years from the time of admission.

Out of normal progression:

A student becomes out of normal progression when one of the following events occur:

1. Requests a leave of absence for an extenuating circumstance.
2. Requests an alternate plan of study due to an extenuating circumstance.
3. Earns a grade lower than B- or an Unsatisfactory Grade in any course.

Financial Impact

It is the student's responsibility to communicate with the Students Account Manager and the Financial Aid Office to determine if there will be any change to the tuition fee structure and financial aid.

Leave of Absence Policy

A leave of absence (LOA) is a time period during which a student remains in the intended graduate program but is inactive. Students do not take courses at Saint Mary's College during a leave of absence or engage in academic or practicum activities that are part of their program of study. A leave of absence is not typically granted for more than one academic year.

Students wishing to take a leave of absence must notify the MSN Program Director as soon as they are considering this option. A leave of absence is generally granted for one year for students who have extenuating circumstances, such as prolonged illness, serious injury, family circumstances, relocation, change in employment status, that would otherwise make remaining in progression impossible or difficult. Without prior approval from the Director of the Department of Nursing Science or the MSN Program Director, transfer credits will not be granted for courses taken elsewhere during a leave of absence.

In the written request for a leave of absence, the student should include the following:

1. Name, current address, telephone number, Saint Mary's College email address.
2. Brief description of the nature of the circumstance leading to the request for a leave of absence. When appropriate, students also are encouraged to contact the Accessibility Resource Office (574-284-4262) to discuss possible accommodations.
3. The semesters in which the student wishes for the leave of absence to be effective.
4. The semester in which the student intends to return.

Once the leave of absence is granted, the student is responsible for petitioning for reinstatement to the program. In order to be reinstated the student must contact the MSN Program Director two (2) months before the anticipated return. In this reinstatement application, the student must include the following:

1. Name, current address, telephone number, Saint Mary's College and alternate email addresses.
2. Resolution of the circumstances leading to the request for a leave of absence. When the Accessibility Resource Office (ARO) has developed accommodations for a graduate student, the ARO must send a letter outlining the specifics of the accommodations to faculty members. Accommodations are not granted without a letter from the ARO nor are they retroactively granted.
3. The semester the student intends to return and courses the student wishes to enroll in.

Students who do not qualify for or are not granted a LOA may transition to inactive status (See policy on Continuous Enrollment and Academic Standing: Inactive Academic Status). Inactive status does not require formal approval but does count against the maximum time to graduation.

Request for an alternate progression plan

Students who have extenuating life circumstances may request an alternate progression plan to be prepared by the MSN Program Director. An alternate progression plan typically reduces the course load that the student enrolls in each semester, and therefore extends the time for graduation by one year. Alternate progression plans that delay graduation by more than two years are not permitted.

Grades lower than B- or Unsatisfactory Grade:

According to Saint Mary's College policy, students who earn a grade lower than B- or who earn a single semester GPA lower than 3.0 will be placed on academic probation status. As stated in The Bulletin, "Students may continue on

academic probation for no more than two consecutive semesters. No grades below a B- may be counted as fulfilling degree requirements; such grades will be calculated into the grade point average. Grades below B- such as a C or D grade are awarded to graduate students and are used to calculate both semester and cumulative GPA; however, they will not be accepted for completion of graduate course work.”

Consistent with Saint Mary’s College policy, the minimum acceptable grade in MSN program courses is B-. In courses that are graded as Satisfactory/Unsatisfactory, the student must receive a satisfactory grade in order to progress in the program. Students who receive a grade lower than B- or an Unsatisfactory grade in a course must retake the course when it is offered the next year. According to Saint Mary’s College policy, a student who receives a second grade lower than B- or Unsatisfactory will be dismissed from the MSN Program at Saint Mary’s College.

Students must refer to the Bulletin, paying close attention to pre-requisite courses. Students may not take a course if a prerequisite course was not successfully completed. In some circumstances, this means that the student may need to be out of classes for a semester or year.

Students who receive a grade lower than B- or Unsatisfactory in advanced pathophysiology, advanced pharmacology, advanced physical assessment, any clinical course, will be required to engage in supplementary coursework at the students’ expense. The MSN Program Director will provide the student with required coursework.

In cases where a student receives a grade lower than B- or Unsatisfactory due to a disability, that student is strongly encouraged to contact the Disabilities Resource Office to discuss possible accommodations that will foster success upon the student’s return.

When a student receives a grade lower than B- or Unsatisfactory, the student:

1. Will receive a letter from the MSN Program Director notifying him or her of the grade and academic probationary status. The student also will receive a proposed plan of study for future semesters and recommendations for supplementary coursework if necessary.
2. Must contact the MSN Program Director two (2) months before the anticipated return with a statement of intent to return to the program. The student must be specific about the semester and courses that he or she will be enrolled in upon return to the program.
3. Must discuss the circumstances leading to the unsatisfactory performance in the course with a detailed plan for success.
4. Must provide evidence of completion of any required supplementary coursework and the outcome of that work.

Continuous Enrollment (Verbatim from the Bulletin)

Once admitted to a graduate degree program, graduate students must be registered for a minimum of one credit hour (not audit) or a zero credit hour “continuous enrollment” course during all phases of their graduate education. All students, including those who have completed all coursework, must register each semester until all degree requirements are met. Students are responsible for completing the registration process each semester. A student who does not maintain continuous enrollment must communicate with the director of the relevant graduate program prior to applying for reinstatement.

Those students who have completed all coursework and are writing a master’s thesis or preparing for a comprehensive exam should register for the corresponding course in their department of study for the purpose of continuing enrollment. Courses with grades of “V” (audit) are not considered valid registration for continuous enrollment purposes; students completing work for a course in which they received an “X” (incomplete) must maintain continuous enrollment in the following semester while completing all incomplete courses.

A student who does not meet the continuous enrollment requirement unless they have received an approved leave of absence, is considered inactive and not in good academic standing. Continuous enrollment may continue until the student’s length of continuous enrollment reaches the Maximum Time to Degree as determined in the policies of the

program into which the student matriculated. If degree requirements are not completely met by the Maximum Time to Degree, the student is considered inactive.

Inactive Status

Students who do not maintain continuous enrollment are considered inactive. Please see the Reinstatement policy for more details.

Reinstatement

A student who has officially withdrawn from and wishes to return to a Saint Mary's College graduate program must send a written request stating the reasons for seeking readmission to the Dean of Graduate Studies, who will forward a copy to the graduate program director (see continuous enrollment policy). The program director will ask the Graduate Admission Office to send the student an application for readmission. All transcripts and course descriptions for academic work completed during the intervening time must be submitted to the Graduate Admission Office. The application, along with any new academic information, will be reviewed by the DNS admission committee before the student receives a decision.

Correspondence

When a student's status changes to "out of normal progression" the student will receive an email and letter from the MSN Program Director. The letter will be sent via U.S. Mail to the address on file with the Registrar's Office. It is the student's responsibility to update the Registrar on any address changes. The email will be sent to the student's official Saint Mary's email address. It is the student's responsibility to frequently check the email account for correspondence.

If the program has not received the required request to re-enter the program two months prior to the start of the next semester, the MSN Program Director will send the student one courtesy email and letter via US Mail reminding the student of the request requirement. If the student does not respond to the reminder within 10 business days, the student will be administratively withdrawn from the MSN Program.

Incomplete Grade

All work for credit is expected to be completed within the term it is attempted including independent studies. This expectation of students also should guide faculty members who teach graduate courses. That is, faculty are obligated to evaluate and grade graduate work by the end of the term in which the course is offered.

An incomplete grade (X) should only be given when an emergency or other legitimate reason prevents a student, who has been passing the course, from completing some critical portion of the required work. An incomplete grade is not automatic and must be negotiated with the course instructor prior to the final exam week. If an incomplete is granted by the instructor, the student is generally expected to complete the course requirements within 30 days after the beginning of the next term. If no change has been made by the approved due date, the grade will convert to a grade of F. Extensions for incompletes beyond 30 days require formal approval from the Graduate Program Director.

Academic Misconduct Policy

The nursing profession and advanced nursing practice require the highest levels of honesty and integrity. It is a professional obligation that students have read the ANA Code of Ethics and understand the applicability to work conducted and submitted in an educational program. Academic misconduct is not tolerated in the MSN Program at Saint Mary's College. Students who know of instances of academic misconduct are required to report it immediately.

The following policy applies to a MSN student who engages in an act of academic misconduct.

On the first offense and depending on the severity of the misconduct, at minimum, the faculty member will issue a failing grade for the assignment and engage in a meeting with the student to discuss the misconduct. The misconduct, the

student's response, and required remediation as specified by the course instructor will be documented and kept in the student's file. The faculty member has the right to issue a failing grade for the course depending on the severity of the misconduct.

On the second offense of any kind, even in subsequent courses, the faculty member will issue a failing grade for the course, which may delay graduation for one year or more. Depending on the severity of the offense, the faculty may choose to refer the student to the Graduate Nursing Faculty Council for program dismissal.

Upon the first or second act of academic misconduct, the student will be required to engage in remediation as specified by the course faculty member. The required remediation must be completed within the timeframe specified by the faculty.

There are no time extensions granted for remediation. Failure to complete remediation on time will result in course failure.

On the third offense of any kind, the result of academic misconduct is automatic program dismissal.

Students also must be aware that documentation of patient encounters in Typhon is legal medical documentation.

Fabrication or deliberate misrepresentation of patient encounters, large and/or repeated errors in time documentation constitutes cause for immediate program dismissal.

Academic Integrity and Academic Honesty

The academic integrity and academic honesty policy provided in this handbook is congruent with the policies of the College Graduate Program and can be found in the College Bulletin on page 389.

Saint Mary's College is dedicated to intellectual inquiry and the personal and professional growth of its students.

Academic integrity is foundational to the vibrant academic life and social structure of the College and represents the mutual engagement in learning between students and faculty members. Academic integrity is grounded in certain fundamental values, which include truth, honesty, respect, responsibility, and fairness that form the basis for a vibrant academic culture. The highest standards of academic integrity are expected of all graduate students and faculty members in academic coursework and research activities. Activities that compromise truth gleaned through the advancement of learning and knowledge development undermine intellectual effort.

Academic integrity, in all its forms, is an explicit value of the College. Academic honesty is a form of academic integrity. Academic honesty can be best understood by the ethical standards guiding faculty in their academic work. Specifically, an individual's contributions, in terms of words and scholarly findings, are attributable to the individual scholar alone; no other individuals can honestly claim another's ideas as their own. Furthermore, the integrity of scholarly knowledge rests on the accurate demonstration of the assumptions and reasoning that produced it. These standards are used as the implicit basis for teaching and learning in the College.

Responsibilities for Academic Honesty

Academic honesty consists of truth telling and truthful representations in all academic contexts. All members of the academic community have a responsibility to ensure that academic honesty is maintained.

Faculty responsibilities include:

- Upholding the College's principles of academic honesty,
- Mitigating opportunities (where reasonable) for dishonesty,
- Promulgating this policy to graduate students by placing it in the course syllabi
- Protecting students' privacy, whether in confronting an individual suspected of dishonesty or receiving reports of dishonesty from others,

- Assigning appropriate grades to those who violate academic honesty as stipulated in the course syllabus
- Reporting instances of academic dishonesty to the designee of the Dean of Graduate Studies.

Student responsibilities include, but are not limited to:

- Refraining from violations of academic integrity.
- Completing individual assignments with their own work,
- Completing collaborative assignments by appropriate division of labor,
- Completing internship, clinical or practicum assignments including time of service with their own work,
- Refusing to participate in an act of academic dishonesty,
- Notifying instructors of dishonesty that is observed.

It is certainly the case that investigating alleged instances of dishonesty may require some dissemination of information about the original occurrence. Protection implies that we actively seek to limit this dissemination to only those who need to know as part of such a process or those to whom there is a legal obligation to provide such information.

Violations of academic integrity include, but are not limited to: cheating on assignments or exams, fabrication of data, tampering, sabotaging another student's work, plagiarism, falsification of records and official documents, unauthorized access to computerized academic or administrative records or systems, and aiding and/or facilitating any such activities. It is assumed that all work submitted by a student represents the student's own ideas and work. Verbatim copying, paraphrasing, adapting or summarizing the work of another, regardless of the source – whether books, journals, periodicals, websites, or other forms of media-must be properly cited. Any representation of the work of another that is not properly referenced is considered to be plagiarism. Ignorance of what constitutes plagiarism is not a defense to an allegation of a violation of the academic integrity policy. Any act that involves misrepresentation regarding the student's academic work or that abridges the rights of other students to fair academic competition is unacceptable.

Any context in which students neglect or actively decline to be fully honest in academic work is academic dishonesty. Similarly, failure to report observations of academic dishonesty is considered to constitute a violation of academic integrity. The medium in which full honesty is ignored – whether electronic, print or verbal (e.g., verbally claiming responsibility for another person's academic work) – is immaterial. Neither is it important whether the academic work in question is required for a course or optional, a quiz or a test, a term paper or an in-class essay, graded or ungraded, etc. Neither does it matter whether the student benefits directly or at all from the dishonesty.

Procedure in Cases of Academic Dishonesty

After a thorough investigation, a faculty member who has evidence of dishonesty notifies the student of the alleged misconduct. After discussing the evidence with the student, the faculty member will write to the student disconfirming or confirming the violation, and if the latter, will state the penalty as described in the course syllabus. The faculty member will forward this notice to the designee of the Dean of Graduate Studies. A wider hearing may occur if the Dean's designee discovers that the student has had multiple incidents of academic dishonesty reported to the Graduate Program Office or judges that aspects of the original charge merit a wider hearing. The Dean's designee serves as the chair of an appointed disciplinary review committee comprised of three faculty members and one graduate student who are not members of the student's program. A student's first incident of academic dishonesty may result in immediate dismissal.

The Dean's designee will inform the student of the Committee's decision and of the right to an appeal.

The Office of the Dean of Graduate Studies is responsible for maintaining confidential records of all violations of the Academic Honesty Policy.

Appeal of Academic Honesty Violation

Graduate students have the right to appeal the charge of academic dishonesty and/or its penalty if the student believes the alleged incident of academic dishonesty to be unfounded, biased or capricious, or if the penalty is too severe. The student should submit a formal written appeal stating the grounds for appeal and documentation to the Dean of Graduate Studies within 10 working days of the decision being sent by the designee of the Dean of Graduate Studies. Upon receipt of the appeal, the Dean of Graduate Studies may convene a new committee comprised of three faculty members and one graduate student who are not members of the student's program and have no prior knowledge of the case. The Dean and committee will conduct a review of the appeal materials, may seek additional information, and may consult with the student, faculty member (s) involved. The Dean will notify all parties involved of the decision. The decision is final, except in the cases of suspension or expulsion.

For actions of the Dean of Graduate Studies involving suspension or expulsion, students have the right to appeal to the Provost. A formal written appeal stating the grounds for appeal and available documentation is to be submitted to the Provost within 10 working days of the decision being sent by the Dean. The Provost will conduct a review of the appeal materials, may seek additional information, and may consult with the student, faculty, program director, and others. The Provost will notify the student and all parties involved of the decision. A copy of this decision will be kept in the Office of the Dean of Graduate Studies. The decision of the Provost is final.

Complaint Procedure

A formal complaint is one that is generated by a student or community member that is written and signed, received by the Director of the Department of Nursing Science or upper university administration. A formal complaint outlines perceived violations related to nursing, university, or Indiana State Board of Nursing policies and procedures.

A formal complaint also may express a complaint, resentment, or accusation lodged by a student about an academic circumstance such as grading, testing, and/or quality of instruction. Any complaint received is seriously considered by the DNS Director or university administration (as necessary). After careful consideration, the DNS Director may opt to take appropriate action or decide to take no action.

Students who have minor complaints, concerns, or misunderstandings about course curriculum or pedagogy must first request a meeting with the course lead faculty to discuss the issue. Minor complaints, concerns, and misunderstandings often are rectified during a direct discussion between the student and faculty. Issues that are not resolved may be brought to the attention of the DNS Director or MSN Program Director for further discussion.

SMC uses the Maxient System to record complaints and their resolution.

Student Success

Saint Mary's College believes that all students should be successful in their program of study. Students who are having difficulty as evidenced by missed classes, incomplete or unsatisfactory coursework, or other behaviors that are concerning will first meet with course faculty, who will document the behavior and develop a mutually agreed upon Learning Contract in the course. This contract will be kept in the student's private file. When patterns of concerning behavior are noted, the Admission, Progression and Graduation Committee in consultation with the Director of the Department of Nursing Science, MSN Director, and student will develop a written Learning Contract, noting behaviors, objectives, and actions that the student must adhere to. Students who do not adhere to the Learning Contract will face consequences that may range from course failure to program dismissal.

Academic Appeals

The Department of Nursing Science adheres to the Grade and Dismissal Appeals approved by the College Graduate Program Committee and the President's Academic Affairs Committee that can be found on Page 388 of the College Bulletin.

Grade Appeals and Dismissal Appeals information is available in the Graduate Academic Policy component of the college Bulletin on page 388.

Statement of Non-Discrimination

Saint Mary's College graduate programs follow the College's non-discrimination policy. Non-urgent incidents of bias may be reported to the Office of Academic Diversity, Equity, and Inclusion by following the appropriate "Report an Incident" link on MySaintMarys home page.

Equal Opportunity and Nondiscrimination Policy

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. Student complaints regarding discrimination should be filed using the following reporting mechanism: <https://publicdocs.maxient.com/incidentreport.php?SaintMarysCollege>.

Reports will be directed to the appropriate vice president for review. Title IX Coordinator All inquiries concerning the application of Title IX and its implementing regulations may be referred to the College's Title IX Coordinator. The College's Title IX Coordinator is: Kris Urschel, Director of Human Resources, College Counsel and Title IX Coordinator Facilities Building (574)284-4777 email: titleix@saintmarys.edu

More information: <https://my.saintmarys.edu/web/title-ix>

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 online 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. 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
The user name is sjrmc
The password is: library

Library Liaison: <https://www.saintmarys.edu/library/about/liaison-librarians>

STUDENT RESPONSIBILITIES

STUDENT RESPONSIBILITIES

ORIENTATION

Orientation is an on-campus event that is intended to introduce new students to Saint Mary's College, MSN program faculty, course and clinical expectations, and how to access and use BlackBoard. The information provided during Orientation is intended to foster student success in this MSN program.

Orientation is generally scheduled for early August. New students will be notified in advance of the orientation schedule. Attendance for the full orientation is mandatory. Students who miss orientation are responsible for obtaining all missed information prior to the beginning of class.

Honor Code for Saint Mary's College Nursing Students

Nursing is one of the most trusted professions because its foundation is rooted in academic excellence, honesty, integrity, and responsible and professional conduct. Patient safety demands that all who enter the nursing profession engage in conduct that is informed by the fundamentals of nursing science, best evidence, and the highest moral and ethical values. The education that is provided for nursing students is ultimately aimed at safe care of patients. We therefore adopt the practice of affixing this pledge of honesty to all work submitted for evaluation:

I pledge to uphold the principles of honesty and responsibility in all of the work I submit while a student at Saint Mary's College. I understand that I must strictly adhere to the academic integrity policies of Saint Mary's College. Specifically, I understand that ALL assignments and tests must be done without any help or collaboration with other sources, including classmates unless otherwise stated by the professor for a specific assignment. I further understand that any unauthorized help or collaboration will be considered a violation of the Code of Academic Integrity of the Institution. I am aware that I may not provide information to other students that might give them an unfair advantage over other students. I also understand that other forms of academic dishonesty, including other forms of cheating, fabrication, facilitating academic dishonesty, and plagiarism, will not be tolerated and will most likely result in serious sanctions, including course failure, dismissal from the nursing program, and suspension or expulsion from the College. I also acknowledge my professional obligation to immediately report to my course professor any dishonest behavior that I become aware of.

As members of a community dedicated to learning, inquiry, and creation, the students, faculty, and administration of Saint Mary's College live by the principles in this Honor Code. These principles require all members to be conscientious, respectful, and honest. By clicking next, I am stating that I understand the policies and vow to adhere to them.

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 setting 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.

Per the College bulletin, "A student is expected to attend every meeting of a class for which he or she is registered. The responsibility for attendance rests with the student. Excused absences may be granted to students who must miss class for serious and documentable reasons of personal health, family concerns (emergency or important event in student's family)."

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/he 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

Clinical experience is critical for the application of theory and professional growth.

All clinical time is mandatory. 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 Student Faculty Affairs 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/he will be sent home and be responsible for making up that clinical time at the student's expense.

A student may not come to clinical/laboratory if she/he 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 an acute medical or mental health condition that may interfere with their ability to care for patients must provide a medical release from a physician or health care provider before returning to the clinical setting.

Attendance Related to Holidays and Semester Breaks

Students are required to attend all scheduled educational experiences (e.g. classroom lectures, laboratories, clinicals, seminars) prior to and after holidays. Such absences are unexcused.

Reporting Clinical/Laboratory/Seminar Absence

In the event of a clinical or laboratory absence, the student must notify the faculty member by phone at least 1 hour before the scheduled clinical/laboratory start time. Failure to notify the faculty of the clinical/laboratory 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/he notify her nursing clinical instructor. Repeated (two or more) episodes of tardiness will result in the issuance of a learning contract. Students who are late to laboratory or clinical practice may be sent home, which is considered an absence. It is at the clinical faculty member's discretion about how and when the time will be made up.

Laboratory/Clinical/Seminar Make-up

The student must be making satisfactory progress towards all course competencies before clinical/laboratory make-up is considered. Direct interaction with clients is typically required to make-up a clinical absence. Make-up time will be scheduled according to the availability of a clinical 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.

Testing Policy:

Verified cheating will result in a zero on the exam and course failure.

Students who are taking exams must:

- Remain in their seats.

- Refrain from asking faculty questions about the exam. Questions during the exam are not permitted.
- Be aware of their behavior during the exam.
- Keep their eyes on their computer. Looking away from the computer and around the room is not permitted.
- Have nothing other than the laptop out on the desk – this means no papers, books, notes, telephones, or smartwatches.
- Place hats, hoodies and headphones in their book bag. None may not be worn during the exam.
- Place all book bags at the front of the room.
- Unless specified by the instructor, students may NOT have resources on their desk (e.g.: books, paper, pencils, phones, smart devices, calculators, or any other electronic devices).
- Be aware that talking with anyone, including reading questions out loud, during the exam is not permitted.
- Be aware that eating and drinking during the exam are not permitted.
- Report incidents of cheating to the course professor immediately.

STUDENT BACKGROUND CHECK POLICIES

CRIMINAL BACKGROUND CHECK AND CRIMINAL HISTORY DISCLOSURE STATEMENT

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. Current Indiana law states that individuals who have been convicted of certain crimes may not be employed by, operate a home health facility, or work in the Indiana public school system.

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.

Students must 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 program dismissal.

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. This documentation will be reviewed by a Medical Review Officer (MRO) for approval. For students with a positive drug screen, admission to the program is contingent on MRO review and clearance. Students with a positive drug screen without MRO review and clearance will be denied entry into the nursing program.

STUDENT IMPAIRMENT

Any evidence of impairment due to such factors as the effects of medications (prescribed or non-prescribed) or sleep deprivation or is considered to be unprofessional 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 be removed from the clinical setting and must pay for transportation to a substance abuse testing location, which will be determined by the clinical faculty member in consultation with the MSN program director. Students who are removed from a clinical setting due to suspected impairment may not drive away from the clinical facility. The student will be required to submit for substance abuse testing which may include urine, blood, and hair follicle testing. The student is responsible for receiving immediate testing and bears the costs involved with transportation to and from the testing site and the in the testing. Refusal to submit to testing will be considered a positive test and will result in dismissal from the course and/or program.

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

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 without the option 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 Graduate Program Director’s Committee. Failure to adhere to the College and Department policies could result in course failure and possible program expulsion.

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 may not take photographs inside of health care facilities, which includes photographs of patient information, patients and patient families, staff, student colleagues, or selfies. Students who have an emergency that requires the use of a cell phone must notify the faculty member.

HEALTH REQUIREMENTS

Important: Students who fail to complete health requirements and the criminal background check will not be allowed to attend clinical and will not pass the course.

Background Check and Drug Screening

CASTLEBRANCH: Complete Background Check, Drug Test, and modules on HIPAA and Blood-borne 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.

Physical Exam:

MSN students are required to submit a completed physical examination form and return it to the Department of Nursing Science before Fall break of the first semester. Arrangement for this exam may be made through the student’s primary 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:

1. 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).
2. **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 attends any clinical experiences.
3. **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:

1. 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).
2. Verbal history of chicken pox or varicella zoster titer.
Immunization dates may be verified by the student's primary health care provider. Titers may be drawn by a primary 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 the student's primary care provider, the student can get the other injections from Health and Wellness Services.

Tetanus

An updated tetanus (Td) booster vaccination is strongly advised if it has been 10 years since the last tetanus vaccination. The tetanus, diphtheria, acellular pertussis vaccine for adults is recommended in light of the increase in pertussis (whooping cough). Students should consult their primary 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, Mediat. For further questions, students should contact 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 and 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 POLICY

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 workplace.

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

DEPARTMENT PROTOCOL

DEPARTMENT PROTOCOL

ACADEMIC 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 80% level in a course at mid-term will receive a deficiency notice from the DNS Admission, Progression & Graduation Committee. 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.
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

ACADEMIC ADVISING

- A) Academic Advising Guidelines
- a) Upon admission to the program, nursing students will be advised by the Director of the MSN program 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.

Students are responsible for registering their own courses through Prism.

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.

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 of 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 MSN Program Director. If the student is still dissatisfied, the next person the student should communicate with is the Director of the Nursing Program.

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 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 are not tolerated. Students violating this policy will receive one written warning. Subsequent violations are subject to disciplinary action.

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 is 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. A statement on confidentiality must be signed by students 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 the clinical.
- b. Uniform tops, pants and lab coat are purchased through MorU. Uniforms are ordered prior to the start of the first fall semester.
- c. 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. No open-toe, or open-heeled shoes nor clogs may be worn.
- d. The white lab coats are optional when worn with the clinical uniform. They may be required for specific clinical sites. 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.
- e. 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. Artificial nails, nail polish, cologne and perfumes may not be worn. Make-up should be simple.
- f. 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.

- g. Students who do not adhere to the uniform policy will be asked to leave the clinical area.
- h. Uniforms must be worn for patient pre-assessment.
- i. Students are not permitted to eat or drink in the patient care areas. No gum chewing is permitted during clinical times.
- j. Uniforms may not be worn to social events outside of the clinical setting.
- k. The community health clinical sites are widely varied and may have different requirements and expectations of student dress. The syllabus for NURS533 will outline the specific requirements of each site and/or individual instructions will be discussed with the student's assigned to each clinical site.

CLINICAL PERFORMANCE POLICIES

1. Clinical Probation/Failure

- a. 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 is 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.
- b. 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.
- c. 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.
- d. Students who exhibit impaired behavior will be dismissed from clinical and must undergo immediate drug testing (see drug screening and student impairment policies). Students who test positive and do not receive MRO review and clearance will receive an immediate clinical failure.

2. 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.

3. 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.]

4. **Clinical Grievance:**

In the event of a student's disagreement with a clinical grade, the clinical faculty member must first 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 MSN Program Director and DNS Director. Students are responsible for reviewing the College course grievance policy found in the College Bulletin for further direction.

STUDENT ORGANIZATIONS

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 THETA TAU

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

MSN 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 fifth semester 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, impeding 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 Resources¹
- Complaints against Faculty must be directed:
 - Senior Vice President/Dean of Faculty
- Complaints against Student must be directed to:²
 - 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. 4 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

Bad Faith Complaints

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

² 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>

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 the 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

<https://www.saintmarys.edu/files/Student%20Discriminatory%20Harassment%20Policy%202014.pdf>

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
574-284-4777
More information: <https://my.saintmarys.edu/web/title-ix>

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
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 postpartum 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.

Retaliation and Harassment

- a. Harassment of any member of the Saint Mary's College community based on sex, gender identity, gender expression, pregnancy, or parental status is prohibited.

- b. Faculty, staff, and other Saint Mary's College employees are prohibited from interfering with a student's right to take leave, seek reasonable accommodation, or otherwise exercise their rights under this Policy.
- c. Faculty, staff, and other Saint Mary's College employees are prohibited from retaliating against a student for exercising the rights articulated by this Policy, including imposing or threatening to impose negative educational outcomes because a student requests leave or accommodation, files a complaint, or otherwise exercises their rights under this Policy.

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

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. Requests 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 the 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

RESPONSE TO NATURAL DISASTERS AND TRAGEDIES POLICY

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)**

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.
- The 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



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: _____



Department of Nursing Science

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:

1. Meet all prerequisite admission standards as defined by the College and the Department of Nursing Science.
2. 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 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, the ability to reason, measure, calculate, analyze, synthesize, and evaluate situations to competently engage in safe nursing care.

Essential Sensory Abilities:

The nursing student:

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 Disabilities Resource Office.
3. Title III of the Americans with Disabilities Act prohibits faculty from asking about disabilities. It is the student's responsibility to contact the Disabilities Resource Office for help with accommodations and to comply with the policies and procedures of the Disabilities Resource Office.
4. Accommodations become effective on the date requested by the Disabilities Resource Office and are not retroactive.
5. Accommodations beyond those requested by the Disabilities Resource Office are not permitted. 6. Faculty are responsible to determine whether a student demonstrates the Essential Abilities criteria. Faculty may request 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.

I certify that I have read and understand the Saint Mary's College Department of Nursing Science Essential Abilities and I believe I meet these Technical Standards/Essential Abilities with or without reasonable accommodation.

Signature:	Date:
Printed Name:	

Rev. 1/2019



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 occur 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. 1st Year Signature: _____ Date: _____
2nd 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. 1st Year Signature: _____ Date: _____
2nd Year Signature: _____ Date: _____



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 (HIPAA) 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.

Signature:	Date:
Printed Name:	



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.

Signature:	Date:
Printed Name:	



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):

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

II. The above records may be released to:

- o Clinical Agencies
- o Potential Employers
- o State Boards of Nursing
- o Graduate Schools for Application
- o 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:	Date:
Printed Name:	



Department of Nursing Science

STUDENT PLAN FOR SUCCESS

AREAS OF CONCERN	">	COMMENTS
Accountability		
Late assignments		
Tardiness		
Absenteeism		
Incomplete assignments		
Professional Behavior		
Attitude		
Language		
Lack of preparation		
Difficulty following appropriate chain of command		
Failure to follow uniform policy		
Difficulty functioning independently		
Difficulty accepting constructive criticism		
Communication		
Inappropriate verbal and/or non-verbal communication		
Lacks assertiveness		
Difficulty expressing self		
Difficulty following directions		
Critical Thinking		
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 _____



Department of Nursing Science

PROBATIONARY 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 _____



Department of Nursing Science

PROBATIONARY 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 _____



Department of Nursing Science

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 Master of Science in Nursing.

Signature:	Date:
Printed Name:	

**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 7th 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 _____			
TOTAL (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:** _____

PHYSICAL FORM

Commented [1]: I put a photo of the form in because cut-n-paste wasn't working.
Commented [2R1]: @sanderson@saintmarys.edu

Student: _____

Graduation Cohort, Class of: _____

Program, Circle one: BSN MSN DNP

Student, please submit completed form to your Typhon account.

The student named above is required to have a physical examination by a licensed provider. Based on the physical examination, please respond to the following questions.

List of Allergies (including latex):

Meets these essential abilities criteria		The student is required to be able to function within the clinical setting with or without reasonable accommodations. Essential abilities include:
Yes	No	function within the physical environment (allergens, exposure to communicable disease)
Yes	No	gross and fine motor function (walking/standing, performing CPR, bending, lifting, pushing, pulling, working 8-12 hour shifts)
Yes	No	communication (spontaneous comprehension; appropriate verbal responses)
Yes	No	intellectual and cognitive function
Yes	No	sensory function (vision, touch, smell, hearing)
Yes	No	emotional and behavioral health
Yes	No	judgment ability

- This student DOES DOES NOT have health issues that will limit her/his ability to engage in all activities related to didactic and clinical coursework.
- If the student DOES have a health issue that requires accommodations, please list the necessary accommodations below:

Signed: _____ M.D./Nurse Practitioner

Date: _____



TUBERCULOSIS INTERFERON-GAMMA RELEASE ASSAYS BLOOD TEST OF TB

Patient/Student Name: _____ Date: _____

Program: circle one: BSN MSN DNP

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

Signature: _____ M.D. / Nurse Practitioner

Date _____

Clarifying information for Interferon Gamma Release Assay (IGRA) TB blood test:
<https://www.cdc.gov/tb/publications/factsheets/testing/igra.htm>
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.
<https://www.quantiferon.com/us/products/quantiferon-tb-gold-plus-us/provider-resources/>

Submit this form and your TB lab results to:

Your Typhon account



Department of Nursing Science

TUBERCULOSIS ANNUAL RISK ASSESSMENT

Name _____ Date: _____

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 the nursing faculty before beginning clinical.

Signature: _____ Date: _____

SAINT MARY'S COLLEGE, MASTER OF NURSING SCIENCE (MSN) DEGREE PL

Master's of Nursing Science

FIRST YEAR: Fall 12 credits

NURS 688 Advanced Health Assessment (3 cr. 2.5 lecture; 0.5 cr. lab, 21 lab hours. Lab graded P/F) 1st 5 weeks.

NURS 502 Foundations (3 cr., 2 cr. didactic; 1 cr. lab, 42 lab hours. Lab graded P/F). last 10 weeks

NURS644 Advanced Physiology & Pathophysiology (3 cr.)

NURS 651 Advanced Pharmacology (3 cr.)

FIRST YEAR: Spring 11 credits

NURS 510 Adult Health I Lecture and Clinical (5 cr.: 3 cr. lecture; 2 cr. clinical, 84 clinical hours. Clinical graded P/F.)

NURS 512 Quality Effectiveness, Safety in Organizational Systems & Informatics (3 cr. online)

NURS 515 Current Trends in Healthcare (3 cr.)

FIRST YEAR: Summer 1st and 2nd half, 9.5 credits

NURS 520 Mental Health Nursing Lecture and Clinical (3.5 cr.: 2 cr. lecture; 1.5 cr. clinical, 63 clinical hours; Clinical graded P/F.) 1st half of summer

NURS 522 Perinatal Nursing Lecture & Clinical (3 cr.: 2 cr lecture; 1 cr. clinical 42 clinical hours. Clinical graded P/F.) 2nd half of summer

NURS 622 Statistics for Health & Biological Sciences (3 cr. online) 2nd half of summer

SECOND YEAR, Fall 12.5 credits

NURS 531 Adult Health II Lecture and Clinical (5 cr.: 3 cr. lecture; 2 cr. clinical, 84 clinical hours. Clinical graded P/F.)

NURS 533 Public & Community Health Lecture and Clinical (3.5 cr.: 2 cr. lecture; 1.5 cr., 63 clinical hours, Clinical graded P/F.)

NURS 604 Evidence-Based Practice: Evidence Synthesis for Practice (3 cr. online)

NURS 541 MSN Seminar I (1 cr.)

SECOND YEAR Spring 11 credits

NURS 550 Adult Health III Critical Care Lecture & Clinical (5 cr.: 3 cr. lecture; 2 cr. clinical, 84 clinical hours. Clinical graded P/F.)

NURS 552 Health Systems Leadership & Management Lecture (2 cr.)

NURS 610 Healthcare Policy & Advocacy (3cr online)

NURS 542 MSN Seminar II (1 cr.)

SECOND YEAR, Summer 1ST half, 10 credits

NURS 560 Nursing Care of the Child Lecture & Clinical (3 cr.: 2 cr. lecture; 1 cr. clinical, 42 clinical hours. Clinical graded P/F.)

NURS 553 Health Systems Leadership & Management Clinical (3 cr. clinical, 126 clinical hours. Clinical graded P/F.)

NURS 580 Transition to Professional Nursing (2 cr.)

NURS 543 MSN Seminar III (2 cr.)