



**Saint Mary's  
College**

NOTRE DAME, IN

**Department of Nursing Science**

**Student Handbook**

**Bachelor of Science in Nursing**

## Accreditation and Regulatory Approval

The Bachelor of Science in Nursing (BSN) program at Saint Mary's College is accredited by the:

### **Commission on Collegiate Nursing Education (CCNE)**

655 K Street NW, Suite 750

Washington, DC 20001

Phone: (202) 887-6791

<https://www.ccneaccreditation.org>

The program is also approved by the:

### **Indiana State Board of Nursing (ISBN)**

c/o Indiana Professional Licensing Agency (IPLA)

402 West Washington Street, Room W072

Indianapolis, IN 46204

Phone: (317) 234-2043

<https://www.in.gov/pla/nursing.htm>

In support of continuous improvement and in alignment with accreditation and regulatory standards, the Department of Nursing Science at Saint Mary's College reserves the right to update and revise departmental policies and procedures to ensure the quality and integrity of the program.

## Table of Contents

Department of Nursing Science .....	0
Student Handbook .....	0
Bachelor of Science in Nursing .....	0
Accreditation and Regulatory Approval.....	1
Table of Contents.....	2
Introduction .....	6
Mission, Philosophy & Values .....	7
BSN Program Overview.....	10
Admission and Progression Policies.....	17
Essential Requirements and Abilities.....	23
BSN Academic Policies .....	28
Testing Policy .....	33
Professional Conduct .....	36
Clinical Policies .....	41
Student Screening Policies.....	47
Health and Immunization Requirements.....	50
Student Affairs .....	53
Resources and Support .....	58
Appendices.....	66
Uploading Documents in Typhon.....	67
BSN Handbook Agreement .....	69
Student Electronic Signature (upload to Typhon yearly).....	69
State Licensure Regulations.....	70
Confidentiality Agreement.....	71
Department of Nursing Science Honor Code.....	72
Universal Precautions Acknowledgment .....	73
Photo and Video Release .....	74
Release of Information .....	75
Emergency Information and Proof of Health Insurance.....	76
Medical Emergency Authorization and Release .....	77
Physical Examination Form .....	78
Immunization History Form .....	80
Tuberculosis IGRA Results Form .....	81
Annual Criminal History Disclosure Statement.....	82
CastleBranch Instructions .....	83

If you have problems, contact Castle Branch service desk at 888-723-4263, x7196, or go to <https://mycb.castlebranch.com/help>..... 83

Tuberculosis Risk Assessment Form .....84

Student Success Plan ..... 85

Probationary Learning Contract Phase 1 ..... 87

Probationary Learning Contract Phase 2 ..... 88

Documentation of Injury..... 89

## Introduction

This handbook is intended to serve as a helpful resource for students enrolled in the Bachelor of Science in Nursing (BSN) program at Saint Mary's College. It provides information about the nursing curriculum, student resources, and departmental policies that support academic and professional development within the Department of Nursing Science.

This handbook is designed to be consistent with the Saint Mary's College Bulletin, which contains official academic policies that govern all students. In the event of any conflict between this handbook and the College Bulletin, the College Bulletin shall take precedence. Likewise, this handbook does not constitute a binding contract between the student and the Department of Nursing Science or Saint Mary's College. If policies, regulations, or procedures described herein are updated or revised, the most current official policy or practice will apply. Students will be notified of changes through their official Saint Mary's College email account.

Students are responsible for reviewing and familiarizing themselves with the contents of this handbook. The Department of Nursing Science updates this document annually to reflect current practices, accreditation standards, and institutional expectations. The department is committed to supporting students throughout their nursing education and remains dedicated to providing guidance and assistance as students progress through the program.

## Mission, Philosophy & Values

### Saint Mary's College Mission Statement

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

A pioneer in the education of women, the College fosters an inclusive, academic community where students discover and develop their talents as they prepare to make a difference in the world. All members of the College contribute to this mission in their response to the complex needs and challenges of contemporary life. (Revised 2018).

### Saint Mary's College Statement of Philosophy and Purpose

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

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

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

## Saint Mary's College Core Values

### Learning

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

### Community

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

### Faith/Spirituality

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

### Justice

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

## 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 healthcare professionals. The community supports each other in preparing competent, empowered professional nurses at all levels, assuming leadership roles, promoting health and healing for diverse persons, communities, and healthcare systems. The learning community fosters scholarship, clinical judgment in nursing practice, spiritual inclusion and ethical decision-making, lifelong learning, and an obligation to social responsibility and service.

## Department of Nursing Science Philosophy

Congruent with the core values of Saint Mary's College, the Department of Nursing Science empowers lifelong learners to actively engage in the process of personal and professional transformation through these values:

- Learning
- Community
- Faith/Spirituality
- Justice
- Diversity and Inclusion
- Leadership with Integrity

## Saint Mary's Nursing Pledge

Before God and this assembly I pledge to live my life with integrity and to practice my profession faithfully.

I will endeavor to preserve and elevate the profession of nursing both as a science and an art as I care for my patients with all of the knowledge, skill and understanding that I possess.

I will advocate for the preservation of life, the alleviation of suffering and the promotion of health and well-being.

I will hold myself and my colleagues to the highest moral, ethical, scientific and legal standards of our profession, assuming accountability for the care that I render.

I will respect the personal, cultural and religious diversity of patients under my care.

I will hold in confidence all personal matters entrusted to me.

I will collaborate with interdisciplinary professionals and cooperate with all members of the health care team.

I will lead by developing partnerships with professional peers, health organizations and the civic community in the promotion and provision of quality patient care.

I will continually advance my professional knowledge and skills and commit myself to life-long learning.

I fully acknowledge the seriousness of the responsibility that I accept in my calling, and the significance of this pledge that I take today.

## BSN Program Overview

### BSN Program Outcomes

Based on the mission and philosophy of Saint Mary's College Department of Nursing Science, the program outcomes for the graduate of the BSN program are:

1. Apply knowledge gained from a foundation in liberal arts, scientific, and social sciences to disciplinary nursing knowledge and clinical judgment that informs the provision of nursing care using the nursing process.
2. Provide holistic, safe, inclusive, just, evidence-based, person-centered care that integrates a scientific foundation and disciplinary knowledge in accordance with professional nursing practice standards.
3. Advocate for health promotion, disease prevention, and health equity to individuals, families, groups, and communities using resources from public health, community partners, and healthcare systems.
4. Incorporate scholarly inquiry and research into evidence-based clinical nursing practice.
5. Utilize principles of quality and safety to enhance outcomes and minimize harm to patients and providers through individual performance and system effectiveness.
6. Demonstrate communication skills and collaboration strategies that promote an interprofessional team approach in the delivery of quality patient care to strengthen outcomes.
7. Employ resources within complex health systems for the coordination and provision of safe and equitable care to diverse populations.
8. Use informatics and patient care technologies in the delivery of safe and quality patient care.
9. Demonstrate professional behaviors and accountability within the legal and ethical standards of nursing practice.
10. Engage in the process of self-reflection and lifelong learning to influence leadership development, self-care, and resiliency behaviors.

### Linkage of BSN Outcomes and AACN Essentials

The table below shows the academic linkage between the American Association of Colleges of Nursing (AACN) Essentials Core Competencies and the BSN program outcomes.

AACN The Essentials: Core Competencies	BSN Program Outcomes
<p><b>Domain 1: Knowledge for Nursing Practice</b>                      Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other</p>	<p>1. Apply knowledge gained from a foundation in liberal arts, scientific, and social sciences to disciplinary nursing knowledge</p>

<b>AACN The Essentials: Core Competencies</b>	<b>BSN Program Outcomes</b>
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.	and clinical judgment that informs the provision of nursing care using the nursing process.
<p><b>Domain 2: Person-Centered Care</b></p> <p>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>	2. Provide holistic, safe, inclusive, just, evidence-based, person-centered care that integrates a scientific foundation and disciplinary knowledge in accordance with professional nursing practice standards.
<p><b>Domain 3: Population Health</b></p> <p>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>	3. Advocate for health promotion, disease prevention, and health equity to individuals, families, groups, and communities using resources from public health, community partners, and healthcare systems.
<p><b>Domain 4: Scholarship for Nursing Practice</b></p> <p>Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.</p>	4. Incorporate scholarly inquiry and research into evidence-based clinical nursing practice.
<p><b>Domain 5: Quality and Safety</b></p> <p>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>	5. Utilize principles of quality and safety to enhance outcomes and minimize harm to patients and providers through individual performance and system effectiveness.

<b>AACN The Essentials: Core Competencies</b>	<b>BSN Program Outcomes</b>
<p><b>Domain 6: Interprofessional Partnerships</b>            Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.</p>	<p>6. Demonstrate communication skills and collaboration strategies that promote an interprofessional team approach in the delivery of quality patient care to strengthen outcomes.</p>
<p><b>Domain 7: Systems-Based Practice</b>            Descriptor: Responding to and leading within complex systems of healthcare. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations</p>	<p>7. Employ resources within complex health systems for the coordination and provision of safe and equitable care to diverse populations.</p>
<p><b>Domain 8: Informatics and Healthcare Technologies</b>            Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision-making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practices and professional and regulatory standards.</p>	<p>8. Use informatics and patient care technologies in the delivery of safe and quality patient care.</p>
<p><b>Domain 9: Professionalism</b>            Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing’s characteristics and values.</p>	<p>9. Demonstrate professional behaviors and accountability within the legal and ethical standards of nursing practice.</p>
<p><b>Domain 10: Personal, Professional, and Leadership Development</b>            Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.</p>	<p>10. Engage in the process of self-reflection and lifelong learning to influence leadership development, self-care, and resiliency behaviors.</p>

Adopted: August 2023.

Revised: October 9, September 22, 2017; May 20, 2021; May 15, 2023.

## BSN Degree Plan

### First Year – Fall Semester (14-18 credits)

Course	Credits
BIO 141 Human Anatomy & Physiology I	4
Modern Language I	3
FYS General Education Course (required first semester)	3
Math 104 or higher or Basic W course	3-4
General Education Course (optional)	3
AVE 101 Common Course (required first semester)	1

### First Year – Spring Semester (17-18 credits)

Course	Credits
BIO 142 Human Anatomy & Physiology II	4
CHEM 118 Integrated Chemistry	4
Modern Language II	3
General Education Course or PSYC 157	3
Math 104 or higher or Basic W course	3-4

### Sophomore Year – Fall Semester (17 credits)

Note: this is the designated study abroad term for nursing majors during the academic year

Course	Credits
BIO 224 Pathophysiology	3
BIO 216 Microbiology	4
MATH 214 Statistics or General Education Course	3
PSYC 305 or SW 235 or General Education Course	3
General Education Course	3

### Sophomore Year – Spring Semester (15 credits)

Course	Credits
NURS 225 Health Assessment	3
NURS 227 Foundations	3
NURS 101 Intro to Profession	1
NURS 234 Intro to Pharm (2 <sup>nd</sup> 7 weeks)	2

Course	Credits
MATH 214 Statistics or General Education Course	3
PSYC 305 or SW 235 or General Education Course	3

### Junior Year – Fall Semester (15 credits)

Course	Credits
NURS 321 M/S Adult-Acute (5 credits) + NURS 307 Psychiatric (5 credits) or NURS 323 Perinatal (5 credits) + NURS 330 M/S Adult-Chronic (5 credits)	10
NURS 385 Nursing Research or NURS 310 Nutrition	2
N334 Pharmacotherapeutics	3

### Junior Year – Spring Semester (15 credits)

Course	Credits
NURS 321 M/S Adult-Acute (5 credits) + NURS 307 Psychiatric (5 credits) or NURS 323 Perinatal (5 credits) + NURS 330 M/S Adult-Chronic (5 credits)	10
NURS 385 Nursing Research or NURS 310 Nutrition	2
General Education Course	3

### Senior Year – Fall Semester (15-16 credits)

Course	Credits
NURS 410 M/S Adult-Advanced (5 cr.) + NURS 415 Leadership (5 credits) or NURS 414 Community (4.5 credits) + NURS 426 Child Health (4.5 credits)	9-10
General Education Course or Elective	3
General Education Course or Elective	3
NURS 998 Advanced W (required fall of Senior year)	0

### Senior Year – Spring Semester (15-16 credits)

Course	Credits
NURS 410 M/S Adult-Advanced (5 cr.) + NURS 415 Leadership (5 credits) or NURS 414 Community (4.5 credits) + NURS 426 Child Health (4.5 credits)	9-10
NURS 495 Professional Role	1
NURS 999 Comprehensive (required last semester before graduation)	0
General Education Course or Elective	3
General Education Course or Elective	3

**Credit Hours Required to Graduate = 128**

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

In addition to fulfilling the general education requirements of Saint Mary's College and prerequisite courses required for the nursing major, students majoring in nursing must complete the following supporting courses:

- PSYC 156 or PSYC 157 (Introduction to Psychology)
- An approved Sociology (SOC) course (speak with a Nursing Advisor for approved list)
- MATH 214 (Introduction to Statistics)
- SW 235 (Human Behavior & Social Environment) or PSYC 305 (Lifespan Developmental Psychology)

Students are strongly encouraged to complete MATH 214 and SW 235 or PSYC 305 before beginning their junior year, as these courses provide essential preparation for upper-division nursing coursework.

### Independent Study (NURS 497)

Students interested in pursuing an independent study must contact a faculty member to discuss the proposed topic. If the faculty member agrees, the student and faculty member will determine the objectives, evaluation criteria, and credit hours (1–2 credits, not to exceed 2 per semester). A Learning Contract outlining the expectations must be completed, signed by the Department Chair, and submitted to the Office of the Registrar no later than the 7th day of the semester.

### Academic Advising

During their first year at Saint Mary's College, students are advised by their First-Year Seminar (FYS) professor. Beginning in the second year, direct-admit nursing majors and intended nursing students are supported by an academic advisor within the Department of Nursing Science.

Our goal is to walk alongside you as you plan your academic journey. Students may request access to their advising records at any time. To make the most of your advising appointment, you are encouraged to come prepared with your academic plan updated in Prism and Stellic. These tools are designed to help you stay organized and on track with your degree requirements.

While advisors are here to guide and support you, students are responsible for registering for their own courses through Prism, including required nursing courses. If you are involved in officially sanctioned co-curricular activities or athletics, please share this information with your advisor during the advising process. Open communication helps us work with you to find the best possible schedule. Please note that if this information is not communicated in advance, scheduling accommodations cannot be guaranteed after registration.

## Content Advisory and Trigger Warning

The BSN curriculum includes sensitive topics such as trauma, abuse, violence, mental health, substance use, and end-of-life care. These subjects are integral to nursing education and reflect the realities of clinical practice. Students may experience emotional responses. If needed, you may step away briefly during class or clinical discussions and are responsible for following up on any missed material.

You are encouraged to engage in self-care and to speak privately with your instructor if you anticipate difficulty with specific topics. Faculty can help you explore appropriate support or reasonable adjustments when possible.

Saint Mary's College offers free, 24/7 virtual mental health support through TimelyCare and in-person services through the Health and Counseling Center at 574-284-4805. In case of emergency, call 911 or seek immediate care from a local provider.

## Admission and Progression Policies

### Direct Admission and Intended Majors

The BSN curriculum includes four years of study designed to provide students with a foundation in the liberal arts and the knowledge and skills necessary to function as professional nurses upon graduation. Liberal arts courses serve as prerequisites to, or are taken concurrently with, professional nursing studies and are arranged so that both components are mutually supportive. Students may be admitted to Saint Mary's College as either a "direct-admit nursing major" or as an "intended nursing major" based on a set of high school academic performance criteria.

### Admission to the Major

Regardless of admission status (whether 'direct-admit nursing major' or 'intended nursing major'), all students must meet the following criteria to progress into NURS courses in the second semester of the sophomore year. Only students who have been formally admitted to the nursing major may enroll in NURS-designated courses.

- A minimum cumulative GPA of 2.8
- A minimum prerequisite science GPA of 2.8

The science GPA includes final grades from the following prerequisite courses:

- BIO 141 – Human Anatomy and Physiology I (must earn grade C or higher)
- BIO 142 – Human Anatomy and Physiology II (must earn grade C or higher)
- BIO 216 – Introduction to Microbiology
- BIO 224 – Introduction to Pathophysiology
- CHEM 118 – Integrated General, Organic, and Biochemistry

'Direct-admit nursing majors' who meet the GPA requirements will automatically progress in the nursing major and may register for NURS courses.

'Intended nursing majors' must formally petition for admission during the fall of their sophomore year. A completed major declaration form must be submitted to the Department of Nursing Science office. Formal admission is granted after final grades are posted, GPA requirements are verified, and clinical placement availability is confirmed. Students with 'intended nursing major' status will receive written notification of the admission decision.

Students planning to study abroad during the fall semester of the sophomore year must complete BIO 224 and BIO 216 during the summer prior to departure unless they are participating in approved programs in Cyprus or Puerto Rico, where those courses are offered and accepted for transfer by the Biology Department. Summer science courses are reserved for students studying abroad, retaking a course, or intending to apply to the MSN program. All

other prerequisite science courses must be completed at Saint Mary's College during the academic year.

## Repeating Pre-Requisite Courses Policy

To be eligible for admission or progression into the nursing major, students must first complete all science prerequisite courses at Saint Mary's College on their initial attempt. This means enrolling in the course and receiving a letter grade. A course does not count as having been taken at Saint Mary's if the student withdraws or receives a failing grade. This policy does not apply to transfer students, who are evaluated on a case-by-case basis.

Students must earn a grade of C or higher in both BIO 141 (Human Anatomy and Physiology I) and BIO 142 (Human Anatomy and Physiology II) in order to progress into NURS courses beginning in the second semester of the sophomore year.

To raise their science GPA for progression, students may retake a maximum of two (2) science prerequisite courses in which they earned a grade below B (3.0).

Whenever possible, students are expected to retake prerequisite science courses at Saint Mary's College. When a course is retaken at Saint Mary's, both the original and the retaken grades will be used to calculate the prerequisite science GPA for progression into NURS courses. Both grades are also included in the calculation of the overall GPA, in accordance with College policy.

If a student chooses to retake a prerequisite science course at another institution, they must receive prior approval from the Chair of the Biology or Chemistry Department and the Office of Student Academic Services. In these cases, both the original and the retaken grades will also be used to calculate the prerequisite science GPA for progression. However, grades from other institutions do not affect the overall GPA at Saint Mary's College. The two course grades will instead be manually calculated for the purpose of determining the student's science GPA for progression.

The Department of Nursing Science does not round cumulative or prerequisite GPAs for admission or progression purposes. In alignment with institutional policy, credit hours cannot be earned more than once for a repeated course.

## Acceptance of Transfer Students

Transfer students may be considered for admission on a case-by-case basis, subject to program capacity. Courses completed at other accredited institutions will be reviewed by the Office of Student Academic Services and/or the appropriate academic department to determine transfer credit eligibility and alignment with degree requirements.

## Progression in the Nursing Major

To progress in the nursing major, students must:

- Pass all nursing (NURS) courses with a minimum grade of C (76%) or better.
- Satisfactorily pass the clinical component of each course.
- Complete all course prerequisites.

Satisfactory clinical performance includes successful completion of all critical behaviors and satisfactory completion of objectives on the clinical evaluation tool. Failure to meet clinical requirements—defined as receiving an unsatisfactory or non-passing rating on the clinical evaluation—will result in automatic course failure. In such cases, the highest possible course grade recorded will be a C-. A student who fails the clinical component may attend lectures but is not permitted to take course exams.

A student may repeat a nursing course only once if the recorded grade is a C- or below. A grade of C- or below in the same NURS course taken twice, or in two separate NURS courses, will result in dismissal from the program.

If a nursing student must repeat a course, continued progression in the major is contingent upon course availability, clinical placement capacity, and faculty availability. Students who are “out of sequence with the standard program plan” may not displace students progressing according to the prescribed curriculum and may need to wait until a spot becomes available.

## Out of Sequence with the Standard Program Plan

The faculty of the Department of Nursing Science understands that life circumstances can arise that may affect a student’s ability to follow the standard program plan. We are committed to supporting students through these challenges while maintaining the academic and clinical standards required for safe and effective nursing practice.

Students who are “out of sequence with the standard program plan” are encouraged to complete the prescribed NURS curriculum within 150% of the standard timeframe, calculated from the semester in which they begin NURS coursework. The typical program progression consists of five (5) consecutive semesters of NURS courses, beginning in the spring semester of the sophomore year and continuing through the senior year. A student becomes “out of sequence with the standard program plan” when one of the following events occurs:

- Requests a leave of absence due to extenuating circumstances.
- Requests an alternative plan of study due to extenuating circumstances.
- Earns a grade lower than C- or receives an unsatisfactory rating in any course.

Students in these situations are encouraged to meet with their academic advisor to discuss next steps and ensure appropriate support and planning for continued progress.

## NURS Course Withdrawal Policy

After the five-week drop period, a student may withdraw from a course only with the permission of both the Student Academic Services Office and the course instructor, or on the recommendation of a physician for health reasons. This withdrawal must occur no later than the Friday following midterm break. NURS course withdrawals are not permitted after the Friday following midterm break.

- If the student is passing at the time of withdrawal, or if the withdrawal is physician-recommended, a grade of "W" will be recorded.
- If the student is failing at the time of withdrawal, a grade of "F" will be recorded.

Students who withdraw for medical reasons will be considered out of sequence with the standard program plan and may require additional time to complete the nursing major.

- A student may retake a maximum of two nursing courses from which they withdrew with a recorded grade of "W."
- A student may retake a maximum of one nursing course from which they received a recorded grade of "F."

The College's approved Leave of Absence policy supersedes this withdrawal policy. For questions, students should consult their Nursing Science academic advisor.

## Graduation and Licensure Procedures

After successful completion of the BSN program and conferral of your degree, graduates must complete two critical steps to be eligible to take the NCLEX-RN and obtain licensure as a Registered Nurse (RN):

### Step 1: Apply for Licensure

You must apply for your RN license through your state's Board of Nursing (BON). Each state has its own procedures and requirements, which may include:

- Submission of an online application.
- Completion of a criminal background check and fingerprinting.
- Payment of an application fee.
- Proof of program completion or transcript (see more below).

Important: Review your state's specific application process and deadlines to ensure timely submission. Notify the Nursing Office as soon as possible via the provided Google Form indicating the state in which you are applying for licensure.

### Step 2: Register for the NCLEX

You must also register for the NCLEX-RN through Pearson VUE at <https://www.nclex.com/register.page>.

- The Saint Mary's College school code is US48509800 (may appear as 0485098).
- You will not be authorized to test until your state's BON verifies eligibility and issues your Authorization to Test (ATT).

FAQs about exam scheduling, acceptable ID on test day, and contact information for NCSBN and Pearson VUE are available in the official [NCLEX Fact Sheet](#).

## Documents Required by State Boards of Nursing

States differ in what documentation they require for licensure. Carefully review your state's requirements. There are two commonly required documents:

### 1. Certificate of Program Completion (Completed by the Department of Nursing Science)

Some states require a Certificate of Program Completion to verify that you have met all degree and clinical requirements.

- After your degree is conferred, this form will be completed by the Department of Nursing Science and submitted directly to your State Board of Nursing.
- If your state requires its own form, please provide a copy to the Nursing Office prior to finals week so it can be processed after your graduation.

### 2. Official College Transcript (Completed by the Registrar's Office at the student's request)

Many states also require an official college transcript that reflects your final degree.

- Your college transcript is a different document from the "certificate of program completion."
- You must order your transcript directly through the Registrar's Office: [Request Transcripts](#).
- Do not send transcripts to your home, residence hall, or the Department of Nursing. Transcripts must be sent directly to the Board of Nursing to be considered valid.
- When ordering before graduation, include the note: "Please send the official transcript after the degree is completed."
- If ordering after graduation, do not include that note. Ensure that the transcript reflects your completed degree.
- You must provide the Registrar with the correct mailing or email address of your State Board of Nursing.

Some states may require both the certificate of program completion and the official transcript. It is the student's responsibility to ensure that all required documents are submitted to your state in a timely manner.

## After Graduation

After graduation, please inform the Nursing Office of the following:

- Your NCLEX test date
- Your NCLEX result (pass or did not pass on the first attempt)

This information is important for program records, accreditation reporting, and for supporting future graduates through shared data and trends.

## Essential Requirements and Abilities

The American Nurses Association's *2025 Code of Ethics for Nurses* calls for competent and ethical patient care and charges nurse educators with the responsibility of ensuring that nursing students possess the necessary skills to provide safe and effective care to assigned patients. Accordingly, the safety of both patients and students is a top priority for the faculty of the Department of Nursing Science.

To be admitted to any nursing program at Saint Mary's College, students must:

- Meet all prerequisite admission standards as defined by the College and the Department of Nursing Science.
- Demonstrate the Essential Abilities required for participation in the nursing program, with or without reasonable accommodations

In accordance with Title III of the Americans with Disabilities Act (ADA), Saint Mary's College does not discriminate against qualified individuals with disabilities. Under the ADA, a "qualified individual with a disability" is defined as someone who has a physical or mental impairment that substantially limits one or more major life activities and who, with or without reasonable accommodations, meets the essential eligibility requirements for participation in a program or activity.

Nursing education requires mastery of both academic knowledge and clinical competencies that are essential for safe and effective patient care. Therefore, the Department of Nursing Science has identified a set of Essential Abilities that are fundamental to the practice of professional nursing. These include physical, sensory, cognitive, communication, emotional, and ethical competencies that must be demonstrated consistently in both classroom and clinical settings.

The Essential Abilities are not intended to exclude individuals with disabilities, but rather to ensure that all students, whether or not they require reasonable accommodations, can meet the core requirements of the nursing program in a manner that ensures the safety and well-being of patients, colleagues, and themselves. These standards apply to all students enrolled in undergraduate and graduate nursing programs and align with professional, ethical, and legal standards governing nursing education and licensure.

Students who are unable to meet these Essential Abilities, even with reasonable accommodations, may be deemed ineligible to continue in the nursing program in accordance with applicable federal, state, and institutional policies.

### Essential Abilities Certification Requirement

In order to participate in clinical courses and meet program expectations, all nursing students must be certified by a licensed physician or advanced practice healthcare provider as capable of performing the Essential Abilities outlined below, with or without reasonable accommodations.

This certification affirms that the student possesses the physical and mental capacity to meet the core competencies required for clinical nursing practice, based on observable and documentable behaviors related to emotional and cognitive stability, sound judgment, and conduct. Certification must be documented on the designated health clearance form prior to the start of clinical rotations and updated as required by the Department of Nursing Science.

In addition, upon being admitted to or progressing within the nursing major, the student will sign an acknowledgment form as part of a document packet, certifying that they have read, understood, and meet the Essential Abilities, with or without reasonable accommodation. This acknowledgment is electronically signed and uploaded to Typhon.

### In-Person Attendance

Regular attendance in all classroom and clinical experiences is essential to the development of safe, competent nursing practice. Consistent participation provides the foundation for learning, skill development, and professional accountability. Attendance expectations are designed to support both student success and patient safety. Further details regarding attendance requirements, including specific course policies, will be outlined in the course syllabus.

### Essential Physical and Environmental Abilities

The nursing student must be able to:

- Safely function in healthcare environments that may contain allergens, infectious or communicable diseases, and hazardous substances.
- Demonstrate sufficient fine motor skills, hand-eye coordination, physical health, and stamina to safely perform nursing interventions. This includes, but is not limited to, preparing and administering medications; lifting, bending, twisting; pushing and pulling patients and equipment; performing CPR (relocating the patient, delivering chest compressions, and providing manual ventilation); and standing or walking for extended periods, including during 8- to 12-hour shifts.

### Essential Communication Abilities

The nursing student must be able to:

- Interact appropriately and communicate effectively with patients, peers, faculty, and interdisciplinary team members from diverse backgrounds.
- Demonstrate proficiency in verbal, nonverbal, and written communication, including use of computing and health information technologies. Communication must be clear, timely, and responsive in both routine and emergent clinical settings.

### Essential Intellectual/Cognitive Abilities

The nursing student must be able to:

- Accurately identify, assess, and synthesize data related to patient care.
- Engage in critical thinking and clinical reasoning to develop safe, evidence-based plans of care that align with the student's current educational level.
- Apply appropriate mathematical and computational skills to ensure safe medication administration and care delivery.

### Essential Sensory Abilities

At a functional level and with or without accommodations, the nursing student must be able to:

- Vision: Accurately assess patients and the clinical environment and read instructional and clinical documentation.
- Touch: Interpret tactile information obtained during physical assessments, including temperature, texture, shape, and vibration.
- Hearing: Hear normal and abnormal body sounds using a stethoscope, respond to verbal communication, detect alarms and emergency signals, and engage in phone conversations.
- Smell: Recognize odors related to infection, metabolic changes, or environmental hazards.

### Essential Behavioral/Emotional Health Abilities

The nursing student must:

- Possess the emotional stability necessary to exercise good clinical judgment and maintain professional behavior under stress.
- Demonstrate adaptability, resilience, and appropriate self-regulation in rapidly changing environments.
- Maintain a respectful and professional demeanor in all interpersonal interactions, including with peers, faculty, patients, and members of the healthcare team.
- Appropriately manage personal emotions, boundaries, and reactions in challenging clinical situations.  
Engage in reflective practices and seek support or supervision when needed to ensure safe and ethical care.
- Recognize personal limitations and seek guidance or assistance when clinical judgment may be affected by emotional or psychological factors.
- Adhere to institutional policies regarding substance use and impairment, including timely reporting of any condition that may compromise safe practice.

### Essential Ethical Abilities

The nursing student must demonstrate the behavioral and emotional capacity necessary to:

- Consistently act in accordance with professional standards, including honesty, accountability, and responsibility in classroom and clinical environments.
- Exercise sound moral and professional judgment in a manner appropriate to the student's level of education and clinical responsibility.
- Maintain emotional stability and behavioral reliability sufficient to uphold ethical and legal standards, protect patient confidentiality, and respond appropriately in stressful or ethically complex situations.
- Respect the dignity, rights, and cultural values of all individuals and deliver care that is compassionate, nonjudgmental, and professional.
- Avoid conduct that compromises patient safety or violates institutional, legal, or ethical guidelines.

### Essential Judgment Abilities

The nursing student must:

- Prioritize clinical tasks and patient needs in both routine and emergent situations. Demonstrate safe, evidence-based decision-making and timely intervention in patient care.

### Essential Abilities Procedures

The Essential Abilities criteria are shared with all nursing students and made available on the Saint Mary's College Department of Nursing Science website. These criteria are designed to support student success and ensure the safety and well-being of patients, peers, and the student nurse.

Students admitted to Saint Mary's College nursing programs, and applicants who accept an offer of admission, must sign a letter of agreement confirming that they have read and understand the requirement to meet the Essential Abilities criteria, with or without reasonable accommodations. Students who are uncertain about their ability to meet these expectations are encouraged to reach out to the Accessibility Resource Office (ARO), where they will be supported in exploring potential accommodations.

In accordance with Title III of the Americans with Disabilities Act (ADA), faculty are prohibited from inquiring about disabilities. It is the student's responsibility to initiate contact with the ARO to request accommodations and to comply with the procedures outlined by that office.

Approved accommodations become effective on the date established by the ARO and are not applied retroactively. Additional accommodations beyond those approved by the ARO cannot be granted by faculty.

Faculty are responsible for assessing whether students are meeting the Essential Abilities. When needed, faculty may request consultation from qualified professionals. Students are responsible for any costs associated with such consultations.

If, at any point, a student is unable to meet the Essential Abilities criteria, with or without reasonable accommodations, their academic progress may be temporarily paused. The student will be given an opportunity to demonstrate their ability to meet the Essential Abilities within a defined timeframe.

A student who is unable to demonstrate these criteria, even with reasonable accommodations, may be dismissed from the program. This decision is made with great care, in accordance with institutional, state, and federal policies, and with the student's well-being and the safety of others in mind. Students have the right to appeal such decisions through the Saint Mary's College appeals process.

## Accessibility Resource Office

Saint Mary's College is committed to fostering an inclusive learning environment and providing equitable access to education in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Students with documented disabilities may be eligible for reasonable academic accommodations.

If you have previously received accommodations or believe you may qualify, you are strongly encouraged to contact the Accessibility Resource Office (ARO) at [aro@saintmarys.edu](mailto:aro@saintmarys.edu) as early as possible to schedule an appointment. The ARO coordinates accommodations and issues an official accommodation letter to your instructors each semester.

It is the student's responsibility to:

- Provide the accommodation letter to each instructor in a timely manner.
- Notify the faculty member of the official letter of documentation issued by the ARO.
- Meet with the faculty member to discuss the accommodations.
- Faculty are not permitted to implement accommodations without official documentation.

Important: Accommodations are not retroactive and may take time to implement. Prompt communication with the ARO ensures timely and appropriate support.

## BSN Academic Policies

### BSN Grading Scale

Letter Grade	Score	Grade Point Average (GPA)
A	95-100	4.0
A-	91-94	3.67
B+	88-90	3.33
B	85-87	3.0
B-	82-84	2.67
C+	79-81	2.33
C	76-78	2.0 Passing Minimum
C-	72-75	1.67
D+	69-71	1.33
D	63-68	1.0
F	62 and below	0.0

### Course Passing Policy

Nursing students must achieve a minimum average of 76% (a grade of C) on all theory exams, including the final exam, to pass the majority of NURS courses. This requirement will be clearly outlined in the course syllabus when applicable. Please note that grades are not rounded (e.g., a grade of 75.9999% is not rounded to 76%). Students with a midterm exam average below 76% will receive a Deficiency Notice to formally document the concern and support early intervention.

If a student's exam average is below 76%, non-exam components (e.g., written assignments, presentations, etc.) will not be included in the final grade calculation. In such cases, the highest final course grade that can be recorded is C-, regardless of total points earned. The minimum passing grade in the nursing major is a C, and all course scores are considered absolute.

While this 76% exam average policy applies to the majority of NURS courses, a small number of courses may opt out of this requirement due to the nature of their assessments. These exceptions will be clearly communicated in the course syllabus.

To encourage student growth and transparency, faculty may use a Student Success Plan to address academic concerns, including exam performance. This form is intended as a supportive communication tool, not a punishment. Meeting with your professor to complete a Success Plan helps clarify expectations, identify available academic resources, and set clear goals for

improvement. In some cases, a Probationary Learning Contract may be implemented to provide additional structure and support.

A clinical failure—defined as receiving an unsatisfactory or non-passing rating on the clinical evaluation—constitutes automatic course failure, regardless of theory exam performance. The highest final grade awarded in such cases will be a C-. Students who fail the clinical component may continue attending lectures but will not be permitted to take course exams for the remainder of the semester.

## Incomplete Grade Policy

A grade of Incomplete is used to respond to a crisis that impairs a student's ability to finish a semester that they have otherwise been progressing in throughout the semester. A student must have completed at least 70% of the work in the course and must have demonstrated the ability to complete the coursework independently within the first 30 days of the following semester. If the coursework is not completed within this timeframe, a grade of F will be assigned.

A faculty member may not assign an Incomplete grade to a student who:

- Has not completed at least 70% of the coursework, or
- Has not made satisfactory progress during the semester.

Depending on the prerequisite requirements, receiving an Incomplete grade in this course may affect your ability to enroll in subsequent courses, which could delay your graduation. Students are responsible for consulting with the Financial Aid Office to determine how an Incomplete grade may impact their financial aid or billing. You are also encouraged to speak with your instructor and academic advisor so we can help you plan next steps and support your continued progress.

## NURS Course Grade Appeal

When a student believes that a final course grade is unjustified, the student must first discuss the grade with the course professor. If the student and instructor cannot resolve the issue, the student may consider a formal appeal of the grade. Grounds for appeal include an error in grading procedures or inequity in the application of policies stated in the course syllabus. A disagreement with the professional judgment of the professor is not a valid basis for appeal and will not result in a change of grade.

If, after consulting with the professor, the student believes there is sufficient reason to appeal the final grade, the student may submit a formal written appeal to the Admission, Progression, and Graduation (APG) Committee. The written appeal should include the following components:

- A brief summary of the conversation with the professor.

- A clear statement of the grounds for appeal, addressing an error in grading procedures or inequity in the application of the policies stated in the course syllabus.
- Documentation that supports the claim of a grading error or inequity.

Due to the impact on program progression, the student must email the appeal to the APG Committee ([smcapg@saintmarys.edu](mailto:smcapg@saintmarys.edu)) within seven (7) business days of the final grade due date. Appeals submitted beyond this deadline will not be considered.

Once the APG Committee has reviewed the appeal, the student will receive a decision within seven (7) business days. If the student is unsatisfied with the decision, a second appeal may be submitted to the Director of Nursing Science within seven (7) business days, addressing the same points as above. The director will review the appeal within five (5) business days and issue a final decision.

If the student wishes to appeal the director's decision, the appeal must then be submitted to the Dean of Student Academic Services.

## Academic Honesty & Plagiarism Policy

Students are required to abide by the College's Statement on Academic Honesty and Plagiarism, as well as the Department of Nursing Science's Plagiarism Policy and Honor Code.

Plagiarism is defined as using another person's work without proper attribution and is considered academic fraud. This includes copying text, ideas, or data and presenting them as one's own. Faculty reserve the right to use plagiarism detection software to evaluate student submissions.

A first offense of plagiarism or academic dishonesty, including unauthorized use of materials or assistance during assignments or exams, will result in a zero for the assignment or exam and a probationary contract placed in the student's permanent file with the Dean of Academic Services.

A second offense will result in automatic course failure and may lead to dismissal from the nursing program.

## Use of Generative Artificial Intelligence (AI)

The uncredited use of AI tools such as ChatGPT is considered academic dishonesty and will be treated as plagiarism. While AI may be used in limited, instructor-approved ways such as brainstorming, outlining, or proofreading, all submitted work must reflect the student's own original thinking and writing. Students must use real, verifiable sources when citing information.

## Dismissal from the Nursing Major

The Department of Nursing Science reserves the right to dismiss any student from the nursing major whose academic performance, integrity, or behavior fails to meet professional standards or is inconsistent with the expectations of the nursing profession. These standards are guided by the American Nurses Association's *2025 Code of Ethics for Nurses*.

Grounds for dismissal may include, but are not limited to:

- Earning a grade of C- or below in the same NURS course twice, or in two separate NURS courses.
- Failing to satisfactorily complete the clinical component of a course.
- Demonstrating unsafe clinical practice, including behaviors that jeopardize patient safety or violate clinical agency policies.
- Refusal by a clinical agency to allow the student to complete clinical hours due to violations of agency rules, policies, or expectations.
- Inability to meet the essential abilities required for nursing practice, which interferes with the student's capacity to complete required course or clinical experiences, even with reasonable accommodations.
- Violations of academic integrity, including plagiarism or cheating.
- Breach of patient confidentiality, including unauthorized access, printing, photocopying, or photographing of medical records.  
Unprofessional conduct in any academic or clinical setting, including during pre-assessment.
- Refusal to comply with drug or alcohol testing policies; such refusal will be considered a positive test result.
- Failure to disclose a criminal arrest or situation (including operating while impaired—OWI) to the Director of Nursing prior to the next clinical day.
- Violations of the Saint Mary's College Honor Code.

*This list is not exhaustive. The Department of Nursing Science is committed to upholding the integrity of the nursing profession and ensuring safe, ethical, and competent care through high academic and behavioral standards.*

Students who are dismissed from the nursing major will continue to receive support in identifying a new academic path at Saint Mary's College. The Student Academic Services (Advising Office) is available to assist with exploring other majors that align with the student's interests, strengths, and goals.

Dismissals are subject to the College's formal appeal process, as outlined in the Saint Mary's College Bulletin.

## Appeal of Dismissal from the Nursing Major

Students have the right to appeal a dismissal from the nursing major if new, substantive information becomes available that was not considered at the time of the original decision. The appeal process allows for a fair and thorough review of relevant circumstances and ensures alignment with institutional procedures and academic standards.

The written appeal must include:

- A detailed explanation of any extenuating circumstances that contributed to the academic difficulty.
- A clear, action-oriented plan that outlines how the student intends to meet academic expectations if the appeal is granted.

To be eligible for review, the appeal must be submitted in writing via email to the Admission, Progression, and Graduation (APG) Committee at [smcapg@saintmarys.edu](mailto:smcapg@saintmarys.edu) within 7 business days of the final grade due date. Appeals submitted after this deadline will not be considered.

The APG Committee will review the appeal and issue a written decision within 7 business days.

If the student disagrees with the decision, they may submit a second written appeal to the Director of the Department of Nursing Science within 7 business days of receiving the committee's decision. The appeal must address the same components noted above. The Director will issue a decision within 5 business days.

If the student wishes to contest the Director's decision, they may submit a final appeal to the Dean of Student Academic Services.

Students are encouraged to consult with their academic advisor during this process to ensure full understanding of the policy and support in submitting a complete appeal.

## Financial Impact

It is the student's responsibility to consult with the Student Accounts Manager and the Financial Aid Office regarding any changes to tuition charges or financial aid eligibility that may result from retaking prerequisite courses, being out of sequence with the standard program plan, taking a leave of absence, dismissal from the major, or any other circumstance that affects the student's planned progression in the nursing program. Early communication with these offices is strongly recommended to ensure students are fully informed of any financial implications.

## Testing Policy

### Course Exams

Course exams are weighted according to the grading policy outlined in the course syllabus. Each exam includes at least three questions from the assigned readings that cover content not discussed in class. In some courses, students may also be required to complete a standardized exam (e.g., HESI) as part of the evaluation process. If applicable, information about whether the standardized exam contributes to the final grade will be included in the syllabus.

Students are expected to follow the Department of Nursing Science Test-Taking Policy. Failure to adhere to testing procedures or exhibiting behavior suggestive of academic dishonesty will result in the immediate termination of the exam, a possible grade of zero (0), and formal reporting. Such incidents will be documented and reported to the Nursing Admission, Progression, and Graduation (APG) Committee and may also be referred to the Office of Academic Affairs in accordance with the College's Academic Honesty Policy. Consequences may include course failure and/or additional disciplinary action. These policies are intended to maintain a fair and respectful testing environment for all students.

### On Exam Days

- Arrive early to class.
- Turn off all phones, iPads, and other Wi-Fi-enabled devices (must be powered off completely—not just on airplane mode) and remove smartwatches. Place all electronic devices in your backpack.
- Place non-testing items (e.g., backpacks, cell phones, smartwatches, water bottles) at the front of the classroom.
- Textbooks, notes, calculators, or any other resources are prohibited unless explicitly permitted by the instructor. It is the instructor's discretion whether a calculator may be used.
- During the exam, and at the discretion of the faculty member, students may use one piece of blank paper (provided by the instructor) and a pen or pencil. Even if unused, this paper must be labeled with the student's name and returned at the end of the exam.
- Baseball caps and hoodies are not permitted. Sleeves must be rolled up, and the instructor must verify that nothing is written on the student's arms.
- Communication (verbal or nonverbal) with other students during the exam is strictly prohibited. Students must keep their eyes on their own work.
- Once the exam has begun, students may not leave the room. If a student leaves, they will not be permitted to resume the exam.
- Students may not ask questions or seek clarification about exam content or vocabulary during the test. Any questions or concerns should be emailed to the faculty member immediately after the exam.

- Faculty may walk around the room and/or assign specific seating to ensure a secure testing environment.
- Exams are not returned to students.

## Review of Exams

After grading is complete, students may review their exams by scheduling an appointment during the instructor's office hours. Faculty will not engage in debates about test questions during exam reviews. Students are expected to interact respectfully and professionally during these sessions.

To challenge an exam item:

- Students must submit supporting evidence for the proposed answer within seven (7) business days of the exam date.  
Supporting evidence must come from assigned or recommended course materials.
- The response must be typed in APA format with citations and submitted within three (3) business days of the scheduled exam review appointment.
- The faculty member retains final authority to determine whether credit will be awarded and how many points will be assigned. Decisions will be based on the validity of the rationale and alignment with course content, ensuring consistency and academic fairness.

## Standardized Testing

The HESI Exit Exam is a standardized, computer-based test administered in most NURS courses as part of the evaluation process. It is designed to assess a student's readiness for the NCLEX-RN and is a reliable predictor of licensure exam success. The exam covers essential nursing content and helps identify areas needing further review. Satisfactory performance on the HESI is required for graduation and supports student preparation for safe and effective professional practice.

## Advanced Writing Proficiency Policy

Advanced Writing (W) Proficiency is assessed within the nursing major during the senior year. Nursing majors enrolled in 400-level nursing courses in either the fall or spring semester must register for NURS 998: Advanced W Proficiency during the fall semester of that academic year. Students are expected to earn a grade of "Pass" by the end of the fall semester. Assignment criteria are distributed during the spring semester of the junior year to allow adequate time for preparation.

To pass the Advanced W Proficiency Portfolio, students must meet the passing criteria outlined in the grading rubric. The final grade is recorded in Banner as Pass/Fail. Students who do not meet the passing criteria will receive a grade of Incomplete (I) and will have 30 days from the

start of the spring semester to revise and resubmit their portfolio to achieve a passing score. Failure to meet this deadline will disqualify the student from being a degree candidate in that academic year.

## Comprehensive Examination

Satisfactory completion of a comprehensive examination is required for all nursing majors. The Comprehensive Exam, administered during the student's final semester, is a computerized HESI exam designed to predict NCLEX-RN performance. Students must register for NURS 495 and NURS 999 during this semester and meet specific eligibility criteria prior to taking the exam. Additional details will be provided at the beginning of the final semester.

## Medication Calculation Proficiency

Safe medication administration is a critical clinical skill. Students may not administer medications until they have demonstrated 100% proficiency on the medication calculation exam. If a student does not pass on the first attempt, they must retake a comparable exam and achieve 100%. A third attempt may be allowed at the discretion of the faculty. Failure to demonstrate this competency will result in an unsatisfactory clinical evaluation and course failure.

## Professional Conduct

### Professional Expectations

Nursing is a practice-based profession rooted in both the art and science of caring. Becoming a nurse requires commitment, discipline, and compassion—not only for others, but also for yourself. As you grow into your professional role, your daily habits and behaviors will shape the kind of nurse you become.

To support your success, it is important to set aside dedicated time for study and preparation. As a general guide, for every hour of classroom instruction, you should plan to spend at least three hours studying outside of class. For instance, a 3-credit course typically requires a minimum of 9 hours of study time per week. Investing in this time now will build your confidence and competence for clinical practice.

To promote your learning and professional growth, we expect students to demonstrate professionalism by:

- Being punctual and attending all scheduled classes, clinicals, and seminars
- Notifying the professor in advance of any absences
- Turning off cell phones and other devices during class and clinical sessions
- Checking Blackboard and email regularly for faculty communication
- Completing all assigned readings
- Taking notes in class and engaging actively during class
- Practicing nursing skills in the lab
- Preparing for patient care according to course guidelines
- Bringing all required materials to class and clinical
- Submitting all the required assignments on time
- Respectfully engaging with diverse perspectives and opinions, whether expressed verbally or in writing.
- Incivility, intolerance, hate speech, abusive behavior, and dishonesty are considered professional misconduct and will not be tolerated.

If you find yourself struggling to meet these expectations, please know that we are here to support you. A pattern of not meeting expectations will result in a Student Success Plan as an initial communication step. Continued unprofessional behavior will progress to a Probationary Learning Contract, and your ability to pass the course may be at risk. These steps are intended to support your success and help ensure you are fully prepared for the responsibilities of nursing practice.

### Class Attendance

Regular attendance is a key component of your success and a demonstration of professional behavior. We recognize that life can be unpredictable. If you are experiencing an illness or

personal circumstance that may impact your performance, please contact your professor as soon as possible, including clinical faculty when applicable.

If you are unable to attend class, please notify the faculty at least 30 minutes prior to the start of class via college email, text, or voicemail. While advance notice is appreciated, it does not automatically excuse the absence. Excused absences are granted only through the Academic Advising Office and require documentation for illness or participation in verified college-sponsored activities such as athletics or choir.

Your presence matters to your learning, your peers, and your future role as a professional nurse. It is your responsibility to catch up on all material and information presented during any missed class session. Repeated tardiness or absences may result in a Probationary Learning Contract, which could jeopardize your standing in the course.

Note on virtual attendance: College policy does not permit any course to be streamed for an entire semester under any circumstances. However, if you must miss class due to an extended illness or emergency, temporary streaming (HyFlex) may be available with prior approval from the Academic Advising Office. Contact Pam Hardig at [phardig@saintmarys.edu](mailto:phardig@saintmarys.edu) to request approval. Documentation is required for any situation that results in an extended absence from campus. While approved students may stream the class, this does not fulfill the course's in-person attendance requirement. Please contact your professor for the appropriate streaming access.

## Clinical Attendance

Students who arrive at clinical more than 15 minutes late, or who arrive after the official agency start time of the shift, will not be permitted to participate in clinical that day. This will be considered an unexcused absence and is subject to the make-up policy outlined in the BSN Handbook.

## Recording of Class or Lectures

To maintain a respectful and confidential learning environment, recording of class sessions is not permitted. If you have a formal ADA accommodation for recording lectures, you must provide documentation from the Accessibility Resource Office (ARO) and meet with the instructor to discuss appropriate use.

Students using Glean software as part of an approved accommodation must also sign the Saint Mary's College Recording Agreement with the course faculty before using the tool in class.

Please note that recordings of live or pre-recorded class sessions (including those shared in a HyFlex or online format) may not be copied, distributed, or shared under any circumstances. These materials are provided for your individual learning only and must be treated with academic integrity and professionalism.

## Use of Cell Phones

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

Students are prohibited from taking photographs inside healthcare facilities. This includes photographs of patient information, patients and their families, staff, student colleagues, or selfies.

## Social Media

The following guidelines are established to protect patient confidentiality, maintain professional standards, and comply with legal and ethical obligations in the use of social media:

- **Confidentiality and Privacy:** Nurses have a legal and ethical obligation to protect patient confidentiality at all times. The transmission of any patient-related images or information via electronic media is strictly prohibited if it can reasonably be anticipated to violate a patient’s right to privacy or confidentiality, or if it would degrade, embarrass, or otherwise harm the patient.
  - **Information Sharing:** Do not share, post, or disseminate any information—including images—gained through the nurse-patient relationship unless it is required for patient care or legally mandated. This applies even when the patient is not explicitly named. Privacy settings on social media platforms do not provide sufficient protection and are not a substitute for compliance with confidentiality standards.
  - **Identification and Disparagement:** Do not identify patients by name or share information that could lead to their identification. Refrain from referring to patients in a disparaging or demeaning manner under any circumstances.
  - **Use of Devices:** Do not take photos or videos of patients using personal devices, including smartphones. Follow institutional policies when using employer-provided equipment for treatment or clinical documentation purposes.
  - **Professional Boundaries:** Maintain professional boundaries in all electronic communications. Online interactions with current or former patients can blur the distinction between personal and professional relationships and must be avoided. Nurses must enforce professional boundaries, even if the patient initiates contact.
  - **Employer Policies:** Comply with all policies regarding the use of employer-owned computers, cameras, electronic devices, and personal devices in the workplace. Seek guidance from supervisors or institutional leadership when unsure about appropriate conduct regarding social media or work-related content.
  - **Reporting Violations:** Promptly report any known or suspected breaches of patient privacy or confidentiality.
- Workplace Conduct:** Do not post disparaging remarks about the College, clinical agencies, faculty, staff, or peers. Avoid making threatening, harassing, profane, obscene,

sexually explicit, racially offensive, homophobic, or otherwise inappropriate comments online.

- Representation: Do not post content or speak on behalf of the College, clinical agencies, or other employers unless you are explicitly authorized to do so and are in compliance with relevant policies.

Violation of this policy may result in disciplinary action, including dismissal from the program, and may carry legal consequences under HIPAA and other applicable regulations beyond the college.

Adapted from the National Council of State Boards of Nursing (NCSBN), *A Nurse's Guide to the Use of Social Media* ([https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf))

## Civility, Communication, and Respect

Consistent with the values of Saint Mary's College, the American Nurses Association (ANA) Code of Ethics for Nurses, and the Essential Abilities, all nursing students are expected to demonstrate professional behavior rooted in civility, mutual respect, and professional communication. This includes respectful and inclusive interactions with peers, faculty, preceptors, clinical staff, and patients in all academic and clinical settings. Communication must be clear, concise, and constructive, and must not include harassment, demeaning language, intolerance, hate speech, or deceitful behavior. Students are expected to bring course-related concerns directly to the lead faculty member in a timely and respectful manner. Class attendance, preparation, and active participation are essential components of professional conduct and reflect a commitment to learning and collaboration.

The Department of Nursing Science is committed to cultivating a safe and inclusive learning environment. Disruptive, abusive, or unprofessional behavior—whether verbal, non-verbal, or written—constitutes professional misconduct and will not be tolerated. Students who exhibit uncivil behavior may receive a Student Success Plan, a probationary learning contract, or be subject to further disciplinary action, including removal from clinical placement or dismissal from the program. While these policies are enforced to uphold academic and clinical standards, students are encouraged to seek support and guidance in developing effective communication skills and navigating challenges with professionalism and integrity.

## Communication

Saint Mary's College email is the official means of electronic communication between students and faculty. As part of your professional responsibility, students are expected to check their Saint Mary's email and Blackboard daily. It is essential to monitor these platforms regularly and respond to faculty messages in a timely and respectful manner.

Faculty strive to respond to student emails within 48 hours. If a response is not received within that timeframe, students are kindly encouraged to follow up with a courteous reminder. Emails

received over the weekend may be answered on the next business day unless otherwise specified by the faculty member.

If a faculty member shares a cell phone number for course- or clinical-related communication, calls or text messages should be reserved for academic purposes and sent only during standard working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), unless the matter is a course-related or clinical emergency occurring outside of these times. Faculty may provide additional guidance regarding their individual communication preferences.

## Guidelines for Professional Communication and Conflict Resolution

When a question or concern arises related to a course, students are expected to first address the matter directly with the instructor involved. Approaching concerns in a respectful, solutions-oriented manner demonstrates professionalism and supports a collaborative learning environment. Students are encouraged to:

- Clearly and calmly state the issue, including relevant facts
- Avoid assumptions, accusations, or emotionally charged language
- Allow space for the faculty member to share their perspective
- Collaboratively explore possible resolutions

If the concern remains unresolved after speaking with the instructor, the student should next contact the course lead faculty member (if different from the instructor). If the issue is still not resolved, the student should bring the concern to the BSN Program Director.

If the matter continues to be unresolved or involves broader programmatic issues, the next step is to contact the Chair and Director of the Department of Nursing Science.

Following this communication pathway—Instructor → Course Lead → BSN Program Director → Department Chair—ensures that concerns are addressed at the appropriate level and promotes mutual respect, transparency, and professionalism. The Department is committed to supporting students while maintaining high standards for professional and respectful dialogue.

## Clinical Policies

Clinical experiences occur across a variety of institutions and community settings. Nursing students are expected to uphold the highest standards of professionalism, safety, and accountability throughout all clinical placements, as outlined below.

### CPR Certification

All nursing students must maintain current CPR certification through the **American Heart Association** (AHA). The required course is the AHA Basic Life Support (BLS) for Healthcare Providers, which includes AED training and a hands-on skills check-off using a manikin. Courses such as the AHA HeartSaver are not acceptable.

Certification must remain current for the duration of your clinical coursework. A copy of the CPR certification card must be submitted to the Department of Nursing Science. Clinical affiliates do not accept BLS certification from other organizations. Students without valid AHA BLS certification will not be allowed to participate in clinical experiences.

### Professional Conduct in Clinical Settings

Students are required to adhere to both the Saint Mary's College Code of Student Conduct and the ANA Code of Ethics for Nurses. This includes maintaining a professional demeanor, being prepared, and practicing safely.

Students must also comply with the conduct and attire expectations of each clinical agency. Instructors may remove a student from the clinical setting if their behavior or preparedness poses a risk to patient safety or violates professional standards (e.g., arriving unprepared or administering medications without knowledge).

### Accountability

Students are responsible for all professional behavior and course expectations described in each clinical syllabus. Under no circumstances may students accept verbal or telephone orders from healthcare providers.

### Confidentiality

Maintaining patient confidentiality is a legal and ethical obligation. Before clinicals each year, students must complete HIPAA training and sign a confidentiality agreement. See the appendix section of this handbook for more information on the yearly module you are required to complete for HIPAA training.

## Dress Code

To maintain a professional image and promote patient safety, nursing students are expected to adhere to the clinical dress code outlined below. These standards were developed in collaboration with our clinical partners and reflect the expectations of healthcare settings where you will provide care.

- Navy blue scrubs are required for sophomore-level laboratory courses and inpatient clinical sites.
- The official nursing uniform (embroidered top, pants, and lab coat) must be worn beginning junior year and should be purchased through the Saint Mary's Bookstore.
- White leather shoes with white laces are required (canvas, open-toe, or open-heel shoes are not permitted).
- Students must wear a name badge, carry a stethoscope, and wear a watch with a second hand during all clinical and pre-assessment experiences.
- A white lab coat is optional unless specified by the clinical site of the faculty member.
- Hoodies, sweatshirts, or other outerwear are not allowed over the uniform.
- Hair longer than shoulder-length must be tied back neatly and securely.
- Jewelry should be minimal—only small stud earrings are permitted.
- Fingernails must be short, clean, and natural. Artificial nails of any kind are not permitted. Nail polish, if worn, must be clear or light-colored and chip-free.
- Strong fragrances (perfume or cologne) should not be worn, and makeup should be simple and professional.
- Community health placements and clinical observations may have additional or different dress expectations. Please refer to the course syllabus for specific guidelines.

## Eating in Patient Care Areas

Eating and drinking are not permitted in any patient care areas. Gum chewing is also prohibited during clinical hours.

## Clinical Pre-Assessment

Certain clinical rotations require pre-assessment of assigned patients prior to the clinical experience. Students must wear the designated nursing uniform during pre-assessment and conduct themselves professionally at all times. Nursing care is not permitted during pre-assessment. Printing, photocopying, or photographing any part of a patient's medical record is strictly prohibited and constitutes a breach of patient confidentiality. Such violations may result in clinical failure and dismissal from the program.

## Transportation

Students are responsible for arranging their own transportation to and from all assigned clinical agencies.

## Clinical Evaluation

Professionalism is foundational to nursing practice. As a nursing student, you are expected to demonstrate the essential abilities and professional behaviors outlined in the American Nurses Association (ANA) Scope and Standards of Practice and the American Association of Colleges of Nursing (AACN) Essentials (2021) throughout all clinical experiences. These standards and competencies support your growth into a safe, competent, and compassionate nurse.

The ANA Scope and Standards of Practice outline the following expectations for professional nursing performance: assessment, diagnosis, outcomes identification, planning, implementation, evaluation, ethics, advocacy, respectful and equitable practice, communication, collaboration, leadership, education, scholarly inquiry, quality of practice, professional practice evaluation, resource stewardship, and environmental health. These standards provide a framework for the professional behaviors expected during your clinical experiences and are reflected in the Clinical Evaluation Tool used to assess your performance.

Clinical performance is assessed across the following six core competency areas, derived from the AACN Domains and aligned with the ANA Scope and Standards of Practice:

- Person-Centered Care: Delivers holistic, equitable care that respects and responds to individual preferences, values, and needs across diverse populations and settings.
- Interprofessional Partnerships: Collaborates effectively within nursing and interprofessional teams, demonstrating mutual respect, open communication, and shared decision-making to improve outcomes.
- Evidence-Based Practice: Applies the best available evidence, clinical expertise, and person/family values to inform nursing judgment and improve health care delivery.
- Quality and Safety: Uses data, quality indicators, and improvement science to evaluate care processes and outcomes, promoting a culture of safety and continuous improvement.
- Systems-Based Practice: Demonstrates an understanding of health care systems, policies, and organizational structures to minimize risk and optimize patient and provider safety.
- Informatics and Technology: Uses digital tools, data, and technology to support clinical decision-making, enhance communication, reduce errors, and manage health information effectively.

The six core competencies are further supported by eight AACN integrative concepts, which serve as key themes guiding how students think and act across diverse clinical settings. These include:

- Clinical Judgment: Applies clinical judgment by integrating nursing knowledge, evidence, and critical thinking to interpret information and make informed, patient-centered decisions that promote safe and effective care across diverse settings.

- **Communication:** Demonstrates intentional, respectful, and effective communication across diverse modalities to foster mutual understanding, trust, and collaboration within interprofessional teams and care environments.
- **Compassionate Care:** Demonstrates compassionate care by recognizing vulnerability, responding with empathy and respect, and engaging in meaningful actions that honor the dignity and values of individuals and communities.
- **Diversity, Equity, and Inclusion (DEI):** Demonstrates a commitment to diversity, equity, and inclusion by acknowledging and valuing individual and population differences, promoting inclusive environments, and addressing structural and systemic barriers to health and well-being.
- **Ethics:** Applies ethical principles and professional integrity to promote autonomy, justice, and the well-being of individuals and communities, while advocating for equitable care and addressing moral challenges in practice.
- **Evidence-Based Practice:** Demonstrates a spirit of inquiry and commitment to lifelong learning by integrating best evidence, clinical expertise, and client values to inform culturally responsive, safe, and effective nursing care.
- **Health Policy:** Demonstrates policy awareness and professional responsibility by using time and resources efficiently, prioritizing care needs, and recognizing how organizational decisions and policies impact health outcomes and nursing practice.
- **Social Determinants of Health:** Demonstrates understanding of how personal, social, economic, and environmental factors influence health and health outcomes, and applies this awareness to promote equity and improve access to care across diverse settings.

Together, these frameworks guide how your clinical performance is observed, assessed, and supported, helping you grow into a reflective, safe, and effective nurse in today's complex health care environments. Your clinical performance will be evaluated by the clinical faculty member using the Clinical Evaluation Tool.

- To pass the clinical component, you must demonstrate safe and competent care and receive a performance rating of Satisfactory (S) or Accomplished (A) on all clinical outcome statements.
- A student who does not achieve an S or A on one or more outcomes will receive an Unsatisfactory rating for clinical and a maximum final course grade of C-.
- Falsifying clinical attendance, documentation, or paperwork will result in failure of the clinical component and the entire course (F grade).
- If a student fails the didactic (theory) portion but passes the clinical component, the clinical must be repeated when the student retakes the course.
- All clinical hours—direct care, simulation, seminar, and observation—must be completed as outlined in the syllabus. All required clinical assignments must also be completed to pass the clinical component.

## Make-Up of Clinical Hours

Make-up hours that occur outside the regular clinical schedule require special coordination with clinical instructors, often on an individual basis. The rate for make-up supervision is \$50 per hour, and the cost is the responsibility of the student. Make-up opportunities are subject to clinical site availability and faculty supervision.

Students who arrive at clinical more than 15 minutes late, or after the official agency start time, will not be permitted to participate in clinical that day. The student will be sent home, and the missed clinical time must be made up.

Students who arrive unprepared for clinical, including inadequate patient pre-assessment preparation, will be dismissed from the clinical site and required to make up the missed time.

Students who are ill should not attend clinical. Those who arrive visibly ill or become ill during the clinical shift will be sent home and required to make up the missed hours.

Students must demonstrate satisfactory progress toward clinical competencies before make-up hours are approved. If clinical hours are not completed by the end of the semester, the student may receive an Incomplete grade (if eligible under the College's Incomplete policy) or a failing grade for the course.

## Evaluation of Clinical Agency

At the end of each clinical rotation, students are asked to complete a confidential evaluation of their assigned clinical agency. These evaluations are an important part of our ongoing effort to ensure high-quality learning experiences in a variety of clinical settings. Your feedback allows the Department of Nursing to assess the effectiveness of each site in supporting student learning, safety, and professional development. The information gathered is shared with the agencies in a constructive and professional manner to recognize strengths and identify areas for improvement. Your honest and thoughtful input helps us maintain strong partnerships and continuously enhance clinical education.

## Clinical Probation and Failure

Safe, competent, and professional patient care is the minimum standard for successful clinical progression. If a student is not meeting this standard, a probationary learning contract will be issued by clinical faculty. This contract outlines remediation steps and must be signed by the student. Improvement is monitored, and successful remediation is noted in the student's record. The probationary contract remains on file in the Department of Nursing Science.

If the student's performance remains unsafe or unprofessional after remediation, a clinical failure will be assigned. Students who fail either the didactic or clinical component of a course must repeat the entire course.

Critical incidents that may result in patient harm must be immediately reported to the clinical faculty. Failure to report such incidents may lead to clinical failure. Faculty will assist with required incident-reporting documentation.

Students exhibiting impaired behavior will be dismissed from clinical immediately and must undergo drug testing. A positive test without Medical Review Officer clearance results in automatic clinical failure.

## Needlestick and Bloodborne Pathogen Exposure

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. Bloodborne pathogens include but are not limited to, hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV). A bloodborne pathogen exposure is contact with blood or other potentially infectious material in the eye, mouth, mucous membranes, non-intact skin, or parenteral contact. See the appendix section of this handbook for more information on the yearly module you are required to complete for bloodborne pathogen training.

The Department of Nursing Science is committed to the safety and prevention of needlestick injuries and bloodborne pathogen exposure. In the event of needlestick injuries and bloodborne pathogen exposure, students must report it immediately to the clinical faculty member. The clinical faculty member then notifies the course lead faculty and the BSN Director of the incident immediately. The clinical faculty member will work with the student, the course lead faculty, and the BSN Program Director to fill out pertinent incident-reporting paperwork.

If the incident occurs when the Health and Counseling Center is not open (hours are Monday-Friday, 8:00 A.M. - 5:00 P.M.), the faculty member will call Security who will inform the faculty of the Health and Counseling Center staff who is on call. The HCC staff member will schedule an appointment for the student on Monday for bloodborne pathogen testing.

If you experienced a needlestick and/or were exposed to blood, immediately:

- Wash the needlestick area and surrounding skin with soap and water.
- Flush splashes to the nose, mouth, or skin with water.
- Irrigate eyes with water, saline or irrigate with a sterile solution.
- Report the incident to your clinical faculty.
- The student is to follow up with the Health and Counseling Center. Students are responsible for the costs of elective evaluation outside the Health and Counseling Center.
- The student is to follow up with their health care provider if bloodborne pathogen lab results are abnormal.

## Student Screening Policies

To ensure patient safety, uphold professional standards, and comply with clinical agency requirements, nursing students must complete all mandated screening procedures, including drug testing, criminal background checks, and disclosure of any potential impairment. These policies are in place to support your success in clinical practice and help you meet licensure and ethical standards as a future nurse. Failure to comply with these requirements may result in academic consequences, including probation, course failure, or dismissal from the nursing program.

The Joint Commission, which accredits hospitals and clinical agencies, requires that all individuals involved in patient care—including nursing students—undergo criminal background checks and drug screening. At Saint Mary's College, these requirements must be fulfilled through CastleBranch (or an equivalent service) as a condition of clinical participation. All related expenses, including testing and transportation, are the student's responsibility.

In addition to the College's policies, clinical agencies may enforce their own screening protocols. These may include updated immunization records, site-specific drug testing, or additional background checks. Agencies reserve the right to deny a student's participation based on their internal criteria, regardless of the student's academic standing. While Saint Mary's College will make reasonable efforts to find alternative clinical placements, disqualification from agency requirements may result in delayed or suspended program progression, potentially resulting in the student being unable to complete clinical requirements and course failure.

## Drug Screening

All nursing students must undergo a **minimum 9-panel drug screen** to be eligible for clinical placement. The student is responsible for the cost of this screening. Student admission to the nursing program is contingent upon drug screening results that show no evidence of illicit drug use. A positive drug screen without proper medical documentation will result in denial of clinical participation and a recommendation for dismissal from the nursing program. See the appendix section of this handbook for more information on drug screening.

Students who test positive for a prescribed medication related to a documented medical condition (e.g., ADHD) must submit documentation from their healthcare provider that includes the medication name, dosing schedule, and medical justification. All positive drug screens must be reviewed by the Medical Review Officer (MRO) associated with the testing company. Students who do not receive MRO clearance will be denied entry into the nursing major.

## Criminal Background Check

All nursing students are required to undergo a criminal background check prior to beginning clinical coursework. This requirement, mandated by both the Department of Nursing Science and affiliated clinical agencies, ensures patient safety and compliance with state and federal regulations. Students must submit the required criminal history background check through CastleBranch at the start of the program. The student is responsible for the cost of the background check. Certain convictions may limit clinical placement opportunities, as well as affect eligibility for RN licensure in many states. See the appendix section of this handbook for more information on the criminal background check.

Students are also required to complete a Criminal History Disclosure Statement Form annually. Any new criminal charges or arrests—including operating while impaired (OWI)—must be reported to the Director of the BSN program before the next clinical day. Failure to report may result in disciplinary action. Annual disclosure is required prior to continued participation in clinical experiences. Violation of these policies may result in disciplinary consequences, up to and including dismissal from the nursing program.

## Student Impairment: Identification, Procedure, and Consequences

In accordance with the 2025 ANA Code of Ethics for Nurses—specifically Provision 3.5 (Protection from Impaired Practice) and Provision 4.1 (Authority, Accountability, and Ethical Action)—faculty and students at Saint Mary’s College have a professional and ethical responsibility to identify, report, and intervene when impaired, unsafe, or unethical practice is suspected. Impairment may result from substance use (prescribed, non-prescribed, or illicit), sleep deprivation, or psychological distress, and poses a serious risk to patient safety and the integrity of clinical care.

If a student presents to a clinical setting with signs of impairment, the student will be immediately removed from the environment. For safety reasons, the student is not permitted to drive themselves and must arrange alternative transportation, with assistance from faculty if needed. The faculty member will document the incident and initiate the reporting process in accordance with College policy.

The student must undergo immediate drug testing, which may include urine, blood, and/or hair follicle analysis. Testing must be completed at a location approved by the clinical faculty. All costs associated with transportation and testing are the responsibility of the student. Refusal to undergo testing is treated as a positive result and will lead to automatic failure of the clinical course and dismissal from the nursing program. Depending on the circumstances, the student may also be placed on probation and referred to the Admission, Progression, and Graduation Committee for further review.

## Re-Screening After Leave or Policy Violation

Students who take a medical leave of absence, an extended break from the program, or are returning after a prior policy violation (e.g., failed drug screen or clinical dismissal) may be required to undergo a new criminal background check and/or drug screening before being allowed to reenter clinical settings. The need for re-screening will be determined by the Admission, Progression, and Graduation Committee in consultation with College leadership and/or clinical partners. The student is responsible for any costs associated with re-screening.

## Appeals and Review Process

If a student wishes to contest the results of a drug screen or criminal background check, they may request a review by submitting a written appeal to the Admission, Progression, and Graduation Committee within five (5) business days of notification. The appeal will be reviewed in consultation with the College's legal counsel, as appropriate. Students are encouraged to provide documentation that may clarify or support their case. Final decisions will prioritize the safety of patients, compliance with clinical partner policies, and the College's standards for professional conduct.

## Confidentiality and Records

All information related to student impairment, drug screening, and criminal background checks is handled in compliance with applicable FERPA and HIPAA guidelines. Access to sensitive documentation is restricted to authorized personnel with a legitimate educational or clinical need to know. Results will only be shared with clinical agencies when necessary to meet contractual and legal obligations. See the appendix section of this handbook for the form students sign for appropriate release of information.

## Support and Resources

Saint Mary's College is committed to supporting student well-being. If you are experiencing challenges related to substance use, legal concerns, or emotional distress, we encourage you to seek assistance early. Confidential support is available through:

- Health and Counseling Center
- Campus Ministry
- Student Disability Services
- Academic Advising Office

Seeking help is a sign of strength and a commitment to your success and the nursing profession. Faculty and staff are here to support you in maintaining a healthy, ethical, and professional path toward becoming a nurse.

## Health and Immunization Requirements

To comply with Saint Mary's College policies and the requirements of affiliated clinical agencies, all nursing students must submit documentation of required immunizations and health screenings. These requirements are designed to safeguard patient and public health, ensure student eligibility for clinical placement, and maintain compliance with public health and accreditation standards.

To participate in clinicals, nursing majors must also provide additional health documentation required by affiliated clinical agencies to the Department of Nursing Science. These agency-specific requirements may exceed the College's general immunization policy. All required forms must be uploaded to the student's Typhon account. Students who fail to submit complete and timely documentation will not be permitted to attend clinical experiences and are subject to course failure.

If a student declines any required immunization for medical, religious, or philosophical reasons, a signed and dated declination statement must be submitted to the Department of Nursing Science before the start of clinical coursework. However, clinical agencies may enforce their own immunization policies and reserve the right to deny clinical placement to any student who is not fully vaccinated per their standards. In such cases, the Department of Nursing Science cannot guarantee alternative placement. The inability to complete clinical requirements may result in a delay in program progression or dismissal from the nursing program.

**Note:** The following immunizations are required by Saint Mary's College and are outlined in the institutional vaccine policy: <https://www.saintmarys.edu/student-life/student-services/vaccine-policy>.

## Physical Examination

Before starting clinical nursing courses, a physical examination by a licensed healthcare provider is required. Students should make their own arrangements for this exam either through their family healthcare provider or through Health and Wellness Services at Saint Mary's College. Please note that Health and Wellness Services will perform physicals for nursing students free of charge.

As part of the examination, the provider must certify that the student meets the essential abilities outlined in the BSN Student Handbook. These include, but are not limited to, communication, motor, sensory, cognitive, and professional behavioral competencies that are critical for safe and effective clinical practice.

## Tuberculin Test (IGRA Policy)

The Department of Nursing Science and healthcare systems require students to be tested for tuberculosis (TB) prior to attending any clinical experiences. The two Interferon Gamma Release

Assay (IGRA) blood tests approved by the U.S. Food and Drug Administration (FDA) to test for TB infection are:

- QuantiFERON®-TB Gold In-Tube test (QFT-GIT)
- T-SPOT TB® test (T-Spot)

Students may choose either blood test. A positive result requires a physical examination by a qualified healthcare provider and a chest x-ray. In addition, a letter outlining the diagnosis and plan of care must be submitted to the Department of Nursing Science before a student attends any clinical experiences.

## Tuberculosis Risk Assessment Form

A tuberculosis risk assessment form must be completed by each student annually and whenever 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 (CDC), may be required to undergo additional testing. TB screening policies may vary by clinical agency, and students must comply with agency-specific policies.

## Measles (Rubeola), Mumps, Rubella (MMR) Immunization

Students are required to show proof of immunity to the following communicable diseases:

- Proof of one rubella immunization or rubella titer (may be MMR)
- Proof of two rubeola (measles) vaccines or rubeola titer (may be MMR)
- Proof of mumps vaccines or titer (MMR)
- Verbal history of chickenpox/varicella zoster titer

Your family healthcare provider may verify immunization dates. Titers may be drawn by a healthcare provider or through Health and Wellness Services. Students are responsible for the costs of the titers.

## Influenza Immunization

Each fall, students must submit proof of a yearly influenza vaccine, with documentation due in October and uploaded to Typhon. Students may obtain an exemption request form/declination statement for the Influenza immunization from the Department of Nursing Science administrative assistant. Clinical agencies may enforce their own immunization policies and reserve the right to deny placement to students who are not fully vaccinated per their standards, in which case Saint Mary's College cannot guarantee an alternative clinical placement.

## Hepatitis B Immunization

The Department of Nursing Science, in collaboration with clinical agencies, requires nursing students to receive the Hepatitis B vaccine. The vaccine may be obtained from your family healthcare 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 clinicals. The second injection follows in one month, and the final injection is administered six months after the first. The series does not need to be completed at the same location. If the series is started with your family healthcare provider, the remaining injections may be administered at Health and Wellness Services for a fee.

## Tetanus (Tdap) Immunization

Proof of tetanus immunization is required. An updated tetanus (Td) booster is strongly advised if it has been more than 10 years since the last tetanus vaccination.

## COVID-19 Immunization

Beginning with courses offered in Summer 2023, the COVID-19 vaccine and booster are no longer required for enrollment at Saint Mary's College. However, because we are a congregative living residential community, all members of the Saint Mary's College community are strongly encouraged to remain up to date with the COVID-19 vaccine and boosters, including the most recent one.

Current COVID-19 Information for Saint Mary's College can be found at:

<https://www.saintmarys.edu/student-life/student-services/health-counseling>

The Department of Nursing Science is required to report nursing students' COVID-19 vaccination status to affiliated clinical agencies. COVID-19 immunization declinations and vaccination exemptions must be submitted directly to the Department of Nursing Science. Students may obtain an exemption request form/declination statement for COVID-19 immunization from the Department of Nursing Science administrative assistant. Clinical agencies may enforce their own immunization policies and reserve the right to deny placement to students who are not fully vaccinated per their standards, in which case Saint Mary's College cannot guarantee an alternative clinical placement.

## Student Affairs

Throughout the BSN program, students participate in meaningful academic and spiritual milestones that mark their journey toward professional nursing practice. These traditions are deeply rooted in the values of Saint Mary's College and the Catholic heritage of the Department of Nursing Science. Attendance and participation in these ceremonies honor the profession, the College community, and each student's personal and vocational growth. These ceremonies mark not only the completion of academic requirements but also the embodiment of the Saint Mary's mission—to graduate nurses who are clinically competent, ethically grounded, and committed to making a difference in the world.

### Dedication Ceremony

The Nursing Dedication Ceremony is held during the fall semester of the junior year and serves as a formal acknowledgment of each student's commitment to the nursing profession and the beginning of their clinical practice journey. This deeply symbolic ceremony begins with a Call to Ministry, recognizing each student's vocational path. Students are then called by name, ceremonially robed with the white coat, and receive a spoken blessing. Together, they recite the Saint Mary's Nursing Pledge, affirming their dedication to ethical and compassionate nursing care. Attended by faculty, family, and members of the Saint Mary's College community, the ceremony provides a meaningful moment of reflection, gratitude, and renewed purpose for all who participate.

### Pinning, Hooding, and Award Ceremony

Held during graduation weekend, the Pinning, Hooding, and Award Ceremony honors the successful completion of the BSN program and a student's readiness to enter the nursing profession. It is a tradition rich in meaning, history, and symbolism.

#### Meaning of the Nursing Pin

The Saint Mary's College Nursing pin is presented as a confirmation of each graduate's vocational call to be a healer. It identifies the wearer as a graduate of the Department of Nursing Science and symbolizes a lifelong commitment to serve others with compassion, integrity, and purpose. Steeped in tradition, the design of the pin reflects the values and heritage of the College. The French cross at its center signifies the College's French religious roots and serves as a reminder for graduates to integrate faith into their nursing journey. Behind the cross are two crossed anchors, drawn from the seal of the Congregation of the Sisters of the Holy Cross, honoring the legacy of the College's founding community. The open book at the center represents the importance of Catholic education, and intertwined with the cross is the caduceus—a winged staff with two serpents—symbolizing the medical profession. As graduates move forward, the nursing pin serves as a visible emblem of their call to nursing, their connection to Saint Mary's, and their ongoing dedication to healing and justice.

## Meaning of the Academic Hood

The academic hood signifies scholarly achievement and is rooted in a tradition dating back to medieval universities. Its design and colors represent both the wearer's academic degree and their institution. For nursing graduates, the velvet edge of the hood is apricot, denoting the field of study, while the satin lining and chevron display the colors of Saint Mary's College. During the ceremony, a faculty member formally places the hood over the graduate's shoulders, marking their academic accomplishment and entry into the nursing profession.

## BSN Awards

Each year at the Pinning, Hooding, and Award Ceremony, the Department of Nursing Science honors BSN students who exemplify the values, excellence, and spirit of the nursing profession. These awards recognize outstanding academic achievement, leadership, compassionate care, ethical commitment, and personal growth. Chosen by faculty, these honors celebrate students who have distinguished themselves in their studies, in clinical practice, and in their dedication to serving others. The following awards are presented during this special ceremony as a reflection of the College's mission and the legacy of excellence in nursing at Saint Mary's.

### Caritas Award in Nursing (Junior Student)

The award is to be given to a Nursing major who has completed her junior year and most exemplifies the mission of the College, both in her academic performance and dedication to the nursing profession. The award honors a student who has demonstrated an exceptional ability to integrate the compassionate care of patients and families with the principles of professional nursing practice.

### Mary Jo Regan-Kubinski Memorial Nursing Award

The MJRK award honors a graduating Senior who represents the true spirit of nursing; her professional nursing behavior is always positive when working with patients and peers alike. Her outlook on the world is always compassionate and encouraging. We may at times struggle to describe just what it is that this student has, but we always know it when we see it.

### Humanitarian in Nursing Award

The criteria for this Senior award is as follows:

- Consistent personal development of the therapeutic, spiritual dimension of nursing, as expressed by:
  - A deep sense of humanitarianism and innate sensitivity to persons
  - A motivating force which elicits mutual love and concern for others
  - The ability to skillfully integrate intellectual knowledge with sensitivity to human needs in the implementation of patient care

- The ability to develop and sustain trust and confidence in all interpersonal relationships
- Express a deep sense of loyalty and commitment to the ideals of the profession as expressed in its Ethical Code

### Evelyn McGuinness Award for Excellence in Nursing

The criteria for this Senior award is as follows:

- Consistent scholastic achievement
- Leadership qualities and potential for leadership following graduation as expressed by the following:
  - Independence in thought and action
  - Ability in critical thinking and analysis
  - Ability to listen and interpret objectively
  - Effectiveness in communication and interpersonal relationships
  - Effectiveness in self-direction and self-education
- Characteristic qualities of the professional, liberally educated woman as expressed by the following:
  - Commitment to the highest values
  - Adaptability and flexibility in situations
  - Sensitivity to human needs and aspirations
  - Appreciation for what is good/true/beautiful
  - Self-confidence and assuredness

### Nursing Student Clubs

Saint Mary's College offers several nursing-specific organizations to support student engagement, leadership development, professional growth, and faith-based or inclusive community building. These clubs are designed to complement your nursing education and help prepare you for lifelong involvement in the profession.

#### Student Nurses Association (SNA)

The Student Nurses Association (SNA) is a pre-professional association of nursing students at Saint Mary's College. Involvement in SNA encourages leadership development, peer collaboration, and preparation for active participation in professional nursing organizations after graduation. Students are also encouraged to join the National Student Nurses' Association (NSNA). Membership in NSNA provides opportunities to attend state and national conventions and access resources that support both academic and professional success.

## Nursing Student Alliance for Inclusion and Diversity (NSAID)

The Nursing Student Alliance for Inclusion and Diversity (NSAID) is a student-led organization open to all nursing majors. NSAID's mission is to create awareness of diversity within the nursing profession by bringing together those called to nursing and offering academic and social programming. Members aim to uplift, support, and motivate one another while fostering a more inclusive environment for underrepresented populations within the Saint Mary's College community.

With this increased awareness, NSAID seeks to address inequalities, generate action on campus, and contribute to increasing diversity in the nursing workforce. The organization also works to:

- Foster inclusive spaces that promote nursing-centered success, social justice, and belonging
- Identify and challenge barriers that impede the development of a diverse and equitable learning environment

## Catholic Nursing Alliance (CNA)

The Catholic Nursing Alliance (CNA) is a student-led group united by a shared passion for serving others through the lens of Catholic faith. CNA provides a space for Saint Mary's nursing students to deepen their spiritual lives and support each other in vocational discernment. The organization draws inspiration from the lives of saints—such as Elizabeth of Hungary, Catherine of Siena, and Gianna Beretta Molla—as well as the healthcare legacy of the Sisters of the Holy Cross.

CNA is committed to upholding human dignity and pursuing justice while offering compassionate care. Through fellowship, reflection, and service, members aim to embody faith in action, becoming nurses who bring Christ's love to the sick and suffering.

## Sigma Theta Tau International Honor Society of Nursing (Sigma)

Sigma is the honor society for nursing students and professionals. Its mission is to improve global health through nursing leadership and knowledge development. Membership in Sigma recognizes outstanding academic achievement and provides students with opportunities for leadership, research, and professional engagement.

The purposes of Sigma include:

- Recognizing superior academic achievement
- Developing leadership qualities
- Fostering high professional standards
- Encouraging creative and scholarly work
- Strengthening commitment to the ideals of the nursing profession

Undergraduate students who rank in the top one-third of their class may be invited to join Nu Omicron-At-Large, the Saint Mary's chapter, during their final year in the nursing program.

## Indiana State Nurses Association – Student Affiliate Membership

Nursing students enrolled in basic education programs are eligible to become Student Affiliate Members (SAMs) of the Indiana State Nurses Association (ISNA) for a nominal fee. SAMs gain early exposure to nursing policy, professional development, and leadership opportunities within Indiana's nursing community.

Benefits include:

- Discounted rates for ISNA meetings, conferences, and workshops
- Invitations to district or regional nursing programs and meetings
- Newsletters and resources from ISNA
- A bi-monthly edition of the *ISNA Bulletin*
- A special student membership pin
- A discount on full ISNA membership after RN licensure

Participation also allows students to connect with experienced nurses, observe ISNA in action, and engage with current nursing issues—building professional skills that will serve them throughout their careers.

To learn more about becoming an ISNA SAM, contact:

Indiana State Nurses Association

Phone: (317) 299-4575

Mailing Address: 2250 W. 86th Street, Suite 110, Indianapolis, IN 46260

Website: <https://indiananurses.nursingnetwork.com>

## Resources and Support

### Academic Policies and Procedures (College Bulletin)

<https://catalog.saintmarys.edu/undergraduate/academic-policies-procedures/>

### The Writing and Tutoring Center

The Writing and Tutoring Center offers support for nursing coursework and assistance with APA writing style. All papers in the Department of Nursing Science must follow APA 7th edition guidelines. Tutors are available for writing and subject-specific help. For more information or to schedule an appointment, visit: <https://www.saintmarys.edu/academics/resources/writing-center>.

### Cushwa-Leighton Library

The Cushwa-Leighton Library provides students with access to key nursing and health sciences databases, including CINAHL, PubMed, and EBSCOhost. These resources offer full-text articles, abstracts, and research tools essential to academic success in nursing coursework.

Students are strongly encouraged to meet with the Health Sciences Library Liaison for support with APA style, article searches, references, and access to scholarly sources. To schedule an appointment and access nursing-specific research guides, visit: <https://saintmarys.libguides.com> and click on “Nursing” to find your course or program.

### Global Education Office (GEO)

The Global Education Office empowers students to become global citizens through transformative study abroad opportunities and international engagement. GEO supports programs across the globe—from semester and year-long exchanges to summer and spring break options—helping you earn academic credit, build intercultural competence, and grow personally and professionally. With support for every step of the journey, including travel preparation, academic planning, financial aid, and cultural adjustment, GEO is here to help you make the most of your global experience. Email [abroad@saintmarys.edu](mailto:abroad@saintmarys.edu)

Learn more about programs and planning at:

URL <https://www.saintmarys.edu/study-abroad>

**Important:** Nursing majors may study abroad only during the fall semester of the sophomore year, during summer terms, or over academic breaks. Students planning to study abroad in the fall of their sophomore year must work closely with their academic advisor to plan ahead.

Students planning to study abroad during the fall semester of the sophomore year must complete BIO 224 and BIO 216 during the summer prior to departure, unless they are

participating in approved programs in Cyprus or Puerto Rico, where those courses are offered and accepted for transfer by the Biology Department.

## Saint Mary's College Code of Conduct

As a Catholic residential college, Saint Mary's holds its students to a high standard of ethical and moral conduct. Consequently, there is a strong emphasis on self-awareness and a distinct consideration for the lives and feelings of others. Further, the College commits itself to maintaining a safe and welcoming environment where each individual's dignity is upheld and differences are celebrated. As a community, we reject and condemn all forms of harassment, discrimination, and disrespect. The College is committed to maintaining a safe, welcoming and productive learning environment. To accomplish this goal, the College has developed a [Code of Student Conduct](#) that reflects the values and standards of the community.

Saint Mary's philosophy of community standards is one of education. While there are consequences for violations of community standards, our goal is to help students grow and learn from their mistakes. In those instances where violations of standards do occur, Saint Mary's College has developed policies and procedures to protect the rights of members of the College community, individually and collectively.

URL:

[https://www.saintmarys.edu/files/2024/10/Saint%20Mary's%20College%20Code%20of%20Student%20Conduct%202024-2025\\_0](https://www.saintmarys.edu/files/2024/10/Saint%20Mary's%20College%20Code%20of%20Student%20Conduct%202024-2025_0)

## Student Affairs

The Office of Student Affairs supports the holistic development of every student by overseeing a wide range of services and programs. From residence life and student activities to wellness and support services, Student Affairs is here to help you thrive both in and out of the classroom.

URL <https://www.saintmarys.edu/student-life/student-services/student-affairs>

## Student Clubs and Government

Get involved and make the most of your college experience through student activities, clubs, and leadership opportunities. Whether you're joining a student organization, planning events, or representing your peers in Student Government, you'll find ways to build community and grow as a leader.

- Student Activities: <https://belletower.saintmarys.edu/>
- Clubs & Organizations: <https://belletower.saintmarys.edu/organizations>
- Student Government Association: <https://www.saintmarys.edu/student-life/students-in-action/student-government-association>

## Campus Ministry and Volunteer Opportunities

Faith and service are central to life at Saint Mary's. Campus Ministry offers spiritual guidance, liturgical celebrations, and interfaith dialogue. Students are also encouraged to give back through local and global service experiences coordinated by the Office for Civic and Social Engagement.

- Campus Ministry: <https://www.saintmarys.edu/spiritual-life/faith-action-ministry>
- Volunteer Opportunities: <https://www.saintmarys.edu/ocse>

## Title IX Resources

Title IX Resources at Saint Mary's College ensure that all students can learn in an environment free from discrimination, harassment, or violence. The office provides support, education, and processes for reporting and resolving Title IX concerns.

URL <https://www.saintmarys.edu/Title-IX-Resources>

## Belles Against Violence Office (BAVO)

Saint Mary's College is committed to providing a safe and supportive environment for all students. If you have experienced sexual assault, relationship violence, or stalking, you are encouraged to seek help and support. You may contact the Belles Against Violence Office (BAVO) at 574.284.4081 or [bellesagainstviolence@saintmarys.edu](mailto:bellesagainstviolence@saintmarys.edu) for confidential support and guidance. Students may also report incidents through Maxient, the College's secure reporting system, which can be accessed via the student portal.

If you prefer to speak with someone confidentially, the following Saint Mary's departments have staff who can assist you:

- Belles Against Violence Office (BAVO) – 574.284.4081 | [bellesagainstviolence@saintmarys.edu](mailto:bellesagainstviolence@saintmarys.edu)
- Health and Counseling Center – Professional counseling staff
- Center for Faith, Action, and Ministry – Pastoral ministers

Please note that all faculty and most staff members at Saint Mary's are non-confidential employees and are considered mandatory reporters. This means that if you disclose an incident of sexual misconduct to them—whether in conversation, writing, or class discussions—they are required to report the information to the Title IX Coordinator. The Title IX Coordinator will follow up to share resources, accommodations, and options for further action, which may include a formal investigation depending on the circumstances.

If your experience is affecting your academic performance, you may also contact the Office of Academic Affairs (121 Le Mans Hall, 574.284.4594). However, please note that this office is not a confidential resource and is required to report to the Title IX Coordinator.

## Anonymous Reporting

If you are worried about a student's well-being or need support yourself, you can share your concern confidentially with the Saint Mary's CARE Team. The team provides coordinated support for students navigating personal, emotional, academic, or safety challenges.

Anyone—students, faculty, staff, or friends—can submit a report. You may choose to remain anonymous. To report a concern confidentially or anonymously, use the CARE Team Maxient form: <https://cm.maxient.com/reportingform.php?SaintMarysCollege>

## Health & Counseling Center

The Health and Counseling Center at Saint Mary's College provides confidential, student-centered services that support the physical and emotional well-being of all students. Services include medical care, mental health counseling, and wellness education in a compassionate and inclusive environment.

URL <https://www.saintmarys.edu/student-life/student-services/health-counseling>

## Student Wellness Program

The Kristine Anderson Trustey Student Wellness Program fosters lifelong habits of wellbeing. Through education, activities, and support, this program helps students build resilience, manage stress, and stay healthy in mind, body, and spirit.

URL <https://www.saintmarys.edu/student-affairs/kristine-anderson-trustey-student-wellness-program>

## Health and Wellbeing Resources

Saint Mary's College is committed to holistic student health. The Health and Wellbeing Resources page offers tools, links, and information related to women's health, mental health, nutrition, reproductive health, and wellness support services.

URL <https://www.saintmarys.edu/womens-health/health-and-wellbeing-resources>

## Pregnant and Parenting Students

Saint Mary's College offers support services and accommodations for pregnant and parenting students to ensure continued academic success. The College is committed to upholding Title IX protections and providing inclusive, supportive environments for all student parents.

URL <https://www.saintmarys.edu/student-affairs/pregnant-and-parenting-students>

## Period Project

The Period Project provides free menstrual products in restrooms across campus to support menstrual equity. This initiative ensures that students have access to the basic supplies they

need without disruption to their education.

URL <https://www.saintmarys.edu/student-life/student-services/period-project>

## Office for Student Equity

The Office for Student Equity at Saint Mary's College fosters a welcoming, inclusive, and equitable campus community for all students. Through programs, resource centers, and advocacy, the office supports students from diverse backgrounds—promoting cultural awareness, identity development, and social justice. Dedicated spaces such as the LGBTQ+ Center, Student Diversity Lounge, and Intercultural Learning programs provide students with opportunities for connection, celebration, and support.

URL <https://www.saintmarys.edu/inclusion-and-equity>

## Diversity and Inclusion Values Statement

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. 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 strive to address and work against the effects of injustice. We expect every member of the Saint Mary's College community to uphold these commitments in our programs, practices, pedagogy, and policies.

Allegations of discrimination and harassment should be reported using the [Bias Reporting Form](#), available on the Saint Mary's portal. To submit an anonymous report, go to: <https://cm.maxient.com/reportingform.php?SaintMarysCollege>

Should you wish to speak with a confidential resource on campus, please contact:

- Health and Counseling Center, Angela Athletic and Wellness Complex: 574.284.4805
- Center for Faith, Action, and Ministry: 574.284.5391

These offices provide confidential support and can help you navigate available campus and community resources.

## Multicultural and LGBTQ+ Student Programs

Saint Mary's celebrates and supports diversity through the Student Diversity Board and the LGBTQ+ Center. These programs provide safe, affirming spaces and foster community, cultural celebration, and educational dialogue.

- Multicultural Services: <https://belletower.saintmarys.edu/organization/student-diversity-board>
- LGBTQ+ Center: <https://www.saintmarys.edu/inclusion-and-equity/lgbtq-center>

## Wraparound Resources

Through the Office for Student Equity, Saint Mary’s College provides wraparound services that go beyond financial aid to help students thrive. In collaboration with Financial Aid, Student Affairs, and Multicultural Student Services, these resources support academic success and student well-being.

Available support includes:

- Laptops and move-in kits (for first-year students)
- Laptop repairs
- Winter clothing and professional attire
- Notre Dame football tickets
- Emergency travel assistance
- Commencement regalia
- Funding for seminars, retreats, and class trips (fees only)

These resources reflect our commitment to equity and belonging by helping ensure that all students have what they need to succeed—both in and out of the classroom.

URL <https://www.saintmarys.edu/inclusion-and-equity>

## Mother Pauline Food Pantry

The Mother Pauline Food Pantry provides Saint Mary’s students with access to essential food and hygiene items through a convenient, confidential request system. Students can fill out a request form and pick up a prepared package at the front desk of their residence hall. The pantry offers non-perishable food, feminine hygiene products, toiletries, and laundry detergent. It operates with a “no questions asked” policy—if you need it, simply request it.

URL <https://www.saintmarys.edu/student-success-means-more-just-strong-education>

## Free Store – Professional Clothing Boutique

In partnership with Dress for Success Michiana, Saint Mary’s College offers a Free Store on campus where students, faculty, and staff can access free professional clothing. The boutique includes work-appropriate attire, shoes, coats, handbags, and accessories to support all women in the tri-campus and Michiana community. Whether you’re preparing for interviews, internships, or presentations, this resource helps you show up with confidence and style.

URL <https://www.saintmarys.edu/news/free-professional-clothing-available-students>

## Emergency Fund

The Student Emergency Fund provides financial assistance to students facing unexpected hardships. This fund helps cover essential needs so students can remain enrolled and focused on their education during times of crisis.

URL <https://www.saintmarys.edu/admission-aid/student-emergency-fund>

## Campus Safety

Campus Safety at Saint Mary's College is dedicated to creating a secure and inclusive campus environment. Services include 24/7 assistance, emergency response, safety escorts, and proactive education to promote personal and community safety. Students are encouraged to contact Campus Safety with any concerns or to access resources that help maintain a safe college experience.

Policies and procedures regarding notification to the Saint Mary's College community about an immediate threat, emergency response, the missing student policy, and incidents of sexual assault, domestic violence, dating violence, and stalking—including phone numbers for student support resources—can be found at: <https://www.saintmarys.edu/campus-safety-info>

URL <https://www.saintmarys.edu/student-life/campus-safety>

## ResNet (Student Computing Services)

ResNet provides IT support and computing resources for students living on campus. From setting up your internet connection to troubleshooting tech issues, ResNet is here to keep you connected and supported.

URL <https://www.saintmarys.edu/it/student-computing>

## Residence Life and Campus Dining

Living on campus is an important part of the Saint Mary's experience. Residence Life fosters a supportive, inclusive environment where you can connect with peers and grow in independence. Campus Dining offers a variety of meal options to meet your nutritional needs and preferences.

- Residence Life: <https://www.saintmarys.edu/housing/living-campus>
- Campus Dining: <https://www.saintmarys.edu/housing/dining-campus>

## Career Crossings Office (CCO)

The Career Crossings Office helps students explore career paths, prepare for job searches, and connect with meaningful internships and post-graduate opportunities. Whether you're deciding

on a major or getting ready for your first job interview, CCO provides personalized support at every step.

URL <https://www.saintmarys.edu/career-crossings>

## Bookstore

The campus bookstore is your source for everything from required textbooks to Belle-branded apparel and school supplies. Whether you're preparing for the semester or shopping for Saint Mary's gear, the bookstore has you covered. The bookstore also sells the required official clinical attire for nursing students.

URL <https://saintmarys.bncollege.com/>

## Consumer Information

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires institutions to disclose certain information to prospective students, current students, and employees. The purpose of the [Consumer Information](https://www.saintmarys.edu/consumer-information) web page (URL <https://www.saintmarys.edu/consumer-information>) is to provide an easily accessible source of information required to be disclosed by the HEA.

Saint Mary's College is authorized by name by the State of Indiana.

## Policies Resource Library

Stay informed of your rights and responsibilities by reviewing key student policies, including conduct guidelines, nondiscrimination, peaceful assembly, tobacco use, and political activity. These documents reflect Saint Mary's values and commitment to student well-being. The resources below are not exhaustive; for information access [www.saintmarys.edu](http://www.saintmarys.edu)

- Sex and Gender-Based Harassment Policy (2016): <https://tinyurl.com/sfkpc6a4>
- Boundary Map – Sisters of the Holy Cross (2020): <https://tinyurl.com/bdevudcy>
- Code of Student Conduct (2020): <https://tinyurl.com/bdxjvnpa>
- Student Discriminatory Harassment Policy (2014): <https://tinyurl.com/y8jpwsr2>
- Peaceful Assembly Policy (2019): <https://tinyurl.com/5n93pvyn>
- Tobacco-Free and Smoke-Free Policy (2019): <https://tinyurl.com/yc57434v>
- Political Activity Policy (2012): <https://tinyurl.com/44mefave>
- Student Complaints Policy (2014): <https://tinyurl.com/42j26wcr>
- Pregnant and Parenting Students Policy (2023): <https://tinyurl.com/ybssnas>

## Appendices

The forms included in the appendices are for reference only. You will receive an email from the nursing advisor or the nursing administrative assistant with instructions for uploading forms to Typhon. These forms can also be found on Blackboard's Organization Nursing Science page.

The Essential Abilities packet includes:

- BSN Handbook agreement
- State Licensure Regulations
- Confidentiality Agreement
- Department of Nursing Science Honor Code
- Universal Precautions Acknowledgment
- Photo/Video Release
- Saint Mary's College Department of Nursing Science Essential Abilities

The Sophomore NURS requirements letter includes:

- Release of Information
- Emergency Information and Proof of Health Insurance
- Medical Emergency Authorization and Release
- Physical Examination Signed by a Licensed Healthcare Provider
- Immunizations Signed by a Licensed Healthcare Provider
- TB Test: Interferon-Gamma Release Assays (IGRA)
- CPR Certification: Must take the American Heart Association Basic Life Support (BLS) course that includes AED training and requires a skills check-off on a mannequin. Upload your two-year provider card to Typhon. *Do not take the HeartSaver course.*  
<https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional>
- Background Check (upload certificate): <https://portal.castlebranch.com/AN02>
- Drug Testing (upload certificate): <https://portal.castlebranch.com/AN02>
- CastleBranch: Complete the HIPAA and Bloodborne Pathogens modules, background check, and drug testing, and upload the certificates to Typhon.
- Typhon Tips.

Clinical and Academic forms:

- Tuberculosis Risk Assessment form
- Student Success Plan
- Probationary Learning Contract I and II
- Documentation of Injury

For any questions, please contact the nursing advisor or nursing administrative assistant.

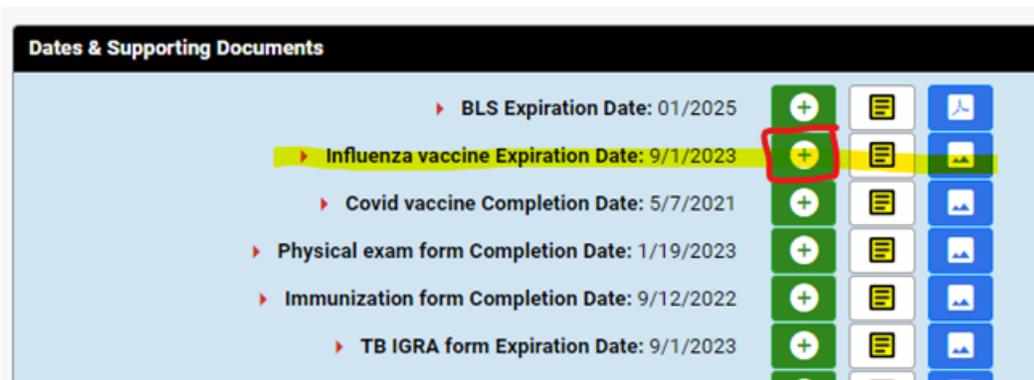
## Uploading Documents in Typhon

- Go to [www.typhongroup.net/saintmarys](http://www.typhongroup.net/saintmarys) (this should take you to the login page.) Click on NSST Nursing.
- Or [www.typhongroup.net](http://www.typhongroup.net) will take you to a log in page that requires you to enter the account number 8384.
- Enter the user login and password provided by the Department of Nursing Science.
- From your HOME page go to the Information & Setup window and click on Modify Account Information

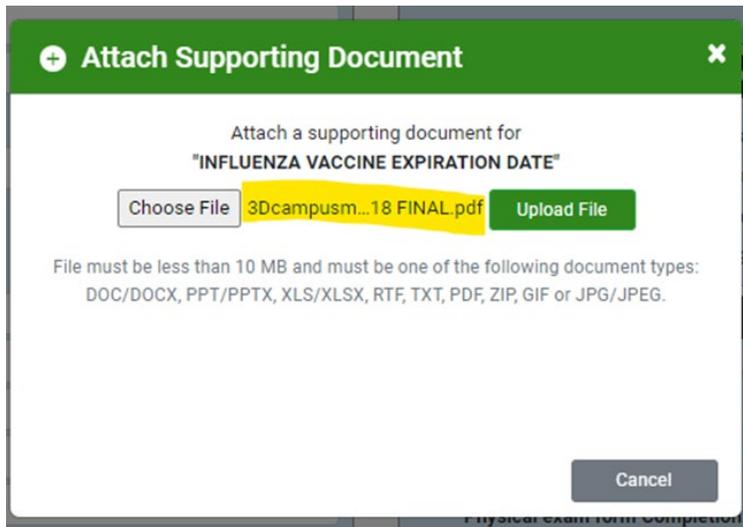
In your account and in the Dates & Supporting Documents window next to the line item that you want to upload, click on the green plus sign



Below is a screenshot with the location of the plus sign in:



- Click on "**Choose File.**" This should bring up your files where you can look for the corresponding file.
- Click on the file and then click on "**Open.**" If you have a problem here, you may need to set your browser to allow pop-ups.
- Then the pop up should look like this with your file name in the place of "No file chosen." The file name is in this example.



- Then click on "**Upload File.**"

**Note:** Do **not** use the "My External Documents" for your required documents.

Here is the link and password to the recording of a student training session.

- Video: <https://vimeo.com/793469037>
- Password: typhon123

Any questions? Contact your nursing advisor or nursing administrative assistant Karla Bronicki  
kbronick@saintmarys.edu

## BSN Handbook Agreement

**Student Name:** \_\_\_\_\_

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

As a student in the Department of Nursing Science (DNS) at Saint Mary's College, I understand that I am entering a professional program governed by specific academic, ethical, and clinical standards. The BSN Student Handbook serves as the official document outlining these standards, including but not limited to academic progression requirements, professional conduct expectations, and clinical performance criteria.

By signing below, I acknowledge that I have received, read, and fully understand the policies, procedures, and expectations contained in the BSN Student Handbook. I affirm that I have had the opportunity to seek clarification on any aspect of the Handbook and that my questions, if any, have been satisfactorily answered.

I further acknowledge that:

- I am responsible for complying with all departmental policies and procedures as stated in the Handbook.
- I understand that failure to adhere to these policies may result in disciplinary action, including but not limited to academic sanctions, removal from clinical placement, or dismissal from the nursing program.
- I consent to be held accountable for demonstrating the Essential Abilities to provide safe care, including cognitive, affective, and psychomotor performance required by the nursing profession and as defined by the Department of Nursing Science.

I hereby certify that I have read and agree to comply with all policies set forth in the BSN Student Handbook. I understand that my failure to comply may result in academic and/or disciplinary consequences, and I accept full responsibility for adherence to these standards.

I acknowledge that electronically signing this form in Typhon carries the same legal weight as a handwritten signature.

**Student Electronic Signature (upload to Typhon yearly)**

## State Licensure Regulations

**Student Name:** \_\_\_\_\_

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

In accordance with the American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements (2025), nurses have an ethical obligation to contribute to the creation, maintenance, and improvement of health care environments that support quality patient care and reflect the core values of the nursing profession. Nurses fulfill this responsibility through both individual and collective action. Upholding the integrity of the profession requires adherence not only to legal and licensure requirements, but also to the moral and ethical norms of professional nursing practice.

The ability to practice nursing is a privilege, not a right. Each State Board of Nursing is charged with ensuring the safe and competent delivery of care to the public and is therefore responsible for evaluating licensure eligibility. Prior to granting permission to take the NCLEX-RN licensing examination, State Boards of Nursing must determine that applicants have not been convicted of serious criminal offenses that violate professional standards or pose risks to public safety.

Licensure applications may require disclosure of prior or pending arrests, convictions (including misdemeanors or felonies), or any violations of federal, state, or local laws related to controlled substances, alcohol, or other drugs. Applicants may also be asked to report violations related to scope of practice, malpractice, or ethical breaches. Failure to disclose such information may result in denial of licensure, regardless of academic completion.

As part of professional preparation, the Department of Nursing Science at Saint Mary's College informs students of the potential legal implications of criminal convictions on licensure eligibility.

In signing this document, I acknowledge that I have been informed by the Department of Nursing Science at Saint Mary's College that a criminal conviction may result in denial of my application to take the NCLEX-RN licensure examination, even if I successfully complete the Bachelor of Science in Nursing program.

I have read and agree to abide by the above statements. I understand that failure to comply may result in academic or legal consequences, for which I accept full responsibility.

I acknowledge that electronically signing this form in Typhon carries the same legal weight as a handwritten signature.

**Student Electronic Signature in Typhon**

## Confidentiality Agreement

**Student Name:** \_\_\_\_\_

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

In accordance with the American Nurses Association's Code of Ethics for Nurses with Interpretive Statements (2025), nurses have a professional and ethical obligation to safeguard the privacy and dignity of all individuals. Confidentiality is fundamental to nursing practice and reflects respect for the person, the therapeutic relationship, and the legal protections afforded to health information.

I understand that I am responsible for maintaining the confidentiality of all protected health information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and institutional policies. I agree not to discuss any client information—including but not limited to personal health data, family matters, diagnoses, treatments, or outcomes—outside the clinical environment or within hearing of others who are not authorized to receive such information. This includes hallways, elevators, classrooms, dining areas, public spaces, and all forms of digital communication.

I further understand that I am prohibited from sharing, posting, or referencing any confidential or identifying patient information on social media platforms, even in de-identified or indirect formats. Breaches of confidentiality may also include unauthorized access to electronic health records, photography or recording in clinical settings, or inappropriate disclosure of client information to family members, peers, or others.

Any violation of confidentiality is considered a breach of professional ethics, a violation of HIPAA, and a violation of the Saint Mary's College Academic Honesty Policy and the BSN Student Handbook. Consequences may include failure of the clinical course, dismissal from the nursing program, disciplinary action by the College, and possible legal liability.

I have read and agree to comply with the Confidentiality Agreement. I acknowledge that I am solely responsible for protecting confidential information in all settings, including electronic and social media platforms. I understand that any breach of this agreement may result in academic, professional, or legal consequences.

I acknowledge that electronically signing this form in Typhon carries the same legal weight as a handwritten signature.

**Student Electronic Signature in Typhon**

## Department of Nursing Science Honor Code

**Student Name:** \_\_\_\_\_

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

Academic and professional integrity are essential to the practice of nursing. As a student in the Department of Nursing Science at Saint Mary's College, I understand that honesty is foundational to patient safety, professional trust, and the reputation of the College and the nursing profession.

I affirm that I will not give or receive unauthorized assistance on any quiz, test, or examination. I will not submit work that has been written, researched, or produced by another individual, nor will I misrepresent another's work as my own. I will properly cite all sources and will not falsify or fabricate any data or documentation, including written assignments, clinical records, or patient charting.

I acknowledge that I am responsible not only for upholding my own integrity but also for supporting an environment of accountability. This includes reporting known or suspected violations of academic or professional honesty. I understand that any breach of this Honor Code, including plagiarism, falsification, or unauthorized collaboration, constitutes a violation of departmental and College policies and may result in disciplinary action, including course failure, dismissal from the nursing program, and/or dismissal from the College.

Full policies regarding academic and professional integrity are outlined in the BSN Student Handbook, the Saint Mary's College Code of Student Conduct, and the Saint Mary's College Bulletin.

I have read and agree to abide by the Department of Nursing Science Honor Code. I understand that failure to comply may result in academic and professional consequences for which I am solely responsible.

I acknowledge that electronically signing this form in Typhon carries the same legal weight as a handwritten signature.

**Student Electronic Signature in Typhon**

## Universal Precautions Acknowledgment

**Student Name:** \_\_\_\_\_

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

In accordance with Indiana Administrative Code Rule 410 IAC 1-4, enacted under Public Law 123-1988, all employers must provide appropriate training and equipment to any employee or student trainee whose duties involve direct contact with blood or other potentially infectious body fluids. This mandate includes adherence to the infection control procedures established by the Indiana Department of Health.

The Department of Nursing Science at Saint Mary's College affirms that nursing students will engage in clinical activities that may involve direct exposure to blood and body fluids. Therefore, mandatory training in universal precautions and infection control protocols has been provided to all nursing students as a condition of participation in clinical education. Documentation of this training is maintained on file in accordance with regulatory requirements and institutional policy.

I acknowledge that I have received training in universal precautions and understand the responsibilities and procedures required to prevent the transmission of bloodborne pathogens. I agree to adhere to all applicable federal, state, and institutional guidelines regarding infection control. I understand that failure to comply with these standards may result in disciplinary action, removal from clinical placement, and/or reporting to relevant regulatory or clinical agencies. I accept full responsibility for maintaining compliance at all times during my clinical education.

I acknowledge that electronically signing this form in Typhon carries the same legal weight as a handwritten signature.

**Student Electronic Signature in Typhon**



## Photo and Video Release

I, \_\_\_\_\_, hereby grant Saint Mary's College

Please print name

permission to interview me and/or to use my likeness in photograph(s)/video

in any and all of its publications and in all other media, whether now known or

hereafter existing, controlled by Saint Mary's, in perpetuity, and for other use

by the College. I will make no monetary or other claim against Saint Mary's

College for the use of the interview and/or the photographs(s)/video.

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

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

Class Year: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

### **If subject is under 18**

Signature of parent/guardian: \_\_\_\_\_

Parent/guardian name (please print): \_\_\_\_\_

Please complete this form and return it to Karla Bronicki at Regina 1011.

## Release of Information

**Student Name:** \_\_\_\_\_

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

I hereby authorize the Department of Nursing Science at Saint Mary's College to release my personal and academic information as needed for purposes including, but not limited to, participation in clinical education, access to clinical agency systems, employment, graduate school applications, verification of enrollment, licensure or certification, scholarship or grant applications, and academic research or program evaluation.

Authorized information may include, as deemed relevant: my date of birth; the last four digits of my Social Security Number; medical records (such as immunization records and tuberculosis screenings); background check results; letters of recommendation and personal reference forms; my curriculum plan and completed coursework with grades; and verification of enrollment. These records may be disclosed to clinical agencies, potential employers, State Boards of Nursing, graduate programs, and authorized administrative personnel.

This release is made in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable privacy regulations, including the Health Insurance Portability and Accountability Act (HIPAA), where relevant.

I understand that the above information may be disclosed for purposes including, but not limited to: participation in clinical experiences; onboarding with clinical agencies and access to agency databases; employment or graduate school applications; verification of attendance; licensure or certification; scholarship or grant applications; and institutional research or program evaluation.

I authorize the Department of Nursing Science to request and obtain relevant information from future employers for the purpose of evaluating the effectiveness of the nursing program and informing curricular improvement.

I authorize the Department of Nursing Science, after my graduation, to release my email address and cell phone number to current nursing students who may seek post-graduation employment information or career advice.

I understand that this authorization remains in effect throughout my enrollment in the nursing program and following graduation, unless revoked in writing. I may revoke this authorization at any time by submitting written notice to the Department of Nursing Science, except to the extent that action has already been taken based on this consent. I acknowledge that electronically signing this form in Typhon carries the same legal weight as a handwritten signature. **Student Electronic Signature in Typhon**

## Emergency Information and Proof of Health Insurance

*Please upload a copy of your health insurance card front & back (required for clinical).*

Student's Full Legal Name:	
Date of Birth:	SSN# (last 4 digits only):
Anticipated Graduation Date (month/year):	
Cell Phone #:	Personal Email:
SMC Address:	
Home Address:	
Parent 1 / Guardian 1 Name:	
Parent 1 / Guardian 1 Address:	
Cell Phone #:	Email:
Parent 2 / Guardian 2 Name:	
Parent 2 / Guardian 2 Address:	
Cell Phone #:	Email:
Primary Care Physician:	Phone Number:
Emergency Contact (other than parent or guardian):	
Relationship:	Phone Number:
Address:	

Please complete this form and upload to Typhon.

## Medical Emergency Authorization and Release

I, \_\_\_\_\_, hereby authorize **Saint Mary's College**, its employees, agents, and representatives, to act on my behalf in the event of a medical emergency during participation in any Saint Mary's College program, including but not limited to clinical placements, off-campus learning experiences, and other college-sponsored activities.

In the event that I am unable to communicate or make decisions for myself, I grant full permission to Saint Mary's College to secure appropriate medical care, including but not limited to evaluation, diagnosis, hospitalization, anesthesia, surgery, or any treatment deemed necessary by a **licensed healthcare provider**. I understand that every reasonable effort will be made to contact my designated emergency contact prior to treatment, but I authorize such care to be provided without prior notification if deemed necessary for my health and safety.

In consideration of my participation in the clinical program, I hereby **release, waive, discharge, indemnify, and hold harmless Saint Mary's College**, its Trustees, Officers, Cabinet Members, Faculty, Staff, Employees, and Agents from any and all liability, claims, damages, expenses, or losses arising out of or related to any illness, injury, or medical treatment that may be rendered pursuant to this authorization. This release extends to any claim arising from negligence, accident, or illness occurring during participation in clinical or College-sponsored activities.

I acknowledge that it is my responsibility to maintain adequate health insurance coverage during the course of my clinical education. I further agree that this release shall be binding upon me, my heirs, assigns, legal representatives, and next of kin.

A photocopy or electronic copy of this document shall be considered as valid and effective as the original.

### **Student Electronic Signature in Typhon**

## Physical Examination Form

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

Graduation Cohort / Class of: \_\_\_\_\_

Program (Circle) one:      BSN              MSN              DNP

Please upload this form completed and signed by a licensed healthcare provider to Typhon.

List of Allergies (including latex): \_\_\_\_\_

Does this student meet the essential abilities criteria?		Nursing students must possess “essential abilities” to function safely in the clinical setting, with or without reasonable accommodations. The following required criteria are outlined in the Student Handbook.
Yes	No	<b>Environment:</b> Able to fully and safely function in an environment that may have allergens, infectious and/or communicable diseases, and chemicals.
Yes	No	<b>Motor Skills:</b> Possesses gross and 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.
Yes	No	<b>Communication:</b> Has the sensory skills to interact appropriately and communicate effectively with patients from diverse backgrounds. This includes verbal, nonverbal, and written abilities, including using 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.
Yes	No	<b>Intellectual and cognitive function:</b> 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 computational math skills, the ability to reason, measure, calculate, analyze, synthesize, and evaluate situations to competently engage in safe nursing care.
Yes	No	<b>Sensory function:</b> Ability to use the senses to assess and provide care to patients safely. This includes but is not limited to:

Does this student meet the essential abilities criteria?		Nursing students must possess “essential abilities” to function safely in the clinical setting, with or without reasonable accommodations. The following required criteria are outlined in the Student Handbook.
		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
Yes	No	<b>Emotional and behavioral health:</b> Possess the emotional health required to make safe and appropriate clinical judgments; 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.
Yes	No	<b>Judgment ability:</b> 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.

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

With any indication of “No” listed above and if the student DOES have a health issue that requires ADA accommodations, please attach recommended accommodations.

Signed: \_\_\_\_\_

MD / NP / PA

Provider Printed Name: \_\_\_\_\_

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

## Immunization History Form

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

### *Upload vaccination record to Typhon*

Name (upload result reports to Typhon)	Date	Date	Date
MMR immunization dates <b>OR</b>			
Rubeola (measles) titer result and date	Positive	Negative	
Mumps titer result and date	Positive	Negative	
Rubella titer result and date	Positive	Negative	
Varicella immunization dates <b>OR</b>			
Varicella zoster titer result and date	Positive	Negative	
Hepatitis B vaccine dates (x3) <b>OR</b>			
Hepatitis B surface antibody titer	Positive	Negative	
TDap (Tetanus & Diphtheria <10 years)			
Influenza vaccine (due October 15, 2025)			
COVID-19 vaccine and booster dates			
List all COVID vaccines			

Does the student have allergies or contraindications to any vaccine, or a COVID vaccine exemption? Explain:

Signed:

M.D./N.P./P.A.

Provider Printed Name:

Date:

Note: Students are responsible for the costs of the blood work for titers. Hepatitis B vaccination: The vaccination consists of a series of three injections. Students must begin the injections at least one month prior to the beginning of the fall semester; the second injection will follow in one month. The final injection is scheduled six months after the first injection. It is not necessary that the series be at one location. You may opt out of the Hep B vaccination with a signed release of liability form.

## Tuberculosis IGRA Results Form

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

Program: (check one)     BSN                       MSN                       DNP

TB lab results and this completed form to be uploaded to Typhon.

<ul style="list-style-type: none"> <li>• QuantiFERON®-TB Gold In-Tube test (QFT-GIT) or</li> <li>• T-SPOT TB® test (T-Spot) or</li> <li>• Interferon-gamma release assays (IGRA)</li> </ul> <p>Note: 1-step and 2-step skin tests will not meet the criteria for clinical placements. Please use a TB blood test and not a skin test.</p>	<p><b>Interferon-gamma release assays (IGRA)</b> Date _____ Result: <input type="checkbox"/> Positive <input type="checkbox"/> Negative Please upload a copy of the lab report.</p> <p><b>If Positive TB:</b></p> <ul style="list-style-type: none"> <li>• Date of chest x-ray: _____</li> <li>• CXR result: <input type="checkbox"/> Positive <input type="checkbox"/> Negative</li> <li>• Upload a copy of CXR report</li> <li>• If positive, submit a healthcare provider's letter outlining the diagnosis and plan of care.</li> <li>• Student's name must be on all submitted documentation.</li> </ul>
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Signed: \_\_\_\_\_

MD / NP / PA

Provider Printed Name: \_\_\_\_\_

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/>

<http://www.oxforddiagnosticlaboratories.eu/products-services/t-spot-tb-test/>

## Annual Criminal History Disclosure Statement

**Student Name:** \_\_\_\_\_

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

Health care facilities are legally prohibited from allowing students to provide care, treatment, or services if the student has been convicted of certain crimes. A conviction for any such offense at any time permanently disqualifies the student from participating in clinical education. Disqualifying offenses include, but are not limited to: endangerment of a child; Medicaid or Medicare fraud; rape or criminal deviate conduct; exploitation of an endangered adult; failure to report battery, neglect, or exploitation of an endangered adult or child; murder; voluntary manslaughter; and a third offense involving driving under the influence (DUI) or operating while intoxicated (OWI).

Additionally, a student is prohibited from entering clinical education if, within five (5) years prior to the start of clinical placement, they have been convicted of involuntary manslaughter (felony), battery (felony), a felony offense involving a controlled substance, or theft.

### Disclosure Requirements

Any criminal charge, arrest, or conviction (including DUI/OWI) that occurs during summer break must be reported to the Department of Nursing Science within the first week of the academic year. Any such event occurring during the academic year must be reported prior to the next scheduled clinical day or within five (5) calendar days, whichever is sooner. These reporting obligations are mandatory and reflect the ethical and professional standards of nursing practice. Criminal background checks will be conducted, and any conviction will be reviewed in accordance with applicable law, clinical agency policies, and institutional standards.

- I affirm that I have not been convicted of any crime or offense that would disqualify me from clinical placement or licensure as a Registered Nurse.
- I affirm that I have not been convicted of any disqualifying offense and am not listed in the Nurse Aide Registry maintained by the State of Indiana for having committed such acts.
- I acknowledge that I have read, understand, and agree to comply with the requirements stated in this disclosure. I understand that failure to comply may result in disciplinary action, including removal from clinical placement, dismissal from the nursing program, and/or notification to the appropriate licensing authority. I accept full responsibility for compliance and any consequences resulting from noncompliance.

I acknowledge that electronically signing this form in Typhon carries the same legal weight as a handwritten signature.

**Student Electronic Signature (upload to Typhon yearly)**

## CastleBranch Instructions

The Joint Commission, the accrediting body for hospitals, requires a background check and drug test on all students placed in clinicals. You will need to complete a Background Check & Drug Test (\$95) and modules on HIPAA & OSHA Bloodborne Pathogens (\$12 for each module). To order your Background Check & Drug Test, follow these steps:

1. Go to <https://portal.castlebranch.com/AN02>
2. At the Red Bar, choose "Place Order"
3. Under "Please Select", choose "AN02 Background Check - Drug Test"  
Price of \$119 includes the background check, drug test, and HIPAA and OSHA learning modules. There is a service fee of \$2.99.
4. You will go to a landing page with order instructions, read the instructions, then press the box verifying you read the instructions.
5. Then you will be directed to review your order; check the box verifying you read the information, then press "Continue" and then set up your account, and start your order.
6. When your background check result is available, print and upload onto Typhon only the one-page "Results Summary" page.
7. When your Drug Test Result is available, print and upload onto Typhon the "Drug Screening Results" page.
8. When you have completed the HIPAA and OSHA modules, then upload your certificates of completion to your Typhon account AND your CastleBranch account

If you have problems, contact Castle Branch service desk at 888-723-4263, x7196, or go to <https://mycb.castlebranch.com/help>

## Tuberculosis Risk Assessment Form

Name \_\_\_\_\_ Date: \_\_\_\_\_ Expected graduation: \_\_\_\_\_

Please complete the following tuberculosis risk assessment form annually.

During the last 12 months, have you had the following?	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.			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: \_\_\_\_\_

## Student Success Plan

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

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

Difficulty evaluating consequences of own actions		
Exam score below 76%		

Other areas of concern:

Student's response and plan for improvement:

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

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

## Probationary Learning Contract Phase 1

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

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: \_\_\_\_\_

## Probationary Learning Contract Phase 2

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

Course: \_\_\_\_\_

Semester: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Outcome Report:

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

## Documentation of Injury

This form must be completed immediately following any student injury occurring at a clinical site or during clinical-related activities. Submit the completed form to the BSN Director. A copy may be shared with the clinical site and the College's Risk Management Office as appropriate.

If the injury involves exposure to bloodborne pathogens or a needlestick, the student must also notify the Health and Counseling Center immediately, complete all required exposure documentation, and schedule an appointment for evaluation and bloodborne pathogen testing on the next business day.

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

Clinical Site: \_\_\_\_\_ Unit/Area: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

### Narrative Description of Incident

*Provide a factual, objective account of what occurred, including events leading up to the incident, the incident itself, and contributing factors.*

### Immediate Action Taken

*Document first aid provided, medical care administered, safety measures initiated, or agency protocols followed at the time of the incident.*

### Was Medical Attention Sought?

Yes  No If yes, where? \_\_\_\_\_

### Follow-Up Required?

Yes  No If yes, describe: \_\_\_\_\_



Revised 7/2025