The faculty and staff of the Eleanor Wade Custer School of Nursing (SON) wish you a warm welcome to Shenandoah University. We congratulate you for selecting nursing as a profession and career. Opportunities in nursing are varied and rewarding. We are committed to making your transition as a student of nursing a smooth and successful experience.

This handbook is compiled to provide you helpful, important information to facilitate your achievement as a student and enhance your development as a nursing professional. It contains policies and procedures that have been developed to provide guidance and answer questions.

We ask you to review the University Catalogs and SON Handbook carefully and encourage you to seek advice from our faculty and staff if you have questions. Our faculty and staff are committed to helping you address specific questions and concerns you may have throughout the academic year.

During your time here, we encourage you to consider participating in activities and governance of the nursing program and the University. These activities are an essential component of your education and professional development. Please take opportunities to become involved in various organizations and committees.

We look forward to working with you as you progress toward your career goals.

Kathryn M. Ganske, PhD, RN
Dean, School of Nursing
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12/15/2014
SHENANDOAH UNIVERSITY
SCHOOL OF NURSING

MISSION and GOVERNANCE

Vision Statement

“The School of Nursing at Shenandoah University will be a recognized leader in providing dynamic and innovative programs that span the continuum of learning. The scholarly contributions made by faculty and students will distinguish the University as unique and strengthen the profession of nursing.”

Mission Statement

The mission of the School of Nursing is to prepare graduates, who deliver, manage, and lead nursing care in a variety of health care settings, and who participate in personal and professional development.

For the Shenandoah University Mission Statement see Shenandoah University’s website and catalog.

Philosophy

The philosophy of the School of Nursing (SON) is in accord with the purpose of Shenandoah University, and has evolved from the belief that nursing, as an academic discipline and practice profession, leads care for diverse individuals, families, groups, communities, specialized populations, and global society as an essential part of health care.

Faculty of the SON believe Nursing, as an art and science, is a goal oriented, therapeutic, interpersonal, caring profession with unique knowledge, skills, values, meanings, and experiences that separate it from other caring professions. Faculty further believes effective nurses are academically proficient, clinically safe, technologically competent, and consistently demonstrate professional behavior. Faculties value the uniqueness and individuality of diverse human beings, lifelong and interdisciplinary learning, professional commitment, and professional community.

The programs and curriculum of the SON are designed to meet evolving health care demands for nurses educated at increasingly complex levels. The SON offers multiple levels of education that facilitate flexible career development and mobility. The curriculum integrates creative teaching-learning strategies that promote advanced reasoning in students at all levels. In addition, faculty use themselves synergistically as mentors and role models for students.

The curriculum is built on the cornerstones of nursing knowledge, skills, values, meanings, and experiences. These cornerstones are operationally defined by supporting concepts that have
historical significance; are clinically relevant; provide structure that is logical and progressive; facilitate integration and synthesis; and are dynamic enough to allow for progressive change and development with minimum curricular disruption. The capstone of the curriculum is caring, which represents the desire, intent, and obligation to serve. Caring is predicated on reasoning through which students learn to identify, relate, understand, explain, predict, influence, and control nursing phenomena in the provision, management, and coordination of nursing care.

SCHOOL OF NURSING OBJECTIVES

PLEASE NOTE: Concepts identified in the following objectives for programs and tracks are identified and operationalized according to the approved KSVME Curricular Framework.

Graduates of the School of Nursing will be able to:

1. Synthesize knowledge appropriate for individual programs of study and the advancement of nursing.
2. Demonstrate skill in the delivery, management, and leadership of nursing and health care at the appropriate educational level and in a variety of settings.
3. Demonstrate values consistent with the ethical delivery of nursing and health care.
4. Exemplify unique meanings associated with nursing practice and the profession.
5. Actively and intellectually engage in planned nursing and health care related experiences designed to enhance the delivery of nursing care for diverse populations.

PROGRAM/TRACK OBJECTIVES

Undergraduate Program Objectives

Graduates of the Baccalaureate Program will be able to:

1. Analyze knowledge associated with professional nursing practice and membership within the nursing profession.
2. Demonstrate skill in the delivery, management, and leadership of professional nursing care.
3. Demonstrate values consistent with the ethical delivery of professional nursing care.
4. Exemplify unique meanings associated with professional nursing.
5. Actively and intellectually engage in professional nursing experiences.

Graduate Program Objectives

Masters in Nursing Objectives

Graduates of the Masters Program tracks will be able to:
1. Synthesize knowledge associated with the advanced nursing practice and advancement of nursing.
2. Demonstrate skill in the delivery, management, and leadership of advanced nursing practice.
3. Demonstrate values consistent with the ethical delivery of advanced practice nursing.
4. Exemplify unique meanings associated with advanced practice nursing and the profession.
5. Actively and intellectually engage in advanced nursing and health care delivery for specialized populations.

**Nurse-Midwifery Master’s Program Objectives**

Graduates of the NMMP will be able to:

1. Synthesize theories from nursing and related arts and sciences in providing nurse-midwifery care for diverse women and their families.
2. Synthesize nursing knowledge, skills, values and meanings in the provision of comprehensive nurse-midwifery care and management for diverse women and their families.
3. Using the nurse-midwifery management process, coordinate and deliver care for diverse women and their families across the lifespan.
4. Assume individual responsibility for the choice of therapeutic nurse-midwifery interventions and accountability for their outcomes for clients and families.
5. Synthesize the impact of practice standards, as well as legal, ethical, political, economic, accrediting and controlling factors on the delivery of nurse-midwifery care.
6. Positively influence practice standards, as well as legal, ethical, political, economic, accrediting and controlling factors impacting the delivery of nurse-midwifery care.
7. Contribute to the discipline of nurse-midwifery and the profession of nursing through scientific inquiry.
8. Provide collegial and collaborative leadership among professional nurse-midwives and other health care providers.
9. Demonstrate the desire for and value of continued professional growth by identifying individual learning needs, as well as the needs of the discipline of nurse-midwifery and the nursing profession.
10. Design a career development plan based on self-evaluation, the desire for continued professional growth, the needs of the discipline/profession and those factors influencing the discipline/profession within the region where you intend to practice.

**Post Graduate Certificate in Midwifery Program Objectives**

Graduates of the PGCP will be able to:

1. Accomplish the Nurse-Midwifery Master’s Program Objectives.
2. Lead nurse-midwifery and potential inter-professional student colleagues in the following the Core Competencies for Basic Midwifery Practice: “incorporation of scientific evidence into
clinical practice,” “development of leadership skills,” and “participation in self-evaluation, peer review, lifelong learning, and other activities that ensure and validate quality practice.”

**Doctor of Nursing Practice Objectives**

Graduates of the Doctor of Nursing Practice will be able to:

1. Synthesize knowledge associated with expert advanced nursing practice and the advancement of the profession.
2. Demonstrate expert skill in the delivery, management, and leadership of primary health care.
3. Demonstrate values consistent with the ethical delivery of expert advanced nursing practice.
4. Exemplify unique meanings associated with expert advanced nursing practice and the profession.
5. Actively and intellectually engage in advanced nursing and health care delivery designed to enhance expertise in caring for diverse populations.

**Course Catalogs**

For Undergraduate Curriculum, please see the School of Nursing website.  
For Undergraduate Course Descriptions, see the undergraduate catalog at  

For Graduate Curriculum, please see the School of Nursing website.  
For Graduate Course Descriptions, see the graduate catalog at  

**Program Accreditation**

All School of Nursing programs are approved by the Virginia Health Regulatory Boards, also known as the  
**Virginia Board of Nursing**  
Perimeter Center  
9960 Mayland Drive, Suite 300  
Henrico Virginia 23233-1463  
(804) 367-4515  
(804) 527-4455 (Fax)  
Automated License Verification: (804) 270-6836  

**American Association of Colleges of Nursing - Commission on Collegiate Nursing Education (CCNE) Accreditation**

12/15/2014
The School of Nursing is fully accredited by CCNE. Persons wishing to contact CCNE may do so at:

Commission on Collegiate Nursing Education  
One DuPont Circle, NW, Suite 530  
Washington, DC 20036  
(202) 887-6791 or www.aacn.nche.edu

American College of Nurse-Midwives (ACNM)  
The nurse-midwifery program is accredited by the Accreditation Commission for Midwifery Education. Persons wishing to contact ACME may do so at:

Accreditation Commission for Midwifery Education  
8403 Colesville Road Suite 1550  
Silver Spring, MD 20910-6374  
240-485-1800  
http://www.midwife.org/Accreditation

Non-Discrimination

Shenandoah University does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, age, or physical disability. Shenandoah University affirms the dignity and worth of every individual regardless of lifestyles or sexual orientation. Harassment or illegal discrimination toward any individual based on private lifestyle or sexual orientation is abhorrent and will not be tolerated in this community. The university chooses not to make a legal or political statement on private lifestyle or sexual orientation for individuals. The School of Nursing supports the non-discrimination policy of the University.

Faculty

For Undergraduate and Graduate Faculty Listing see the School of Nursing website.

STUDENTS

SU Student Life Policies

Information related to academic and student life policies are incorporated into the academic catalogs in order to provide students with one complete and easy reference. In addition to being knowledgeable of the School of Nursing policies, it is essential that all students, undergraduate and graduate, review and comply with the Student Life and Academic policies as stated in the Academic Catalog. Examples of these policies include the SU Student Code of Conduct and Academic Honor Code.

Financial Aid

12/15/2014
Student needs are most often met through a combination of grants, scholarships, loans, and employment opportunities on campus. Filling out the Free Application for Federal Student Aid (FAFSA) gives a student the opportunity to be considered for funds from federal, state, college, and private sources. This can be completed on paper or online at www.fafsa.ed.gov. The FAFSA must be filled out with the US Department of Education each year to be considered for aid. Applications may be filed anytime after January 1st and preferably before March 1st. Please note that it takes about six weeks for the form to be processed by mail and two weeks by Internet. Students who depend on need-based aid should take this into consideration because funds are awarded until they are depleted. The student is responsible for the following: reporting any change in enrollment status during an award period; promptly reporting to the Financial Aid Office the receipt of scholarships or loans awarded by organizations or agencies other than Shenandoah and; adhering to the regulations on satisfactory progress as outlined in the Shenandoah catalog.

Student Advising

Academic advising is a responsibility shared by the student and advisor. Each student is assigned a School of Nursing faculty advisor. Students are responsible for making and attending scheduled appointments with their advisor. The academic advisor must be informed and approve any changes by the student in his/her course plan of study. Students who change their academic schedule without input from their advisor may delay progression and graduation. Students experiencing academic difficulty have the responsibility of informing their advisor.

Advisement and Registration

Faculty members will post the hours they are available—in their offices or by phone—for student appointments. All students must meet with their faculty advisors during the published preregistration advisement period that precedes each term to plan their course of study. A formal advising meeting is required prior to online registration of classes.

Current Student Registration for Classes

Failure to meet with your assigned advisor to preregister for courses and obtain subsequent approval for the course plan may result in the loss of desired sections, including both courses and clinical labs. As directed by our clinical partners, clinical site placements are requested several months prior to the beginning of the semester. Failure to register during this period of time may delay progress in your plan of study and possibly delay graduation date since sections may be closed or cancelled. For this reason, students who do not register for these courses and/or clinical labs within the registration period may not be placed in the desired sections. Placement in both courses and clinical sections are made according to the date of registration.

This applies to both undergraduate and graduate students. Clinical placements are included in this policy since there are limited sites and preceptors available to programs of nursing. Failure to register for a clinical course may result in the student not being able to take the desired clinical course that semester.

12/15/2014
Please make appointments in advance with your advisor to plan your course of study, and register for classes during the pre-registration period each semester.

**Guidelines for Working with Your Advisor**

Please follow the general guidelines below throughout the year to make your advising experience a successful part of your program.

**You Should See Your Faculty Advisor to:**

- Discuss any problems that affect academic performance.
- Select courses for the upcoming semester.
- Seek advice about adding or dropping courses, taking an overload, withdrawing, etc.
- Discuss your academic progress.
- Review progress toward completion of degree requirements.
- Discuss unsatisfactory academic status, such as probation or dismissal, and develop an appropriate improvement plan.
- Seek advice regarding career plans.

**How to Contact and Meet with Your Advisor:**

- Become familiar with your advisor's name and office location, email address, and phone number. These are provided to new students at nursing orientation.
- Sign-up for a mutually convenient appointment.
- Check your advisor's office hours if it is necessary to drop by without an appointment.
- Schedule extended or longer appointments during the middle of the semester, since the first and last weeks of each semester and the registration periods are very busy times for faculty members.
- Call or e-mail your advisor if it is necessary to change or cancel an appointment.

**Be Prepared for Your Advising Session**

- Arrive with specific questions in mind.
- Arrive with necessary materials and/or forms.
- Maintain a file of your own academic records including grade reports, transcripts from other colleges, correspondence, and petitions. Bring these documentations to your appointment as needed.
- Refer to the relevant sections of the university catalog, student handbook, and the School of Nursing Student Handbook for information about degree requirements and academic policies.
- Be open to suggestions for improvement concerning coursework, study habits, academic progress, work schedules, time management, etc.
• Build a schedule free of time conflicts.
• Review the schedule of classes and identify your preferred selections before meeting with your advisor.

Changing Advisors

Students may request a change in advisor due to extenuating circumstances. In such cases, the student must submit a formal written request to and be approved by the Associate Dean for Academics.

Accommodations of Persons with Disabilities Policy

As part of Shenandoah University’s commitment to upholding the letter and spirit of the laws that ensure equal treatment of people with disabilities, the university recognizes and adheres to the mandates of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the policy of Shenandoah University that no otherwise qualified individual is denied reasonable and appropriate access to or participation in any program or activity of the university because of a disability. Pursuant to this policy, the university’s Disabilities Services office is a resource for students, faculty, and staff. Any individual who believes he or she has a disability covered under disability laws can provide the requisite documentation and request accommodations and resources from Disability Services (SU Undergraduate Catalog; SU Graduate Catalog).

Academic Enrichment Center
Office of Learning Resources & Services
(Howe Hall, Room 204, Main Campus, 540-665-4928)

Students with disabilities should contact the center for information assistance. In order to receive accommodations, the student must self-identify and present appropriate documentation of the disability. Information concerning the disability is confidential and will not be released without student consent. The professional staff in that office is available to assist students with disability-related needs including reasonable accommodations and resource information.

A student who feels they have not received appropriate accommodations as formally requested according to procedure may follow the Disability Grievance Procedure in the SU Undergraduate and Graduate Catalogs.

ADA and Nursing Performance Standards

In addition to the SU policy on Accommodation of Persons with Disabilities in the university catalog, the SON supports the guidelines for ADA set forth by the National Council of State Boards of Nursing (NCSBN). These guidelines serve to guide applicants and students of nursing in understanding the functions, standards, and competencies required of them during their course
of study, if accommodations are necessary, and whether or not some accommodations will be necessary in order for them to be successful. The NCSBN has offered a perspective on core licensure requirements at the following web site: http://www.ncsbn.org/271.htm

The student should determine their ability to meet these standards. In addition, they should notify the faculty as soon as possible of any special accommodation required to complete requirements for course study in their nursing education program. At the time of application for licensure, the applicant will be asked by the Virginia Board of Nursing about any accommodations that were necessary to complete nursing education requirements. Virginia Board of Nursing will also request disclosure of any felony, plea agreement, misdemeanor conviction, or drug related behaviors.

Technical Performance Standards for Nursing

Essential Qualifications for Candidates for Admission, Progression, and Graduation

Nursing technical standards for admission establish expectations and abilities considered essential for students admitted to the nursing program in order to meet theoretical and clinical course objectives required to achieve the level of competency required for graduation and practice as a registered nurse. All students admitted to nursing are expected to be able to demonstrate the abilities specified throughout their program of study.

Students must demonstrate the ability to function competently in a variety of clinical situations and to provide a broad spectrum of care. Students who require technological support or other accommodations must be able to perform in a reasonably independent and timely manner that does not affect the quality of care, the safety of patients or other individuals, and in a manner that does not impose an undue hardship on the School of Nursing or other members of the health care team.

Use of trained intermediaries to carry out functions described in technical standards is not permitted. A student’s judgment and skills may not be mediated by reliance upon someone else’s power of selection, observation, or clinical ability.

Students must satisfy the following with or without reasonable accommodation, in order to be admitted, progress, and graduate:

Sensory/Observation
- Must have functional use of the senses of touch, speech, smell, hearing, and vision.
- Must be able to observe patients to assess their health status accurately, including verbal and nonverbal signals such as facial expressions, gestures, temperature, position, equilibrium, and movement.
- Must hear and see signals from monitoring equipment.
- Must be able to elicit, transmit, and record patient data and other information from faculty, classmates, clinicians, and other personnel, and family members using the English language orally and in writing.
**Motor Skills**

- Must demonstrate sufficient manual dexterity and other motor skills to execute movements reasonably required to engage in assessment and patient care procedures, including palpation, auscultation, percussion, administration of medication, and emergency interventions such as cardiopulmonary resuscitation, application of pressure to stop bleeding, and suction of obstructed airways.
- Clinical settings may require the ability to carry and lift loads from the floor, from 12 inches from the floor, to shoulder height and overhead.
- Must be able to occasionally lift 50 pounds, frequently lift 25 pounds, and constantly lift 10 pounds.
- Must be able to maintain consciousness and equilibrium and have the physical strength and stamina to perform satisfactorily in clinical settings.
- Must have the capability to navigate easily and quickly in small spaces in order to execute appropriate care to a patient.
- Must have the ability, within reasonable limits, to safely assist a patient in moving, for example from a chair to a bed, or from a wheel chair to a commode.
- Must have a reliable means of transportation in order to travel to educational experiences off campus for clinical experiences.

**Cognitive**

- Must be able to measure, calculate, analyze, integrate, and synthesize data accurately and make decisions that reflect consistent and thoughtful deliberation of appropriate data.
- Must be able to quickly read and comprehend extensive written material.
- Must be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

**Communication**

- Must possess interpersonal skills sufficient to communicate effectively with students, patients, families, faculty, colleagues, and other professionals of diverse religious, cultural, or social backgrounds.
- Must be able to clearly express his or her ideas and feelings and demonstrate a willingness and ability to give and receive feedback.
- Must be able to convey or exchange information at a level allowing development of a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post treatment.
- Must be able to process and communicate information on the patient’s status with accuracy in a timely manner to members of the health care team. Appropriate communication may rely on the individual’s ability to make a correct judgment in seeking supervision and consultation in a timely manner.

**Behavioral/Emotional**

- Must possess the emotional health required for the full utilization of his or her intellectual abilities, exercise good judgment, and provide prompt completion of all responsibilities related to the diagnosis and care of patients and families.
• Must be able to maintain mature, sensitive, and effective relationships with patients, family, other students, faculty, staff and other professionals under all circumstances including stressful situations.
• Must have the emotional stability to function effectively under stress and able to adapt to an environment that may change rapidly without warning or in unpredictable ways.
• Must be able to experience and effectively communicate empathy in sharing the situations and experiences of others.
• Must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with patients, families, and others. The student must be able and willing to examine and change his or her behavior when it interferes with productive individual and/or team relationships.
• Must possess skills and experience necessary for effective relationships in diverse academic and working environments

Professional Conduct
• Must possess the ability to reason morally and practice nursing in an ethical manner.
• Must be willing to learn and abide by professional standards of practice.
• Must possess personal qualities that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
• Must be able to engage in patient care delivery in all settings and to all patient populations regardless of age, ethnicity, gender, disability or any other basis protected by law.

All students must meet the essential requirements of the program as outlined in the Technical Standards for Nursing. Reasonable accommodations will be granted to qualified students with disabilities to the extent the accommodation will enable them to perform the essential functions of the program and will not create an undue hardship – however no accommodations are given that will alter the essential program requirements. Therefore, all students must pass all courses at an acceptable level and master all essential clinical competencies as established by the nursing program. Questions regarding the technical standards for nursing should be directed to the Dean of the School of Nursing.

While the nursing program requires students to have essential skills for the program, the program has a duty to accommodate where accommodations can be had, and that accommodation process is based upon an individualized assessment of the applicant/student. Therefore, it is advised that students with disabilities must register with the Office of Learning Resources and Services before any accommodations can be granted to the student. Revealing a disability is voluntary and student disability information is handled in a confidential manner. Reasonable accommodations will be made to comply with the university’s responsibilities to facilitate equal access to university programs, events, activities, and services for students with disabilities according to the legal, ethical, and philosophical principles of Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act (ADA). For any questions regarding disability service, please contact the Director of Learning Resources and Services. (Approved 2013)

The Writing Center

12/15/2014
The Shenandoah University Writing Center takes as its primary mission one-to-one instruction in writing for all students. The conferences between students and Writing Center staff, either face-to-face or online, work to enable students to learn productive habits in pre-writing, drafting, revising, and editing. Using directive and non-directive instructional techniques, the Center’s staff encourages students to do their own work but to value consultation as a valuable part of composing. The ultimate goal of the Center is to develop more able student writers.

Howe Hall Room 204, (540)665-4845, Monday through Thursday 10am to 4pm
HPB and NVC hours are posted for appointment requests at www.su.edu/writing_center
School of Nursing Evaluation Standards
Undergraduate and Graduate

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12/15/2014
### ACADEMIC STANDARDS

1. **Tests/Quizzes**  
   a. 78% or greater (minimum passing score)  
   b. See missed exam policy in student handbook

2. **Written Assignments**: may include, but not be limited to, at the discretion of course faculty, papers, posters, and/or projects and will be evaluated based on the following criteria:  
   a. 78% or greater (minimum passing score)  
   b. Level-appropriate KSVME concepts  
   c. Content that is accurate and specific to goals of assignment (see BSN written evaluation tool)  
   d. Demonstrates analysis  
   e. APA format (See Appendix A for title page format)  
   f. Completed on time (see Academic and Progression policies in student handbook)  

3. **Oral Assignments**: may include, but not be limited to, presentations, discussion facilitation, and/or classroom participation and will be evaluated according to the following criteria:  
   a. 78% or greater (minimum passing score)  
   b. Level-appropriate KSVME concepts  
   c. Content that is accurate and specific to goals of assignment (see BSN oral evaluation tool)  
   d. Completed on time

4. **Clinical Assignments (pass/fail; must pass clinical component to pass course)**: the practice of nursing involves providing care through the essential components of knowledge, skills, values, meaning, and experiences. To that end, the SON undergraduate nursing evaluation standards reflect those essentials as outlined by the American Association of Colleges of Nursing (see clinical evaluation tool).
Professional Behavior and Safety Policy

The School of Nursing holds students to the highest standards of professional behavior and safety. Additionally, students are expected to demonstrate the technical performance standards and professional behavior and safety policies at all times:

Professional Behavior Standards
- Adherence to the nursing code of ethics
- Respect for self, peers, faculty, staff and clients
- Appearance in accordance with stated policies
- Professional, therapeutic, and effective verbal and non-verbal communication with patients/clients, groups, families, peers, faculty, staff and health care providers
- Accountability and responsibility for actions and behavior at all times
- Courtesy for clients, peers, faculty, and staff at all times
- Punctuality for class, practicum, campus learning lab, community, and appointments
- Preparation for all learning experiences
- Attendance in accordance with SON policies
- Confidentiality
- Honesty and integrity at all times
- Mature conflict resolution at all times
- Implementation of appropriate policies consistent with established roles and responsibilities of the program and affiliating agencies
- Attentiveness
- Cooperation
- Efficient use of resources
- Respectful use of property
- Ethical use of technology and technological equipment

Safety Standards
- Follow safety policies and procedures established by the School of Nursing, the University, and affiliating agencies
- Implement universal precautions
- Awareness of safety precautions for self and others
- Plan and provide for physical and psychological safety for self and others
- Avoid placing self and others in unsafe situations
- Report actual or potentially unsafe situations or persons

Unsafe Clinical Practice
The School of Nursing, through its appropriate committees, reserves the right to suspend or dismiss any student for failure to maintain a satisfactory academic record, unacceptable personal and/or impaired behavior, unacceptable standards of academic conduct, failure to meet accepted standards of practice in a clinical agency, or unsatisfactory standards of health.

The physical and emotional welfare of clients and their families has a higher priority than student learning. A student who demonstrates clinically unsafe nursing practice that jeopardizes the
clients’ or families’ physical or emotional welfare may be dismissed at any time from the clinical area.

Unsafe clinical practice is defined as any behavior determined by faculty to be actually or potentially detrimental to the patient/client or to the health care agency. Unsafe clinical practice includes but are not limited to behaviors related to physical or mental health problems; use of alcohol, drugs, or chemicals; lack of preparation for clinical; or deficits in problem-solving skills.

If a student is identified as demonstrating unsafe clinical practice in a clinical setting by a faculty member, the clinical faculty will notify the course coordinator immediately. Unsafe behavior or practice may result in the student being asked to leave the clinical setting/experience.

The clinical faculty member will identify and document in writing, the student's unsafe clinical practice, advise the student regarding their performance, and recommend strategies for addressing the deficiencies. Copies of the faculty member’s documentation of the student's unsafe clinical practice will be recorded in the Clinical Evaluation Tool and provided to the course coordinator, and if deemed appropriate to the Associate Director for Academics or designee. (July, 2011)

Demonstration of professional behavior and safety are expected of all pre-nursing, undergraduate, and graduate nursing students. Infractions of this Policy may result in one or more of the following and will be recorded in the student’s file:

A. First Infraction: A documented verbal and/or written warning from faculty and/or administration regarding the need to improve unacceptable behavior. A copy of this letter will be placed in the student’s file. Students must satisfactorily comply with any specific requirements identified by the SON faculty and/or administration regarding corrective measures for the unacceptable behavior to successfully pass the course. Severe infractions will be reviewed by nursing administration and may result in separation from the program.
B. Second Infraction: A documented written warning and a letter grade reduction of the final course grade or failure of the course.
C. Third Infraction: Separation from the program. The need for more than two warnings constitutes automatic removal from the course and/or program.

Legal Limitations of Licensure

The practice of nursing is regulated by state laws. Questions concerning licensure in a specific state should be direct to that state's Board of Nursing. Applicants for nursing licensure in Virginia are required to notify the State Board of Nursing if they have:

12/15/2014
• Been convicted of (or pled Nolo Contendere) to the violation of any Federal or state law
• Been hospitalized or received treatment for chemical dependency preceding application
to complete the licensing examination.
• A mental or physical condition, which could interfere with their ability to practice
nursing.

It is also important to understand Virginia Board of Nursing’s Regulation as stated below:

§ 54.1-3007. Refusal, revocation or suspension, censure or probation.
The Board may refuse to admit a candidate to any examination, refuse to issue a license,
certificate, or registration to any applicant and may suspend any license, certificate,
registration, or multistate licensure privilege for a stated period or indefinitely, or revoke any
license, certificate, registration, or multistate licensure privilege, or censure or reprimand any
licensee, certificate holder, registrant, or multistate licensure privilege holder, or place him
on probation for such time as it may designate for any of the following causes:

1. Fraud or deceit in procuring or attempting to procure a license, certificate, or registration;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction of any felony or any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make
his practice a danger to the health and welfare of patients or to the public;
6. Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any
mental or physical illness rendering him unsafe to practice;
7. The denial, revocation, suspension or restriction of a license, certificate, registration, or
multistate licensure privilege to practice in another state, the District of Columbia or a United
States possession or territory; or
8. Abuse, negligent practice, or misappropriation of a patient's or resident's property.

(Excerpt taken from: Laws Governing the Practice of Nursing and Health Professions in
General Code of Virginia as of July 1, 2014)

Students must be aware that any of the above examples may prevent them from being eligible to
take the RN licensure exam. Nursing regulations and laws for Virginia are located at
http://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm

HIPAA and Patient Confidentiality

Federal regulations under the Health Insurance Portability and Accountability Act (HIPAA)
include provisions designed to protect the privacy of patient information. These regulations are
commonly known as the Privacy and Security Rules. The compliance date for the Privacy Rule
occurred on April 14, 2003. The Security Rules were finalized in February 2003. Hospitals and
other healthcare providers must be in full compliance by February 2005.

Confidential patient information means information that identifies the patient, relates to the
patient's diagnosis or condition, the patient's care, treatment or other services provided to the

12/15/2014
patient, or the patient's billing and payment information. Examples of confidential information include the following:

- Name, address, phone number, fax number, e-mail address
- Occupation, age or date of birth, place of birth, date/time of death
- Social security number, driver’s license number, license plate number, professional license number
- Medical record number, account number, health plan number
- Photographs, fingerprints, voiceprints
- A description of distinguishing physical characteristics, including height, weight, gender, race, hair and eye color, presence or absence of facial hair (beard or moustache), scars, and tattoos
- Diagnosis and HCPCS codes, narrative diagnosis, signs and symptoms, description of procedures
- History and physical, discharge summary, physician orders/prescriptions, clinical notes
- Test results, imaging results (e.g., X-Ray, MRI, PET Scan, CT)
- Web Universal Resource Locator (URL), Internet Protocol (IP) address number
- Any other unique identifying number, characteristic, or code

The HIPAA Privacy and Security rules affect all healthcare providers. There are a few simple rules that can help ensure that we protect our patients’ right to privacy.

- You should only access or use patient information if you have a need to know this information to fulfill your responsibilities, and you should only disclose this information to your co-workers or classmates if they have a need to know this information to do their jobs.
- You may share patient information with other healthcare providers inside and outside the patient's healthcare system who are also involved in the care of the patient, unless the patient has objected to these disclosures.
- If you are caring for a patient, you may communicate with the patient’s family and friends who are involved in caring for the patient about the patient’s condition or treatment, unless the patient has objected to these disclosures.
- You cannot disclose patient information to your family, friends, neighbors or acquaintances. You should always take care to secure the patient information that has been entrusted to you.

**Practical Tips for Avoiding HIPAA Violations**

- Do not access any patient’s file unless you have been assigned to care for that patient.
- Do not share computer, PYXIS passwords, or security codes with anyone.
- Log out or password protecting your computer screen when you leave your workstation.
- Lock paper records in a file cabinet or desk drawer when you leave your work area.
- Dispose of confidential waste in accordance with your facility’s waste disposal policy or shredding the documents if you have access to a shredder.
- Verifying fax numbers before you hit the “Send” button.

**Avoiding HIPAA Violations in Social Media**

12/15/2014
• Don’t talk about patients, even in general terms. Do not discuss patients’ illnesses, medical conditions, or personal information online.
• Don’t be anonymous. This has always been a warning sign in social media—Anonymity may lead to bad behavior. It encourages you to say things you shouldn’t.
• If you wouldn’t say it in the elevator, Don’t put it online
• Check the tone of your social media presence.
• Don’t mix your personal and professional lives
• Presume that everything said online can be found and is going to be available forever, including pictures.

Enforcement of HIPAA

Students violating patient confidentiality practices are subject to civil and criminal liability under applicable law and are subject to the professional behavior standards of the SON. This may include dismissal from the program.

Honor Code Policy

Shenandoah University’s mission statement is to educate and inspire individuals to be thinkers, lifelong learners and ethical, compassionate citizens. To fulfill the university’s mission, it is important to uphold the principles of academic integrity on campus. The concept of honor may be defined in a variety of ways; however, at this university, the code prohibits lying, stealing and cheating. All students enrolled in courses at Shenandoah University must be held to the rigorous standards of academic honesty to ensure the attainment of knowledge necessary to become ethical and compassionate citizens who can make responsible contributions to their community and career. The guidelines for academic integrity are outlined in the following Honor Code.

Undergraduate and graduate students, faculty and staff are responsible for upholding the Honor Code, being aware of the university’s Honor Code procedures, and reporting all violations of the Honor Code in a timely manner. Ignorance is not an acceptable defense for failing to follow the honor code.

The University Cabinet shall recommend all non-editorial changes to this Honor Code to the Board of trustees for approval, upon consideration of said changes by each of the Student Government Association, the Faculty Senate and the Academic Cabinet. Proposed changes should be shared with Student Government and Faculty Senate for any comment from those bodies by their representative to the University Cabinet, at the time the University Cabinet considers the changes to the Honor Code. The president may make editorial changes.

The School of Nursing supports the policies on academic dishonesty as described in the Honor Code and can be accessed on the web at via the Academic Catalogs and the university web site.
(Updated 7/2013)

American Nurses Association Code of Ethics

12/15/2014
The ANA views nurses and patients as individuals who possess basic rights and responsibilities and whose values and circumstances should command respect at all times. The ANA code provides guidance for carrying out nursing responsibilities consistent with the ethical obligations of the profession. According to the *ANA Code of Ethics for Nurses* (2001):

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity and worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse’s primary commitment is to the patient, whether an individual, family, group or community.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

**Technology Guidelines**

**Communication and Technology Access in Nursing**

All students are encouraged to utilize various communication technologies. Students are required to either have available for their use, computer communication technology (a personal computer, computer/word processing, e-mail, Internet use including social media, texting, twittering, fax) or have ready access to this technology throughout the course of the program.

**Computers as Teaching Learning Tools**

The faculty of the School of Nursing (SON) views technology, including computers, smart phones, iPads and/or tablets, as important adjuncts to effective teaching and learning. Technology is integrated in a variety of ways throughout the curriculum and in learning exercises students are expected to complete in the classroom and/or at home. How and when computer
technology is used in the classroom and clinical setting is at the individual faculty member’s discretion. How, when, and if computer generated materials, such as PowerPoint slides, content outlines, websites, podcasts, recordings, etc. are made available to students is also at the discretion of individual faculty members. Faculty will communicate primarily through email via the SU email accounts assigned.

Unauthorized or distracting use of computers (instant messaging, texting, twittering, e-mailing, games, internet surfing, etc.) in classrooms, clinical, or other group teaching learning experiences is inconsistent with the goals and objectives of the SON and will not be tolerated.

Failure to comply with this policy may result in the student being dismissed from the classroom (unexcused absence). Infractions of this policy will be treated according to the guidelines listed under the Professional Behavior and Safety Policy located in the SON Student Handbook.

**Handheld Devices (iTouch, Smart Phones, PDAs, iPads, Tablets)**

As nursing and the healthcare environment moves to an age of increasing use of technology in the delivery of care, some textbooks are available electronically, facilitating their availability to students and faculty in the form of a handheld device. These devices can be carried more easily into the learning environment providing students easy access to resources needed to support the learning experiences. Handhelds may be used in the classroom, directed laboratory experiences, and in clinical experiences under the direction of the course instructor. The device used by the student may be loaded with software recommended by faculty. Examples include pharmacology, diagnostic and lab reference books and a medical dictionary in place of hard copy books. Software may be purchased in the bookstore and also loaded on the student’s computer. The electronic books automatically update on the devices for one year with the option of annual renewal. *It is not recommended that nursing students take iPads or tablets into the clinical setting for security reasons at this time.*

**Handheld Device Policy**

For the use of all handheld devices, certain features must not be utilized at any time in the clinical settings. This includes email, texting, twittering, Instagram, making phone calls, and the camera. Any student found using these features in the clinical setting would be in violation of the policy and subject to dismissal from the nursing program. Students may use the handheld device to access approved books.

(Approved 12/4/09, Revised 1/5/15)

**Ethical Use of Technology**

The Internet, email, and other electronic communication devices are valuable learning tools for Nursing. The School of Nursing encourages the ethical and safe use of all Shenandoah University communication equipment (computers, Internet, E-mail, texting, twittering, etc.) by all students and faculty. It is expected that students will access only that information which assists them in their nursing education and professional development.

12/15/2014
Students should be aware that classes may be recorded for the purpose of distance learning. Students with the desire to record their class lecture should as a courtesy to the faculty/instructor of the class, seek the approval from the faculty/instructor of the class involved.

**SU Computer Misuse**

A student who is found responsible of misusing a Shenandoah owned computer or the Shenandoah owned computer network shall be subject to the maximum sanction of dismissal, or any lesser sanction deemed appropriate. This includes student using privately owned computers or equipment that accesses the university-owned network either on or off campus.

Below is a partial list of acts that would violate this policy

- Committing computer fraud, creating false identities, forgery, harassment, personal abuse, trespassing, theft, embezzlement or invasion of privacy.
- Using the computer to examine, modify or copy programs or data other than one’s own without proper authorization.
- Distribution or interference with the normal use of the computers, computer related equipment, data, and programs of individuals, the network, or the university.
- Attempts to breech security in any manner.
- Sending or displaying harassing messages through email, instant messenger, text messaging, or other electronic media. A harassing message is any message that is unsolicited, inappropriate or deemed harmful to the recipient.
- Use of computer account for any purpose other than which it was assigned
  
  (University Course Catalogs)

For a complete list, contact Institutional Computing department.

**Social Networking Policy**

**School of Nursing**

Health Profession students should be concerned with any behavior that might reflect badly on themselves, their families, their academic program, and/or Shenandoah University. Such behavior includes any activities conducted online.

Health Profession students are not restricted from using any online social network site and/or digital platform. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal government, Commonwealth of Virginia, Shenandoah University, the Code of Ethics of your respective health profession, and the Student Handbook of your respective program.

As a School of Health Professions student- participating in classroom, clinical field experiences and community activities as part of Shenandoah University, you are a representative of the
Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text, video, or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Materials created or posted prior to matriculation to Shenandoah University also are representative of you and your relationship with Shenandoah University.

Program faculty and/or other Shenandoah administrators may and will monitor these web sites. Potential employers, internship supervisors, graduate program personnel, and scholarship committees now search these sites to screen candidates and applications.

To provide for your own safety, you should not post your home address, local address, phone number(s), birth date, or other personal information, as well as your whereabouts or your plans. By doing so, you could be placing yourself or others at risk to predators.

The following activities are prohibited when participating in social networking web sites and other media:

- Postings about yourself, your peers, faculty, staff, or clinical instructors, your respective program, or Shenandoah University that are inaccurate, unprofessional, or could be interpreted to negatively alter professional reputations. These postings may be information, videos, photos, music, or other online items.

- Posting any online materials that could be interpreted as a violation of the Health Insurance Portability and Accountability Act (HIPPA) or Family Educational Rights and Privacy Act (FERPA).

- Malicious use of online social networking programs. This includes derogatory language directed at Shenandoah faculty, staff and students; demeaning statements about or threats to any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other behaviors considered inappropriate and unprofessional for health professions students or providers.

Failure to agree and adhere to this policy will result in actions ranging from reprimand to dismissal from the program. It is the School of Health Profession's intention to achieve a level of behavior that reflects positively on all of us.

Violations of this School of Health Professions policy or evidence of such violations in the content of social networks or digital platforms may be subject to investigation and sanction under the School of Nursing Handbook. Any behaviors considered to be illegal will be referred to the appropriate law enforcement agency for investigation and potential prosecution. Students are also responsible for reading and complying with the Shenandoah University Information Technology Policy (found on the Blackboard log in page - IT Policy).

**American Nurses Association (ANA) Tips for Nurses Using Social Media**

12/15/2014
Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people but this exchange does not come without risks. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse’s career, but also the nursing profession.

**ANA’s Principles for Social Networking**

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or coworkers even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References:
[www.nursingworld.org](http://www.nursingworld.org) (June, 2013)

**Computer Requirements and Distance Learning**

All graduate nursing students are required have laptop computers beginning Fall 2010. The laptop may be a PC or Mac.
To participate effectively in Shenandoah University’s distance learning courses, you must have full access to a reliable laptop/desktop connected to the Internet.

**Computer Hardware Requirements:** Your computer and communications hardware should meet or exceed the following requirements: (Updated 7/2014)

<table>
<thead>
<tr>
<th>Computer Hardware Requirements</th>
<th>Windows</th>
<th>Macintosh</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating System</strong></td>
<td>Recommended: Windows 7</td>
<td>Recommended: Latest Mac OS X</td>
</tr>
<tr>
<td><strong>Processor</strong></td>
<td>Recommended: Intel Core 2 Duo or faster</td>
<td>Recommended: Intel Core 2 Duo or faster</td>
</tr>
<tr>
<td><strong>Memory</strong></td>
<td>Recommended: 4GB or more</td>
<td>Recommend: 4GB or more</td>
</tr>
<tr>
<td><strong>Hard Drive</strong></td>
<td>Recommended: 320gb or more</td>
<td>Recommended: 320gb or more</td>
</tr>
<tr>
<td><strong>Networking Hardware</strong></td>
<td>Wired or Wireless connection</td>
<td>Wired or Wireless Connection</td>
</tr>
<tr>
<td><strong>Audio Video</strong></td>
<td>WebCam, Audio &amp; Microphone</td>
<td>WebCam, Audio &amp; Microphone</td>
</tr>
</tbody>
</table>

**Computer Software & Services Requirements:** In order to utilize all the available features and content in Blackboard and Blackboard Collaborate as provided by SU, you would need the following software and services:

<table>
<thead>
<tr>
<th>Computer Software &amp; Services Requirements (Windows or Macintosh)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internet Service</strong></td>
<td>Recommended: DSL, Cable or Satellite</td>
</tr>
<tr>
<td><strong>Internet Browser</strong></td>
<td>Latest version of Firefox or Chrome</td>
</tr>
<tr>
<td><strong>SU Mobile App</strong></td>
<td>Mobile App for smart phones &amp; tablets includes Bb Mobile Learn-&quot;Shenandoah U&quot;</td>
</tr>
<tr>
<td><strong>Office Suite</strong></td>
<td>Recommended: MS Office 2010 or 2013</td>
</tr>
<tr>
<td><strong>Java Runtime Environment</strong></td>
<td>Needed for tools like Virtual Classroom</td>
</tr>
<tr>
<td><strong>Browser Configuration</strong></td>
<td>Must support JavaScript, allow cookies and popup blocker must be turned off</td>
</tr>
<tr>
<td><strong>Macromedia Flash Player</strong></td>
<td>Common format for displaying videos (e.g. on YouTube) and animations</td>
</tr>
<tr>
<td><strong>Windows Media Player</strong></td>
<td>Often Used to play embedded or streamed audio and video files</td>
</tr>
<tr>
<td><strong>RealPlayer</strong></td>
<td>Sometimes used to play embedded or streamed audio and video files.</td>
</tr>
<tr>
<td><strong>Apple Quicktime Player</strong></td>
<td>Often used to play embedded or streamed animations, audio and video files.</td>
</tr>
</tbody>
</table>

If you have any questions regarding Shenandoah University’s computer recommendations please contact our IC Help Desk at helpdesk@su.edu or 540-665-5555

**Internet Access**

While present on campus and in the classroom, wireless Internet access is available to all enrolled students. It is highly recommended that undergraduate and graduate nursing students have access to a reliable, stable efficient high-speed Internet connection at a place where they
study and prepare assignments. Learning assignments often include materials and learning content that must be accessed on SU web based platforms and an internet site. The student must have the capability to transfer large files of data and learning materials. This is not possible with a dial-up Internet connection.

Licensure

All RNs entering the undergraduate and graduate programs will show evidence of current, unrestricted licensure in the state of Virginia or a compact state upon entry into the undergraduate and graduate programs.

RN-BSN and graduate students placed in clinical sites in other states that are not participating in the multi-state compact may be required to be licensed in the state of that clinical experience. (Updated June, 2013)

Malpractice Insurance

Malpractice insurance is required for all students in the nursing programs. Enrollment into the university policy is provided by the university and covered by tuition as long as a student is enrolled in nursing courses.

Cardiopulmonary Resuscitation (CPR)

All students of nursing must present evidence of Cardiopulmonary Resuscitation (CPR) Certification completion prior to beginning the program. The only course accepted is the American Heart Association (AHA) for healthcare providers. This course must include adult, children, and infant rescue and AED. The American Red Cross CPR is not accepted. Any online or other course must show evidence of following the American Heart Association guidelines for CPR for Healthcare Providers. The course must show evidence of both written and performance components.

This course must be renewed every two years. Students will make arrangements to renew CPR certification prior to the semester it expires.

It is the student’s responsibility to provide evidence of the updated, renewed recertification prior to expiration. Xerox copies of this document will not be accepted. If the CPR recorded in the SON expires, the student may not attend class, clinical, or lab. These absences will be unexcused and considered to be an infraction in professional behavior. (Updated June, 2013).

Student Health Records and Immunizations

All nursing students are required to have the Shenandoah University Health Professions and Pharmacy health form, immunization documentation, and proof of health insurance (photocopy of insurance card) on file at the Wilkins Wellness Center on main campus prior to starting courses including RN students. The required immunizations are identified on the University

12/15/2014
Health Form for Health Professions and Pharmacy Students. This form is available for on the university web site under Student Life and the Wilkins Wellness Center.

In addition to routine vaccinations and screening tests, all undergraduate and graduate nursing students must present evidence of having had the following communicable diseases or appropriate vaccines/screening tests (titers or blood tests) prior to the beginning of nursing classes.

The University Health Form and information page must be completed and signed by the doctor or primary care provider prior to submitting the health form to the Wellness Center. The required documentation includes:

- Annual TST/Tuberculosis (PPD) documentation (if a health care worker or volunteer) only. Submit at least two years of documentation within the same month or before, for each year.
- A two step TST/Tuberculosis (PPD) is required if the student has not received an annual TST. The second TST must be implanted within 7021 days from the first test/reading.
- If the TST/PPD for tuberculosis is positive, a CXR is required unless TB symptoms develop or are present or a new exposure to TB occurs.
- Annual Flu shot for the current influenza season and updated annually
- TDAP (Tetanus/Diphtheria and Pertussis; regardless of when you received your last Tetanus)
- Proof of polio vaccine or titer*
- Hepatitis B (series of 3), positive titer or signed waiver
- Meningitis vaccination or signed waiver
- Measles, Mumps, Rubella (2 vaccine dates or a positive titer)
- Chicken Pox (2 vaccine dates or a positive titer). The date of disease is not acceptable.
- A complete physical examination
  * titre: antibodies in the blood from previously contracted illness; requires blood sample for lab analysis.
- Health insurance verification through www.gallagherkoster.com/SU (instructions below)
- A completed Shenandoah University Health Professions and Pharmacy Student Health Form

- If hepatitis B series is in progress, students must bring documentation of progress and may register with the understanding that the series be completed within the required time
- It is highly recommended that students receive the meningococcal vaccine. It is not required, but highly recommended

Health records must be mailed or hand delivered to the Wilkins Wellness Center. The clinic will not accept faxed copies. Students are encouraged to keep a copy of all health records for themselves and for future employment opportunities. The clinic staff will send a confirmation
email verifying receipt of the required records – please check your SU email regularly. It is important that the student verify with the clinic receipt of the required immunizations and records. This is coordinated through the Wilkins Wellness Center and all questions should be directed to them at (540) 665-4530.

Students are expected to complete these requirements PRIOR to the beginning of classes. Students who are admitted late must complete these requirements within two weeks after admission to the program. Failure to complete the requirements in this time frame will result in the student having to withdraw from all nursing courses. It is the student’s responsibility to verify that their health records are complete and update required immunizations each semester. The Wilkins Wellness Center will place “hold” on student’s accounts when health records are not current and complete. This will prevent the student from registering for the subsequent semester.

Students with expired and/or incomplete immunizations records may not attend class, clinical, or lab until completed and recorded in the clinic. These absences will be unexcused. (Updated June, 2014)

Health Insurance

All students, except those taking classes online, attending Shenandoah University must have health insurance coverage for the duration of time that they are enrolled in the university. To demonstrate compliance with this requirement, students must complete the insurance section of the Health and Insurance Requirements for Shenandoah University Students prior to admission to the University. Current insurance information must be submitted yearly or when changes occur. If the insurance carrier changes or coverage expires during the semester, the student must updated the information online at www.gallagherkoster.com/SU.

Online Waiver/Enroll Process for Verification of Health Insurance

All students who are covered under a private insurance plan are required to register their insurance information online. This is called a waiver of the student plan. Follow the instructions below. If you want purchase the student health plan, follow the instructions below. Online/distant learning students are exempt. Submitted information will be audited for compliance.

To waive or enroll in the Student health Insurance plan for the 2014-2015 policy year:
1. Log on to: www.gallagherkoster.com/SU
2. Click on “Student Waiver or Enroll”
3. Create a user account and password or Log in (if a returning student)
4. Select with the RED “I want to Waive” button. If waiving the insurance, you’ll need information found on your current health insurance ID care. Upon completing your online form, you will be asked to review the information provided and click “submit” to complete the process. Immediately upon submitting your Online Form you will receive a confirmation number.
5. To ENROLL in the plan click on the GREEN “I want to Enroll” and follow the prompts. Immediately upon submitting your Online Form you will receive a confirmation

12/15/2014
number. Upon check out, you can pay by credit card, e-check or have your student account billed for the amount. The cost is $1484.00 for the 2014/15 academic year.

The deadline to complete this online process is August 1, 2014.

Criminal Background Check and Urine Drug Screening

All students are required, upon admission to the nursing program, to undergo a criminal background check and a random urine drug screen. This is a university requirement for all health professions students as well as a requirement of the Joint Commission (JC), which accredits hospitals and health care institutions. The clinical agencies with whom we have an affiliation and who take our students into their clinical areas require these to be SON.

The criminal background check and urine drug screen is SON upon admission to the program. The student is responsible for the cost regardless of whether they cancel attendance to the program or university. Although there is a predetermined charge for these procedures, there may be a slightly higher charge for some states where students may have previously resided (Ex. New York, California). Non-compliance with the criminal background checks and/or urine drug screen may be cause for dismissal from the program of study. (Updated 11/08, Approved 1/09, Updated 6/13)

In some cases, a clinical site may require a new more recent background check, a separate urine drug screen and/or fingerprinting for students completing clinical at those locations. Students will be notified if repeat checks are required for a site. Payment for criminal background check, urine drug screen and/or fingerprinting is the responsibility of the student. (Updated August, 2011)

Repeat Criminal Background Checks and Urine Drug Screen

A repeat criminal background check and urine drug screen is required of a nursing student if they step out of the program at any time for at least one semester. The student is responsible for any related fees for this service. Any student accepted to the graduate program from the undergraduate program and entering without any break in their attendance may not be required to repeat their background check and urine drug screen.

Drug Screening Policy and Procedure

Background

The purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and institutional staff and property in the clinical programs of the Shenandoah University School of Health Professions (SUSHP). Healthcare accreditation organizations mandate that hospitals and other health care agencies require students who participate in the care of patients be subject to the same standards as their employees. Accordingly, submitting a negative urine drug screen is a condition for participation in some clinical/fieldwork components many of the School of Health Professions programs. Students in these programs are notified in
Policy

1. Applicability and timing. As noted above, submission of a negative drug screen is a requirement for admission to some clinical/fieldwork sites. Repeat testing may also be required. Failure of drug test (positive result for illicit substance), or refusal to cooperate with any aspect of this policy, or any health system policy on substance abuse, will result in disciplinary action up to and including dismissal, or denial of progression in the program of study. In no case will a student be reassigned to another clinical agency on the basis of refusal to participate in drug screening.

2. Cost. The student shall be responsible for paying any and all associated costs of urine drug screening. A School of Health Professions approved testing site will provide testing and students will be notified of the cost and procedure in advance by the Clinical Coordinator or other program representative.

3. Use and care of information on drug screening. Test results will be confidential with disclosure of results provided only to persons (generally the dean, director or clinical placement coordinator) involved in evaluating qualifications for clinical placement or the academic standing within the program of study. Negative results may be shared with clinical affiliate agencies in order to comply with their requirements for clinical placements. Because of the mandate to comply with health system policies, disciplinary actions (e.g. immediate suspension) may be imposed without the customary mechanisms of academic warning and probation period. Reports will be kept in confidential files at the Wilkins Wellness Center separate from the student’s academic file. Students who wish to review a copy of their test results should contact the Wilkins Wellness Center. Wellness Center staff will communicate results to the Clinical Coordinator or designated representative in the student’s program. It is not the policy of SU to report drug screen results to law enforcement agencies. However, this does not preclude the University officials to report behaviors that it determines are potentially unlawful.

Procedure

1. Applicant’s responsibilities: A consent form for drug screening will be sent to students assigned to a clinical site requiring drug screening prior to testing at an approved urine drug screen site. Once notified by the drug-screening provider, the student must complete the process within 48 hours of request. The form must be completed and returned to the School of Health Professions program in which the student is enrolled.

2. False or misleading statements: Any false information contained on any forms pertaining to this policy will be grounds for dismissal from the program of study.

3. Results: Students complete the urine drug screen at a site approved by the School of Health Professions. If confirmatory testing is not required (the sample is clearly negative in the screening procedure), a report will be sent by Wilkins Wellness Center to the
Clinical Coordinator or program designated representative indicating that the test was negative. The results may be forwarded to the clinical site. No further action is required.

If the urine drug screen results are inconclusive, retesting will be required, which will be at the student’s expense unless the testing agency is at fault. In the case of a positive test, a Medical Review Officer (MRO) employed by the testing agency will be charged with interpreting the results and contacting applicant/student to disclose any prescription medications. If determined by the MRO that the further investigation proves a negative result, no further action is required and the negative result will be sent to the School of Health Professions representative.

If further interpretation proves the results are positive, the MRO will notify the applicant/student and Director or Dean of the program in which the student is enrolled. The student will not be allowed to continue in the clinical phase of the program. At the discretion of the Director, the student may be permitted to request referral for treatment and return to the program upon successful completion of a treatment program, may be dismissed from the program, or other sanctions may be applied. If a student returns to the educational program after treatment, periodic drug screen monitoring may be required.

**Drug Screen Procedures**

1. Educational program receives request for drug screening prior to placement of student in clinical or other experiential setting.
2. Student notified and provided directions to the testing site.
3. The student is responsible for the charge.
4. Student reports to One Source or a designated site within time frame established by program representative (generally the Clinical Coordinator).
5. Student provides name, student identification number, social security number, and name of educational program when he/she checks in to American Diagnostics. Student must also present a valid photo ID (e.g. driver’s license, passport etc.)
6. Urine sample collected.
7. One Source processes sample and follows-up as needed (e.g. MRO consult).
8. Reports are forwarded to Wilkins Wellness Center.
9. Wilkins Wellness Center enters results into Datatel and files results in student’s medical record.
10. Program representative/coordinator views results via Datatel and takes appropriate actions – placement if results negative (no drugs identified) or consultation with dean/director if results positive and appropriate action taken (see Drug Screen Policy).
Student Transportation

Students are responsible for arranging their own transportation to and from clinical facilities and among campus sites.

ACADEMIC AND PROGRESSION POLICIES

Learning Evaluation Process

Evaluation is an ongoing process aimed at assisting the student in meeting course and program objectives. Students and faculty engage in a collaborative process of evaluating progress throughout the program. Evaluation of learning takes place in a variety of ways and are explained in each course outline and at the beginning of each class. Faculty will assign grades for each course based on the extent to which the student meets the Learning Evaluation Standards which include academic, safety, and professional behavior. Faculty reserve the right to request a student to present in front of a faculty panel as a form of assessment for an oral exam.

Evaluation of Learning

Grading criteria in all SON courses are divided into three areas. They are:
1. Academic Performance
2. Safety
3. Professional Behaviors

Students are expected to demonstrate proficiency in all of these areas in order to successfully pass required pre-requisite and nursing courses and the nursing program. Failure to meet established standards in any one of the three areas may constitute failure of the course. Requirements for meeting these standards are identified in each course syllabus.

Nursing Grading Scale

<table>
<thead>
<tr>
<th>Percent Range</th>
<th>Letter Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>93% - 100%</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>85% - 92%</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>78% - 84%</td>
<td>C</td>
<td>Below C is not acceptable for undergraduate Nursing</td>
</tr>
</tbody>
</table>
Students

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% - 77%</td>
<td>D</td>
</tr>
<tr>
<td>&lt;70%</td>
<td>F</td>
</tr>
</tbody>
</table>

**Graduate Letter Grade**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
<td>Below B is not acceptable for graduate nursing students</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>B</td>
<td>See progressions policy</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>C</td>
<td>D or Fs are not acceptable for Graduate Nursing Students and subject to dismissal*</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>&lt;60%</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

*Refer to undergraduate and graduate progression policy for further detail

**Admission to Undergraduate Nursing Courses, TEAS, and TOEFL**

All undergraduate nursing student candidates with the exception of the RN-BSN and students with an earned baccalaureate or higher degree must complete the TEAS, a nationally standardized test. This test is offered at Shenandoah University, School of Nursing (SON) and assesses the following areas of content: English, Math, Science, and Reading.

Freshmen students in the traditional program must complete the TEAS by the end of their first year. Transfer students must complete the TEAS prior to admission to the nursing program. A TEAS BSN Adjusted Individual Total Score must be completed with a score of 65% or greater, with a maximum of two attempts allowed. All students must take the TEAS within two years from entering nursing classes. Registration information and testing dates are scheduled and posted on the SON’s website.

Students entering as freshman, must meet all admission requirements for nursing, including the TEAS, and complete all prerequisite and general education courses prior to entering 200 level nursing courses.

Additionally, the student must attain a minimum grade point average (GPA) of 3.0 on all prerequisite science courses; Biology 121, Biology 231 and 232 - Anatomy and physiology I and II, Biology 260 – Microbiology, and Chemistry 121 and a 3.0 GPA in remaining prerequisites for nursing in order to progress to the nursing 200-level courses.

**TOEFL Requirement for Admission**

All international applicants and all Non-Native English Speaking (NNES) applicants must submit official copies of Test of English as a Foreign Language (TOEFL) scores. Applicants should request official scores be sent to the Shenandoah University (SU) Undergraduate Admissions office; the SU code is 5613. More information about the TOEFL can be found at www.ets.org/toefl. The date of taking the TOEFL should not be more than 12 months prior to the...
date of enrollment. The minimum score acceptable for admission to the School of Nursing is 83 or higher for the Internet-based TOEFL.

**Add/Drop or Withdrawal**

**Dropping a Course**

Students, in consultation with their advisor, may drop a course in which they are formally registered during the University’s add/drop period. Dropped nursing courses will not appear on the official transcript but will be recorded in the student’s file. Dropping a course may affect a student’s academic plan of study, could delay completion dates, and therefore decisions should be made in collaboration with the advisor.

**Withdrawing From a Nursing Course (Undergraduate and Graduate)**

Following the add/drop period students, in consultation with their advisor, may withdraw from a nursing course in which they are formally registered. In doing so, students must consider the pre/co-requisite relationship to other nursing courses in which they are currently enrolled and also withdraw from those affected nursing courses. Sequencing of a student’s program of study may be altered by course withdrawals.

The School of Nursing withdrawal period ends the Friday of the first full week after Fall Break and Spring Break. During the 10 week summer session, the withdrawal period ends the Friday of week 6 of the session. Nursing students may withdraw from a course one time with a maximum of two withdrawals during the completion of the program.

Students who withdraw from a nursing course during the SON withdrawal period will receive a ‘W’ on their university transcript, which will have no impact on their grade point average. After this withdrawal period, students will either receive a ‘withdraw passing’ (WP) or a ‘withdraw failing’ (WF) notation placed in their nursing academic file depending on their grade at the time of the withdrawal. *This policy applies to nursing students in both undergraduate and graduate programs effective January 2011.* (Updated December, 2010)

**Permission to Study Elsewhere**

Courses taken at other colleges or universities while enrolled as a student at SU require completion of a course approval form prior to taking a course. The forms are available at [http://www.academics.su.edu/files/2013/04/Permission-to-Study-Elsewhere-20132.pdf](http://www.academics.su.edu/files/2013/04/Permission-to-Study-Elsewhere-20132.pdf)

Courses submitted for General Education credit require approval by the General Education department and faculty advisor.

Once students are admitted into the Shenandoah University undergraduate nursing program, all nursing courses with an N prefix must be taken within the School of Nursing. Courses completed prior to admission to SU will be evaluated on an individual basis.

**Academic Progression Policies**

12/15/2014
The School of Nursing is committed to students’ successful and timely progression through their chosen curriculum. Required courses must be taken in approved sequence and with consideration of all pre and co-requisite requirements. The following policies are designed to guide this progression:

**Undergraduate Progression**

- To progress through all undergraduate curriculum tracks students must pass all required general education and nursing courses with a ‘C’ or better and maintain a cumulative GPA of 2.0 or better.
- If the semester or cumulative GPA falls below 2.0, the student will be placed on nursing academic probation for the following semester unless 3 nursing courses are failed, in which case, the student is not eligible to remain in the program. If the semester or cumulative GPA remains below 2.0 after one semester of probation, the student is dismissed from the program.
- Students who fail or withdraw failing (WF) from a required nursing course may repeat the course once. Student may be required to re-demonstrate mastery of prerequisite course, lab, and clinical work including skills prior to being allowed to repeat a course.
- Students may repeat a maximum of two different failed or WF nursing courses during the completion of the undergraduate nursing program. Students failing or having a WF for more than two courses or failing a course or having a WF more than once are not eligible to remain in the nursing program.

Students dismissed from the undergraduate nursing program for academic reasons are ineligible for readmission to the program; however, they may be eligible to apply to other programs within the university.

(Updated, 6/2010)

**Undergraduate Clinical Courses and Progression**

The clinical component of any course is graded as pass/fail. A student must pass both the clinical and the didactic portion of the course to successfully pass the course, including courses that meet for one half of a semester. The student who fails the course scheduled during one half of a semester may not repeat the same course/clinical during the later part of the same semester. If a student fails a clinical course, they must retake that clinical course before progressing to another clinical course.

(October, 2010, Revised May, 2011)

**Graduate Progression**

- Graduate students must achieve a “B” or better in all nursing specialty courses and maintain a minimum of 3.0 cumulative GPA.
- Students who fall below a 3.0 cumulative GPA, they will be given one academic year to bring the GPA up to 3.0 or be dismissed from the program.
- It is the expectation that the minimum passing grade for graduate courses is a “B”
Students may carry one “C” grade in a core course only.

If a student receives a second “C” in any course it must be repeated for a grade of B or better. Until this grade is replaced, students may take no more than two courses per semester.

Students may receive no more than two “Cs” in the program.

Course grades of D or F are unacceptable in the graduate program and will result in dismissal from the program (Effective graduate students entering Fall 2011).

In addition to grade requirements, students must adhere to professional and safety guidelines, as identified in the School of Nursing Student Handbook.

Failing to meet the above requirements will result in dismissal from the graduate program.

Students entering the SU graduate nursing program through existing joint program initiatives at other universities must be in good academic standing at the degree-granting institution prior to beginning the SU graduate program.

Students anticipating dropping or withdrawing from a course must do so in consultation with their faculty advisor and during times specified by the School of Nursing.

Students re-entering the nursing curriculum following an absence of greater than three sequential academic semesters must reapply to the SON and may have to repeat previous core courses.

FNP student clinical progressions; FNP students who fail a didactic course (NP610, NP620, NP630) may not progress to a clinical course (NP650, NP670, NP680) in a subsequent semester(s) until the fail course is repeated and passed.

Please refer to the policy “Withdrawing From a Nursing Course (Undergraduate and Graduate)” (Updated April, 2014)

Withdrawal or Leave of Absence from the University

Students who withdraw from Shenandoah University must complete a Withdrawal/Leave of Absence Form in the Office of Enrollment Management and Student Success. Students must settle unpaid accounts in the Business Office, return materials and pay fines to the library, and, if a residential student, leave the residence hall room in acceptable condition and return the residence hall room key to the Student Life Office.

Students in good social and academic standing who withdraw from the university for no more than two consecutive semesters are not required to reapply through Admissions, but may register for courses following normal procedures after first contacting the Registrar’s Office to have their program reactivated. Students are considered “in attendance” the semester of withdrawal provided they actually did attend classes beyond the add/drop period of that semester before withdrawing.

Students who withdraw from the university and do not attend class at Shenandoah for three (3) consecutive semesters and wish to return must apply for readmission.

Returning to the SON Following a Leave of Absence

12/15/2014
1. Contact the Registrar’s office to reactivate their program.

2. Contact the Advisor to set up a meeting to plan the remainder of their program pending space availability. The Associate Director of Academic Affairs approves registration.

3. The student must repeat the criminal background check, urine drug screen and update their CPR, immunizations, and health records to be readmitted to the School of Nursing.

4. The Associate Dean for Academic Affairs approves the registration form.

**Graduate Curriculum Specialty Change Process**

**Steps for Requesting a Change**

The following process is followed for requesting a change curriculum specialty:

1. A student petitioning to change a specialty track must meet with their advisor. The advisor verifies the student meets all prerequisite requirements of the new track.
2. The student has a current graduate GPA of at least 3.0 at the time of the petition for change.
3. The student makes an appointment to meet collectively with their advisor, the current track coordinator as well as the coordinator of the specialty track of intent.
4. The student submits a formal request in writing along with 3 new letters of reference if the previous letters of reference are more than 2 years old. This request is submitted to the following two individuals:
   - The Associate Dean of Academic Affairs
   - Chair of the Graduate Curriculum Committee
5. The coordinator for the requested new program reviews the application and schedules an interview if the student is eligible to enter the new track.
6. The Associate Dean of Academic Affairs will provide the Graduate Curriculum Committee (GCC) with a recommendation. A decision is determined by GCC.
7. Upon approval the curriculum change form is completed, submitted to the Dean for approval and then forwarded to the Registrar. A copy is placed in the student’s file.
8. The assigned advisor meets with the student and completes a curriculum plan for the new program track.

**Course Credit as a Visiting Student**

No more than six credits of graduate course work as a Visiting Student may be applied toward the graduate degree. Pre-approval is required by the School of Nursing to take any nursing course as a visiting student. Course enrollment decisions are dependent on space availability and cannot be guaranteed.

**Graduate Courses for Transfer Credit**

12/15/2014
Graduate applicants may transfer up to 12 semester hours of equivalent courses into the graduate program. Post-Master’s Certificate and Post-Master’s Doctor of Nursing Practice applicants may transfer up to six credit hours into the graduate program. Courses for transfer credit are evaluated on an individual basis following application to a specific graduate track.

**Graduate Degree Completion**

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSN</td>
<td>5 years</td>
</tr>
<tr>
<td>RN-MSN</td>
<td>6 years</td>
</tr>
<tr>
<td>DNP</td>
<td>6 years</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>6 years</td>
</tr>
</tbody>
</table>

*The time frame rule does not apply to credits for prerequisite courses taken by the RN-MSN students.  (May, 2011)*

**Doctoral Scholarly Project**

Doctoral students are required to complete a scholarly project. Criteria are presented in a separate document within the context of DNP courses.

**TEAS Policy**

All undergraduate nursing student candidates, with the exception of RN-BSN students and students with an earned baccalaureate or higher degree must complete the Test of Essential Academic Skills (TEAS), a nationally standardized nurse entrance exam. The test is offered at Shenandoah University’s, School of Nursing and assess the following content areas: English and language usage, mathematics, science, and reading.

Freshman students in the traditional program must complete the TEAS by the end of their first year. Transfer students must complete the TEAS prior to admission to the nursing program. Registration information, including testing dates is available on the SON website. Students must achieve an individual total score of 65% or greater (score subject to change) to be admitted or to progress into the 200 level nursing courses. No more than two attempts in a two year period are allowed. The successful total score must be completed within two years of beginning of nursing courses.

(Updated 4/04/2014)

**Dosage and Calculation Policy**

The School of Nursing (SON) is committed to facilitating students’ success in the program, passing the National Council Licensure Examination (NCLEX) for Registered Nurses and delivering competent, safe care to the public. As such, the SON Dosage and Calculation Policy will be followed. All admitted undergraduate students (except the RN to BSN and the Accelerated Second Degree students) will take the TEAS© exam. Students who are not successful in achieving a 65% score in MATH portion must register for Math 210, a one credit class designed to cover the mathematics needed for Health Professions courses.

12/15/2014
ATI POLICY
Assessment Technologies Institute (ATI) Assessments

The School of Nursing uses a variety of ATI resources ([www.atitesting.com](http://www.atitesting.com)) to help predict nursing school success, prepare students for the NCLEX, promote critical thinking skills, and assist in academic remediation needs.

**ATI Test of Essential Academic Skills (TEAS)**

All undergraduate nursing student candidates with the exception of the RN-BSN students and students with an earned baccalaureate degree or higher, must complete the TEAS, a nationally standardized test. This test is offered at Shenandoah University, School of Nursing (SON) and assesses the following areas of content: English and Language Usage, Math, Science, and Reading.

Freshmen students in the traditional program must complete the TEAS by the end of their first year. Transfer students must complete the TEAS prior to admission to the nursing program. A TEAS BSN Adjusted Individual Total Score must be completed with a score of 65% or greater, with a maximum of two attempts allowed. All students must take the TEAS within two years from entering nursing classes. Registration information and testing dates are scheduled and posted on the SON’s website. (Updated 5/2014; Effective January 2015 admissions)

**Nurse Logic and Learning System RN**

Two additional ATI programs are administered in the nursing program. Nurse Logic helps expand student’s critical thinking abilities and problem solving skills. Learning System RN provides practice tests covering many nursing topics.

**ATI Content Mastery Series Assessments**

The Content Mastery Series (CMS) assessment examines a student’s knowledge of content related to the NCLEX test plan. Both non-proctored (practice) and proctored assessments are used throughout undergraduate courses in the curriculum. ATI establishes proficiency levels (<1, 1, 2, & 3) based on scores of all CMS assessments to assist educators in determining student readiness for the NCLEX. These assessments are implemented as follows:

- Undergraduate students, with the exception of RN to BSN students, are required to take proctored ATI assessments, as assigned in applicable courses, and must achieve a score at Level 2 or above to successfully complete the course. Refer to ATI Assessments table.
- Non-proctored assessments are extremely important in preparing students for the proctored assessments. There are 2 non-proctored assessments online for each course. Students must show evidence of achieving a 95% on one of the non-proctored assessments in order to be permitted to take the proctored assessment. This evidence
must be provided before the start of the 1st proctored assessment, as scheduled by the course coordinator. If the evidence is not provided according to these expectations, the student will not be allowed to test and will forfeit one opportunity to take the proctored assessment. Each subsequent proctored testing date that is missed due to failure to adhere to the non-proctored testing expectation will result in another forfeited testing opportunity. A maximum of 4 attempts (or forfeits) is allowed.

- Students are not allowed to progress in the nursing program until they have successfully passed the ATI assessment for courses in which they have been enrolled for the current semester. Pharmacology is the only exception.
  - Students are permitted to retest until a Level 2 score is reached on a proctored assessment with a maximum of four attempts.
  - If the student has not yet achieved a level 2 or above by the date course grades are due, and the student has passed the remaining course requirements with a “C” or better, the student will receive an incomplete (I) in the course until this is resolved.
  - If a level 2 or above is not achieved by the last day of add/drop of the next semester (this includes the summer semester), the student will receive a failing grade and therefore not pass the course.
  - The associated course must be successfully repeated in order for the student to progress in the program.

ATI Content Mastery Series Remediation

- Self-remediation should be completed after each non-proctored assessment and after each proctored assessment if the student scores a Level 1 or below. The student should identify their areas of weakness using ATIs “Focused Review,” then study the applicable content from the course textbook, lectures, and ATI materials. The student is also encouraged to consult with the course professor.
- In order to allow time for sufficient remediation, at least 48 hours are required between proctored assessment retakes.
- The SON staff will provide pre-scheduled proctored assessment dates. Individual one-on-one testing times for students will not be available.
- If unable to pass the proctored assessment after two attempts, the additional attempt will be at the expense of the student. Payment will be made with a credit card on the ATI website when the student logs into the assessment. If accommodations are needed with a paper test, payment will be made with check/cash to the SON’s Administrative Assistant. Refer to the ATI coordinator for cost of ATI assessment.
In the last semester of the nursing program, preparation for the NCLEX is a critically important activity. Students are required to complete two ATI proctored Comprehensive Predictor assessments in N407.

For at least one assessment, the SON requires students to achieve the benchmark score that correlates to an 88% predicted NCLEX pass rate as designated by the ATI Comprehensive Predictor expectancy tables.

If unable to achieve the benchmark score on either of the first two ATI proctored Comprehensive Predictor assessments, a third is required and will be administered during exam week.

If unable to achieve the benchmark score on the third proctored Comprehensive Predictor assessment*, the student will receive an incomplete (I)** for the course and will not be cleared to apply for the NCLEX with the State Board of Nursing.

Before taking a fourth proctored ATI Comprehensive Predictor assessment, the student must remediate by completing an NCLEX review course* according to the guidelines in the N407 syllabus.

*Students will incur additional fees  ** See University’s Incomplete Policy.

(Approved 5/16/2013)

Note: SU registrar requires 30 days after the date of graduation to resolve missing or incomplete grades in order to confer the degree. If the incomplete is resolved after the 30-day period, the degree will be conferred at the next conferral date. Students must register for graduation again in order to be eligible for degree conferral.

** ATI Assessments Table **

<table>
<thead>
<tr>
<th>ATI CMS Assessments requiring a score of level 2 or above</th>
<th>Associated SU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Mental Health</td>
<td>N 209: Health Across the Lifespan: Psychiatric Mental Health Nursing</td>
</tr>
<tr>
<td>RN Maternal Newborn</td>
<td>N 308: Health Across the Lifespan: Families</td>
</tr>
<tr>
<td>RN Fundamentals</td>
<td>NLAB 323: Skills for Nursing Practice III (Traditional/ Transfer Track) and (ASD Track) N213 Fundamentals</td>
</tr>
<tr>
<td>RN Nursing Care of Children</td>
<td>N 307: Health Across the Lifespan: Children and Adolescents</td>
</tr>
<tr>
<td>RN Adult Medical-Surgical</td>
<td>N 315: Health Across the Lifespan: Adults III</td>
</tr>
<tr>
<td>RN Community Health</td>
<td>N 401: Health Across the Lifespan: Communities</td>
</tr>
<tr>
<td>RN Leadership</td>
<td>N 415: Emergency Preparedness and Disaster Nursing</td>
</tr>
</tbody>
</table>
### Other ATI Assessments

<table>
<thead>
<tr>
<th>Other ATI Assessments</th>
<th>Associated SU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test of Essential Academic Skills (TEAS)</td>
<td>Transfer and ASD students: Taken prior to admission. Freshmen: Taken after admission and by the end of the freshmen year.</td>
</tr>
<tr>
<td>(Total score 65%)</td>
<td></td>
</tr>
<tr>
<td>Critical Thinking Entrance Assessment</td>
<td>N 200: Fundamentals of Nursing Practice (Traditional/Transfer Track) &amp; N 213: Fundamentals of Nursing Practice (ASD Track)</td>
</tr>
<tr>
<td>(no minimum score required)</td>
<td></td>
</tr>
<tr>
<td>RN Pharmacology</td>
<td>N 283: Pharmacotherapy</td>
</tr>
<tr>
<td>(given in N283 for knowledge baseline and in N407 for remediation purposes)</td>
<td>N 407: Transition to Professional Practice</td>
</tr>
<tr>
<td>Critical Thinking Exit Assessment</td>
<td>N 407: Transition to Professional Practice</td>
</tr>
<tr>
<td>(no minimum score required)</td>
<td></td>
</tr>
<tr>
<td>RN Comprehensive Predictor</td>
<td>N 407: Transition to Professional Practice</td>
</tr>
</tbody>
</table>

*Students will incur additional fees

** See University's Incomplete Policy.

Note: SU registrar requires 30 days after the date of graduation to resolve missing or incomplete grades in order to confer the degree. If the incomplete is resolved after the 30 day period, the degree will be conferred at the next conferral date. Students must register for graduation again in order to be eligible for degree conferral.

### Policy for Incomplete Grades

If, because of illness, emergency or reasonable cause, a student cannot complete the required work for a course, he/she may request the assignment of an “I” (incomplete) for the course. If the instructor in the course and the student’s school dean approves the request, then the student and the instructor shall enter into a written contract for the completion of the course work. This contract is available in the Office of the Registrar. The contract shall stipulate what work is required for completion of the course, the date that the work must be completed (in no case later than one full academic semester after the incomplete is assigned), and the grade to be given if the course work is not completed. All incomplete grades must be completed prior to the last day for add/drop of the next semester per SU policy.

If no grade has been submitted by the contracted date or the last day of add/drop for the next academic semester the grade will be changed from “I” to “IF” by the Registrar. See the Academic Course Catalogs for further details.

Students may not progress into any courses that have prerequisite courses with an incomplete grade. Students with two or more incompletes on record may not progress into the next semester except to resolve the incomplete grades. Please refer to the university catalog for policy on incomplete grades.
Attendance Policy

1. Two absences from class, campus learning lab, or clinical may, at the discretion of the faculty, result in a minimum of one letter grade reduction per course grade. Three or more absences from class, campus lab, and/or clinical experiences may at the discretion of the faculty, result in failure of the course.

2. The School of Nursing (SON) faculty supports the University attendance policy (Refer to the University Course Catalogs). In addition, SON faculty believes that attendance in class, clinical, and campus learning laboratory experiences cannot be made up by means of outside assignments. Therefore, attendance at all class, clinical, and campus learning laboratory experiences is mandatory. Absences and tardiness will be dealt with under this policy and the Professional Behavior Policy.

3. The only acceptable excuse for absence is personal illness or death in the immediate family. Whenever possible, documentation of illness from a provider may be requested from the faculty/course instructor. Some classes will require written documentation of illness from a provider. Health related appointments, other than emergency, are NOT acceptable reasons for absence. Illness occurring during school activities must be brought to the attention of the faculty at the time of the illness.

4. In the event of a Campus Learning Lab (CLL) absence, the student must call the CLL faculty during working hours and no later than one hour prior to the scheduled campus learning lab. An unexcused absence will be graded as unsatisfactory for the day.

5. In the event of a clinical absence, the student must call the appropriate faculty and notify the appropriate clinical agency unit a minimum of one hour prior to the clinical experience. All clinical absences (excused and unexcused) will be made up. Faculty will decide time and place of make-up clinical.

6. In all cases, it is the student's responsibility to make arrangements for obtaining missed information and arranging for make up experiences for class, clinical or Campus Learning Lab immediately upon returning to school.

7. Repeated tardiness or leaving early in class, clinical, and Campus Learning Laboratory is disruptive to faculty/students, and is considered unprofessional behavior. It may at the discretion of the faculty, result in a lowered course grade or count as an unexcused absence.

8. It is the student's responsibility to see the appropriate faculty member to provide documentation concerning the reason for the absence or tardiness and obtain any necessary information immediately upon returning to school.

(August, 2013)

Written Assignments

All written assignments are to be developed according to the Learning Evaluation Standards for the program. Assignments are expected to be submitted on time. Late assignments will result in
a 5% per day grade reduction including weekends and holidays. Assignments must be turned in to successfully complete the course.

It is the student’s responsibility to contact course faculty prior to the due date to make arrangements for turning in assignments late because of extenuating circumstances. Course faculty has discretion on what constitutes extenuating circumstances.

**Exam and Test Procedures**

During every examination/test students will leave all backpacks, cell phones, purses, water bottles, and other personal belongings in the back of the room as instructed by the faculty administering the exam. No paper may be brought into the exam. Any paper used for the exam, will be provided by the instructor and returned to the instructor upon completion of the exam. All software programs must be closed on the computer during testing using Blackboard and ATI testing.

Students who are not present in class may not take an online quiz or exam at the time the class takes the quiz or exam. Make up of a quiz or exam is at the discretion of the faculty.

Violation of these policies will result in a zero (0) for the exam. Other sanctions may apply according to the SON Professional Behavior and Safety policies and/or SU policy. (Updated December, 2011)

**Calculators in Exams**

The faculty oversees the use of calculators in exam settings. Students may use only basic function calculators for exams provided by the course instructor. Calculators are not permitted for standardized assessments such as ATIs. Drop down computer screen calculators are built into the assessments for use by students. Scientific calculators, PDAs, cell phones, or other handheld devices are not permitted in testing situations.

**Calculators in the Clinical Setting**

Students are expected to be knowledgeable of appropriate formulas used to calculate medication dosages. Therefore, students are expected to use calculators in the clinical setting only to verify accuracy of medication dosing.

**Missed Exams**
If a student must miss a scheduled exam, notice must be given to the course faculty prior to the time of the exam. Students must take any missed quiz or exam the first day back to school. The exam may be made up only if the absence is excused.

Clinical Attendance

Nursing is a practice profession. Students are required to attend all clinical and campus learning lab experiences in order to meet the objectives of courses with a clinical component.

- Two (2) missed clinical sessions/labs are considered to be excessive and may result in reduction of one letter grade for the course.
- Three (3) missed clinical sessions/labs may result in failure of the course.

All missed clinical experiences (excused or unexcused) are made up. The faculty determines the day and time of all make up clinical experiences. Unsatisfactory in any of the critical behaviors on the clinical evaluation tool (CET) constitutes a clinical failure.

Campus Learning Lab and Clinical Skills

Safe and effective performance of nursing skills is an essential part of nursing care. Therefore students have specific skills and skill performance standards/criteria to learn and be able to implement on an ongoing basis. These skills are taught and tested in the Campus Learning Lab (CLL) and must be consistently implemented in the clinical setting according to the same standards/criteria as the CLL.

The following policy applies to these courses: N222, N322, N323, and N213. All other courses with a lab component have lab requirements addressed in the course syllabus.

Students learn skills using the following guidelines:
1. Read and analyze required texts, computer programs and other recommended resources describing the skill and rationale for its use
2. Watch the appropriate video or CD that demonstrates the skill
3. Practice the skill during lab, class and needed
4. Demonstrate the skill (without aid) for faculty in the testing lab
5. Graduate Assistants may be available to students who need additional practice

Students should strive to pass the skill during the initial testing opportunity. Students who do not successfully complete the testing activity (scenario or skill check-off) either because of lack of mastery, inability to complete the activity in a timely manner, or violation of safe practice, will be required to repeat the activity for a maximum score of 78%. If the student needs to complete the activity a third time, the score will be recorded as a zero.

Students may only retest 3 labs during a semester. Students must pass all the required skills to pass the course.

12/15/2014
Models, mannequins and other equipment are provided for student practice and testing of CLL skills. Students may practice and test selected skills on each other, as long as they are non-invasive. (Updated June, 2010)

Procedure for Return to Campus Learning Lab - Skill Mastery

Students whose clinical performance of a previously mastered skill is deemed unsatisfactory by course clinical faculty will follow the following procedure:

1. The instructor will complete and review the written contents of the Return to Campus Learning Lab form outlining in detail the skill(s) the student is to be retested on. The student and faculty will both sign it. The faculty will give this to the student who will then give it to the CLL Coordinator.

2. The student will be responsible for scheduling the return demonstration of the skill before the next clinical day.

3. Students must repeat the skill within five working days of the date the slip was issued. Failure to do so is considered unprofessional and is counted as an unexcused absence in clinical.

4. Students may repeat a previously mastered skill once. Failure to demonstrate mastery of a previously tested skill at this time may, at the discretion of the faculty, result in failure of the course. After successfully mastering the skill, the CLL Coordinator will make comments and sign the Return to CLL form. This form will be returned to the clinical instructor.

5. Students may repeat no more than 3 separate previously mastered skills per semester.

6. The student may not independently perform any skill that he/she has had to repeat during practicum/clinical rotation until the skill is repeated satisfactorily in the campus learning laboratory.

University Inclement Weather Policy

The School of Nursing is guided by the Shenandoah University inclement policy as documented in the academic catalogs and on the university web site. In accordance with the policy, the SON will comply with formal announcements made by the university concerning cancellation or delay of classes.

In the event of inclement weather, the university will post announcements on the web site and/or on the university emergency alert system. It is highly recommended all students sign up for the Emergency Alert System.

The SON is in accordance with the University Policy on Inclement Weather. In addition, students are responsible for ensuring their own safety and should make travel decisions accordingly.

Should the SON decide it is necessary to cancel class, clinical and/or campus learning lab prior to the University cancellation decision, the course faculty will institute a phone tree notification system if time permits.

12/15/2014
All classes, clinical, and labs missed due to instructor cancellation or inclement weather will be made up. Refer to the Academic Catalogs for the policy “Rescheduling Coursework in Event of a Campus Closure”.

Transfer from Another Baccalaureate Program of Nursing

Shenandoah University admits transfer students who have been successful in NLNAC/CCNE accredited schools. Transfer of nursing credits will be evaluated and awarded on an individual basis.

Students who have been dismissed from another program of nursing are not eligible for admission to the Shenandoah University School of Nursing.

Students requesting advanced placement and/or consideration of transfer of nursing courses must complete the following process:

- Send formal transcripts to the Registrar of Shenandoah University that includes grades of all courses to be considered for the advanced placement/course transfer process.
- Provide a written request for consideration of advanced placement or course transfer along with two (2) hard copies of the appropriate nursing course syllabi/outlines for consideration. Each course will be evaluated individually.
- Schedule an interview with a faculty member in the School of Nursing.
- Demonstrate competency of selected nursing skills through challenge exams or standardized tests prior to beginning classes.
- Nursing faculty will evaluate the request and determine acceptance of the individual course.
- Pre-licensure nursing courses with a grade of B or better will be considered for transfer.

It is important to note that students must have a minimum of 30 credits from Shenandoah University to graduate with a Shenandoah University degree. The last 24 credits must be consecutively completed at Shenandoah University.

The deadline for transfer credit is July 1st for acceptance in the fall semester and November 1st for the spring semester.

Internal Transfer of Nursing Students into Traditional Four-Year Track

The Traditional Four-Year Track in Nursing at Shenandoah University is designed for students beginning the BSN program as freshmen. These students are interested in the full, traditional college experience that includes living on campus and fully participating in campus life. Nursing courses begin in the first semester of study as a freshman and occur during every semester of the curriculum. Students have the opportunity, and are encouraged, to work in health care during summers. Technology in the nursing program is integrated throughout the curriculum; therefore, all nursing students participate in the computer technology program offered through the university.

Applicants seeking admission to the Traditional Four-Year Track must meet the following
guidelines:

1. Meet all requirements for admission to Shenandoah University.

2. Cumulative high school GPA of 3.0.

3. Submit official transcript(s) from their high school.

4. Minimum combined SAT score of 900 (math and critical reading only).

Admitted freshmen must complete the Test of Essential Academic Skills (TEAS) by the end of the freshman year and must achieve a minimum overall score of 65 percent (may be subject to change) to continue in the nursing program. Candidates may retake the exam only once.

The traditional 4-year BSN student must attain a minimum grade point average (GPA) of 3.0 on all pre-requisite science courses (BIO 121, BIO 231 and 232 Anatomy and Physiology I and II, BIO 260 Microbiology, and CHEM 121) and a 3.0 GPA in the remaining prerequisites for nursing in order to progress to the nursing 200-level courses.

Current Shenandoah University (SU) students seeking transfer to the undergraduate nursing track will be considered Internal-Transfer students. Applicants must meet the following guidelines:

1. Meet with a School of Nursing (SON) Associate or Assistant Dean.
2. Meet all SON admission requirements of the Traditional Four-Year Track, including high school GPA, SAT score, and TOEFL policy.
3. Adhere to the SU Academic Change in Curriculum Policy, including that current GPA must be 3.0 in pre-requisite science courses and must be 3.0 in overall pre-requisite requirements.

Upon approval for change of major, a nursing academic advisor will be assigned. In order to progress to nursing 200-level courses, Traditional Four-Year Track progression and TEAS requirements must be met.

Current SU students who are interested in the nursing major, but do not presently meet the requirements for internal transfer, are encouraged to meet with their current academic advisor and a SON Associate or Assistant Dean.

(Updated May, 2014)

Advanced Placement - Health Assessment

Students who have been employed as Registered Nurses for a minimum of 2 years may request to be considered for advanced placement/challenge credit for the N201 Health Assessment nursing course.

Those requesting advanced placement/challenge of the course must successfully pass the NLN Physical Assessment Exam with a score of 78% or above on each section of the exam; physical exam and general health assessment. This will be completed at least 2 weeks prior to the beginning of the semester. The fee for this exam is the responsibility of the student. Failure of
this exam will result in the student taking the entire course. Student may attempt to successfully pass the exam two times.

Students who receive advanced placement credit must register for the N201 course appropriate credits to meet graduation credit requirements. Students should contact the School of Nursing main office at 540-678-4374 for dates of exams or more information.

(Updated December, 2011)

**Advanced Placement: Certified Nursing Assistant**

Students who are certified or have been employed as Nursing Assistants may request advanced placement in the N200 nursing course. To qualify students must complete the following:

- Present documentation of current certification as a Nursing Assistant
- Present documentation of employment in the position of Nursing Assistant within the immediate past two years for a total of at least 1000 hours

Students must request advanced placement and bring the above documentation within two weeks of the first day of class. Documentation may be in the form of certification from the state or documentation from the employer. Appointments are scheduled by the student with the course faculty within the first two weeks of the first day of class. Students will have two opportunities to demonstrate competency on the skill set assigned to the course. Failure to demonstrate proficiency after the second attempt will result in the student participating in the lab and clinical portions of the course. Students will attend the didactic portion of the course.

**V-BSN Course Challenge/Advanced Placement Guidelines for Nursing Courses**

Veteran to BSN (V-BSN) applicants with experience in the health care field and evidence of applicable academic coursework and clinical experience, may request to be considered for course challenge/advanced placement credit for nursing courses. The V-BSN Evaluation Team will review the student's college and/or military transcripts to determine a student's eligibility to challenge courses or test for advanced placement.

The following course challenge/advanced placement approaches may apply:

1. **Course Challenge-Medical Terminology:**

   Students authorized to challenge N121: Medical Terminology will follow the policy as listed in the SU Catalog:

   Challenge Examinations, which allow a student to earn credit for a course by passing a comprehensive examination on the content of the course, are available for some courses, subject to the approval of the faculty member responsible for the course, the dean/director of the academic unit in which the course is taught, and the vice president for academic affairs. Challenge exams are not given if a comparable CLEP or other approved standardized test is available for the course.
Challenge Examinations must be completed before the end of the drop/add period for fall or spring semester. The student must be registered for the course in which the Challenge Examination is being taken, and the course is counted in the student’s workload for purposes of assessing tuition and fees. Grades are awarded in courses completed by Challenge Examination.

Students interested in Challenge Examinations should obtain a Request for Challenge Examination form in the Registrar’s Office.

Students will be allowed one attempt and must pass the comprehensive exam with a score of 78% or greater.

2. Advanced Placement-Fundamentals of Nursing:
V-BSN transfer students with evidence of requisite coursework and clinical hours may be deemed eligible for advanced placement in N200 (or N213): Fundamentals of Nursing. Once eligibility is established, the V-BSN Skills Assessment Coordinator will conduct skills competency testing with the student in the School of Nursing (SON) learning lab. Skills competency is scored as pass/fail and two attempts are allowed.

3. Advanced Placement-Nursing Skills Labs:
V-BSN students with the requisite coursework and clinical hours may be eligible for advanced placement in the following nursing skills labs:

- NLAB-222: Skills for Nursing Practice I
- NLAB-322: Skills for Nursing Practice II
- NLAB-323: Skills for Nursing Practice III

Once eligibility is established, the V-BSN Skills Assessment Coordinator will conduct skills competency testing with the student in the SON learning lab. Skills competency is scored as pass/fail and two attempts are allowed.

4. Advanced Placement-National League of Nursing (NLN) Achievement Examinations:
Eligible V-BSN students may receive advanced placement for one or more of the following nursing courses by successfully passing the associated standardized achievement exam administered by the NLN.

<table>
<thead>
<tr>
<th>NLN Exam</th>
<th>SU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Assessment</td>
<td>N201 Health Assessment</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>N283 Pharmacotherapy</td>
</tr>
<tr>
<td>Normal Nutrition</td>
<td>N216 (*nutrition portion only; students must also complete an approved academic course in developmental psychology)</td>
</tr>
</tbody>
</table>

To successfully receive advanced placement for these nursing courses, students must pass the NLN exam with a score of 78% or above on all sections of the exam. Two attempts are allowed. The fee for an NLN exam is the responsibility of the student.

12/15/2014
5. General Guidelines:
All testing (examinations and/or skills competency assessment) must be completed at least 2 weeks prior to the beginning of the semester the student is to begin classes.

Students who are not successful with a course challenge or advanced placement attempt will be required to take the applicable course(s) prior to progression in the nursing program.

Students should contact the V-BSN Program Manager at VeteranBSN@su.edu for eligibility requests, testing dates, or more information.
(May, 2014)

Classroom/Lab Learning Environment

The faculty believes it is their responsibility to ensure an environment conducive to learning. Therefore:
- Classroom attendance is restricted to those individuals enrolled in that class.
- Children and animals (with exception of service animals) are not permitted in class or laboratory sessions. Guests will obtain prior consent from the faculty and/or Dean.
- Students who arrive late or leave early from class are disruptive to the learning environment. Students are encouraged to arrive on time and avoid leaving the classrooms at unscheduled times.
- Talking and repeated disturbances of the learning environment may result in the offending student(s) being removed from the classroom.
- Cell phones and beepers must be turned off during class, clinical, and campus learning lab. Failure to do so constitutes a professional behavior infraction and carries the associated penalty. Clinical sites may prohibit the use of cellular phones within their institutions since they interfere with electronic equipment.

Unclaimed Materials Policy

Students are responsible for claiming all personal and educational materials (notebooks, journals, etc) by the end of the semester. Students that graduate have up to two weeks after graduation to remove contents of mailboxes. After that, the staff will remove and discard all items.

Clinical Site Experience Guidelines for Students

Facilities Used for Clinical Experiences

The School of Nursing uses a wide range of health care facilities for clinical experiences to provide students with opportunities to observe and function in a variety of settings. Clinical sites

12/15/2014
are selected to best meet the objectives of a particular course. A student may suggest a possible site for clinical experience to their course coordinator, but the faculty member responsible for the course makes the final arrangements in collaboration with the SON Clinical Coordinator. Under no circumstances may a student directly arrange with a health care facility for their clinical experiences.

Students can expect to have possible clinical experiences in a variety of sites and in locations not necessarily close to their assigned campuses over the course of their program. **Students are expected to accept their clinical assignments.** Clinical experiences may be scheduled on varying shifts during the week, including nights and weekends.

Except for DNP students, students may not be assigned clinical experiences in units where they are currently employed or have recently been employed. Students may, however, be assigned a clinical experience in another unit or School within the same facility. Additionally, students may be asked not to be assigned to clinical experiences in an office setting of a primary care provider where they or their immediate family receive personal health care. This may be negotiated with approval of the course faculty. Students are responsible for providing their own transportation to and from clinical sites.

All health records including immunizations and CPR must be current and recorded in the SON in order to attend clinical and preceptor experiences. Failure to maintain up-to-date health records and CPR can result in an unexcused absence for the assigned clinical/preceptor experience.

**Responsibilities to and Within the Clinical Facility/Site**

Each student must:

- Complete the required orientation for the assigned clinical facility. This must be completed annually (once per year) if student is assigned to the same facility for subsequent courses. Provide the instructor with documentation as proof of completion.
- Be informed about and comply with the facility’s policies and contractual obligations related to assigned clinical sites, including its policies such as medical or physical reportable conditions, exposure to blood borne pathogens and communicable/airborne disease and parking policies.
- Provide the clinical facility with information needed to clarify how, when, and where the student can be contacted.
- Dress appropriately, in accordance with the SON dress code. Wear required SU identification badge and uniform patch on shoulder unless the facility mandates its own nametag and identification. Undergraduate and graduate students must wear their SU photo identification badge.
- Park in the required areas designated for students
- Bring all necessary equipment to the clinical experience, as required such as a stethoscope and wristwatch, etc.
Meet with the faculty member (and preceptor, if any) as necessitated by need, desire, and/or faculty or clinical facility policy, to review objectives and learning experiences.

Provide the facility with feedback on relevant studies, reports, or projects completed in conjunction with the experience, after first obtaining approval from the faculty member to share information. Maintain HIPAA confidentiality on any patient protected information (Review HIPAA and Patient Confidentiality policy).

For cell phone use, refer to the Handheld Device Policy on p.... under Technology Guidelines.

Photography of any kind is not permitted during clinical time. The photo settings on cell phones must be disabled/turned off during clinical at all times.

In the case of a preceptor experience, provide the preceptor at the onset with a copy of the student’s objectives for the experience, as approved by the appropriate faculty member.

Establish, with the agreement of the faculty member (and preceptor, if any), a calendar for commitment of time to be spent in the facility.

Immediately notify the faculty member, preceptor (if any), and the clinical facility according to instructions/guidelines provided by your course coordinator and the course syllabus if unable to attend a clinical session because of illness or another emergency. If possible provide at least 24-hours notice to the faculty member (and preceptor, if any) if unable to meet the pre-established commitment.

For absence due to illness, as soon as possible prior to the clinical experience, provide the information about the illness and absence to the clinical faculty member or course coordinator. This does not guarantee an excused absence.

The student may not be present at a clinical site unless the faculty member or preceptor is present/available.

Responsibilities to Faculty Members Involved with Clinical Experiences

Students are expected to accept clinical assignments as arranged. Negotiations for clinical sites are conducted by relevant faculty members who in turn collaborate with the SON Clinical Coordinator. At no time should a student make arrangements with any clinical site in advance of the course faculty or clinical instructor.

- DNP and MSN students may suggest their own clinical sites to their course faculty. The SU SON, however, will make the ultimate selection of the appropriate site and arrange the contract with the facility.

Faculties are responsible to ensure that every student has completed and provided documentation of the orientation to the facility in which the student has been assigned. A student may not be in clinical or in a preceptor clinical assignment without meeting the orientation requirements set forth by the facility. These must be renewed annually.

Students with preceptor experiences must prepare and submit a copy of their objectives for the experience and other materials to the faculty member and/or course coordinator for approval, prior to sharing them with the facility preceptor.
Students must meet with the faculty member on a regular basis (frequency to be determined by the course objectives, faculty member, department policy, and student needs) in order to discuss details of the assigned clinical experience, assess progress toward objectives, receive feedback regarding assignments and learning experiences, and identify and communicate the need, if any, for additional faculty involvement and assistance.

Students must communicate both the strengths and weaknesses or barriers to learning with the clinical experience and setting to the faculty member.

Students will evaluate the entire clinical experience, including the facility and the preceptor per SON policy.

When students are assigned to preceptor experiences, students can expect faculty may make site visits at any time.

Responsibilities to Clients in Facilities/Sites Used for Clinical Experiences

- Students are obligated to follow the policies of the health care facility/site in which they are placed. If situations arise that make this impossible, students must notify the client(s) or the facility, as appropriate, so the relationship is maintained and the care of clients remains paramount.
- Students are also responsible for notifying the appropriate faculty member of their inability to complete the clinical assignment, if necessary.
- Additionally, students are obligated to communicate all observations and information pertinent to the clients' care to the facility. The fulfillment of clinical responsibilities by the student is reflected in the course grade.

Attendance at Clinical Sites

Students must attend all clinical sessions in order to meet the course objectives. When SU classes are canceled due to inclement weather, clinical experiences are also canceled and students are not to report to the clinical site. If the student is already at the clinical site, the decision to cancel is the responsibility of the faculty member responsible for the clinical site experience. If the student is not located in the Winchester/Northern VA campus geographic region, cancellation of clinical will be determined in collaboration with the course faculty and/or preceptor. If clinicals are cancelled for any reason, the clinical hours missed must be replaced by direct patient care hours in order to complete the required clinical time for the course.

Students must complete all clinical hours as established in the syllabus. A student who misses clinical due to extenuating circumstances must, in conjunction with the faculty member, develop a plan to make up the missed session. If a BSN student misses more than two clinical sessions, it may result in reduction of one letter grade for the course may occur. Missing three (3) clinical sessions may result in failure of the course. (See Clinical Attendance Policy) (May, 2014)

Guidelines for Visiting Clients in Community-Based Settings

12/15/2014
Community-based clinical settings may pose particular challenges because of the absence of an institutional infrastructure or the characteristics of the neighborhood in which the clinical site is located. Therefore, students must take special precautions when assigned to community-based settings.

- Students are expected to inform themselves of and observe the policies of the relevant institution and its professional codes of conduct.
- When making home visits, students will make these visits in pairs. Any exception to this practice must be discussed with the faculty member prior to the visit to determine whether it is appropriate to make the home visit alone.
- Student visit plans, such as departure time and expected time of return, must be developed and shared with faculty. Students are responsible for informing faculty of any change in original plans.
- Students must become familiar with the geographic area via maps and observation, so travel to and from the client's home is by the safest direct route.
- Student safety is of highest priority. If a student feels unsafe for whatever reason, withdrawal from the situation is required.
- Students are discouraged from conducting a home visit when one or more persons of the opposite sex are the only ones present.
- Students must abandon a home visit when an altercation develops or is in progress.
- Students must avoid areas where loitering occurs.
- Students must avoid secluded areas, such as basements and dark stairwells.
- Students will follow the SON Professional Dress and Grooming dress code when making home visits or any other community assignments. Students should discuss the type of appropriate dress, i.e., uniform or street clothes, with faculty prior to participation.
- Students should practice automobile safety precautions including:
  - Never operate a vehicle while impaired or under the influence of any substance
  - Looking into the automobile before entering to ensure no one has accessed the vehicle
  - Keeping doors locked when traveling,
  - Parking as close to the home/facility setting as possible, and using protected parking if available,
  - Keeping enough gas in the fuel tank so stops at gas stations can be planned and selected for safety of location
  - Not stopping for stranded motorists but instead, calling for help from appropriate parties such as police
  - Having automobile keys ready when reaching their vehicle
  - Not leaving valuable possessions in view (including computers)
  - Not sitting in the car to complete paperwork
  - Not opening automobile door or window to strangers, particularly if feeling threatened

Course, Faculty and Program Evaluation

The faculty of the School of Nursing value constructive student feedback as it works to continually improve the program. Therefore, students at all levels are asked to participate in a variety of evaluation activities:
Course evaluations are completed at the end of every semester for each nursing course. Students are asked to evaluate the effectiveness of the course in a variety of areas.

Faculty evaluations are also completed each semester. The students are asked to evaluate faculty effectiveness in teaching the course.

Program evaluations are conducted in the graduating semester. Graduating students are randomly selected to participate in exit interviews designed to evaluate the program. Those not participating in exit interviews will complete a written evaluation of the program.

All programs are evaluated by post-graduation surveys of employers and graduates at one, two, and five years post-graduation. Continued participation in program evaluation after graduation is very important and essential to ensuring on-going program improvement.

STUDENT ORGANIZATIONS

Student organizations within the School of Nursing are designed to support students in each level, facilitate community volunteer activity, encourage professional development and scholarship, and plan pinning and graduation activities.

Student Nurses Association (SNA)

The SNA and the National Student Nurses Association (NSNA) is a pre-professional organization for nursing students. It is an open to nursing students. The NSNA Mission is to:

- Organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs
- Convey the standards and ethics of the nursing profession
- Promote development of the skills that students will need as responsible and accountable members of the nursing profession
- Convey the standards and ethics of the nursing profession
- Advocate for high quality health care
- Advocate and contribute to advances in nursing education
- All BSN students may belong to this association which requires annual dues
- Web site: [www.nsna.org](http://www.nsna.org)

Sigma Theta Tau International

Honor Society of Nursing - Rho Pi Chapter

Shenandoah University School of Nursing is pursuing excellence in nursing through the establishment of Rho Pi Chapter of Sigma Theta Tau International (STTI) The society follows the bylaws and purposes of STTI. Rho Pi Chapter was chartered as a STTI Chapter April 26, 2002.
Sigma Theta Tau was founded at the Indiana University Training School for Nursing in 1922 by six nurses dedicated to improving health care. They chose the Greek words Sigma Theta Tau which stand for love, courage, and honor. The flower and color of the society are orchid.

Sigma Theta Tau International provides to its members opportunities and responsibilities to make definite contributions to the school of nursing, to the profession, and to the health of the public worldwide. Its purposes are to:

- Recognize superior achievement
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

Membership is by application for SU junior and senior baccalaureate, and graduate nursing students who demonstrate excellence in scholarship. Selection is based on scholastic achievement, leadership qualities, creativity, professional standards, and commitment. Undergraduate candidates are selected from the upper one-third of the total graduating class and hold a minimum GPA of 3.0. Qualified graduate students must have completed 1/4 of their required program of study and hold a GPA of 3.5 for MSN students and 3.75 for doctoral students. Qualified community BSN graduates demonstrating exceptional achievement in nursing may also be inducted. Current Sigma Theta Tau International members are invited to join this chapter. Web site: http://www.nursingsociety.org

Nurse's Christian Fellowship (NCF)

Nurse's Christian Fellowship (NCF) is a professional organization and a ministry of and for nurses and nursing students. NCF aims to encourage lifelong education in relating the Christian worldview to nursing. Area, national, and international continuing nursing education events provide opportunities for personal and professional growth. Topics include: spiritual care, suffering, hope, healing, caring for the poor and underserved, stress and conflict management, ethics and parish nursing. This organization seeks to evaluate and influence nursing trends and theories from a Christian perspective through conferences, academic programs, and networking among Christian nursing faculty, graduate students, administrators, and clinical leaders. Web site: http://www.ncf-jcn.org

Shenandoah University Fund Raising Policy
For Events On and Off Campus

Shenandoah University Policy on Sales, Solicitation and Fundraisers

Individuals and student organizations planning to conduct sales, solicitations and fundraising activities on or off campus and/or requiring a contractual agreement with non-Shenandoah agencies, must obtain the written approval of the director of student engagement. Non-students and non-Shenandoah related individuals and organizations may not sell or solicit on Shenandoah University property without written authorization from the director of student engagement. No door-to-door solicitation is permitted.

12/15/2014
Any authorized sales, solicitations, and fundraising activities are subject to Shenandoah University regulations and local, state, and federal laws. Request may be approved for a specific area on campus or for all pre-approved off-campus locations. No solicitations and fundraising activities shall interfere or conflict with the mission of the Shenandoah University. Any profits derived from sales, solicitation and fundraising activities on and off campus must be used for a purpose consistent with Shenandoah University policy and with the purpose of the sponsoring student organization.

**Definition of solicitation** - Any type of door-to-door sale or solicitation that inconveniences, harasses, or annoys other members of the university community is prohibited. Solicitations not in accordance with federal, state, or local law or without permission of the director of student engagement or the director of residence life & student conduct may not be conducted. Organizations and/or individuals who are not affiliated with the university may not conduct solicitations on campus or in any Shenandoah University building without permission from the director of student engagement.

**Guidelines:**

1. Permits are issued to University registered and SGA recognized organizations only, not to individuals.

2. Approval to solicit must be granted by the appropriate building/area staff and the Office of Student Engagement.

3. Door-to-door solicitation is not allowed in any academic space or unauthorized space not listed on this application.

4. Any fundraising group selling or soliciting merchandize or services on campus must prominently display a valid permit, issued by the Office of Student Engagement.

5. Only members of the fundraising group shall conduct all sales and promotional activity.

6. Harassing patrons/students on-campus for solicitation is not permitted.

7. Sales may not be conducted within twenty feet of streets and roads.

8. All sales and solicitation activities must also adhere to the University Policy related to student conduct.

9. This form must be submitted to the Brandt Student Center a minimum of 5 business days before the event.

10. The Office of Student Engagement must approve all off-campus fundraisers before seeking requests of any vendor.

11. The SU Application for Fundraising may be obtained from the Office of Student Life or on Blackboard under the Student Life organization.

12/15/2014
All fundraisers held in or involving the School of Nursing require prior approval of the Associate Dean for Students and/or the Dean of the school of nursing.

**Students on School of Nursing Committees**

The School of Nursing values the participation of students on selected committees. Student representatives are invited to participate on the Student Affairs Committee and the Undergraduate and Graduate Curriculum Committees.

**SU Nursing Alumni**

All students who graduate from SU are members of the SU Alumni Association. As a member of this group, graduates enjoy the benefits of educational opportunities such as seminars and lectures annually showcasing the many talents from nursing professionals. One service to SU and the nursing program is the opportunity to mentor students, enhancing their nursing experience. Students are encouraged to remain active as alumni.

**STUDENT POLICIES**

**Pregnancy**

Should a student enter the program pregnant or become pregnant during the academic year, it is her responsibility to inform faculty as soon as she becomes aware of the pregnancy. Clinical experiences will be adjusted to avoid high-risk areas during critical fetal development. It is also the student’s responsibility to make every attempt to ensure her own safety and the safety of the unborn child.

Standards of practice call for a period of recovery following childbirth. Students are requested to consider this when planning to return to the academic environment; class and clinical experiences. Students who are pregnant should consult with their academic advisor to consider withdrawal from classes for the affected semester. Resuming clinical experiences will require provider documentation with full duty approval or detailed instructions of any physical restrictions.

Missed time in class, clinical, and campus learning laboratory will be subject to established attendance policies. (August, 2013)

**Communicable Diseases**
Shenandoah University will approach issues related to communicable diseases in the University population in accordance with guidelines of the American College Health Association, the Center for Disease Control, and other appropriate health professionals.

Each person contracting a communicable disease will have his/her case reviewed by an appropriate Review Committee composed of:

- Vice-President for Student Life (chairperson)
- Dean or Director of the School of student's major
- Director of Health Services
- Physician advisor

This Review Committee determines the best procedure to follow for the welfare of the student as well as the safety of the University community.

Committee recommendations will be sent to the President of the University and other persons needing to have this information so that appropriate action can be taken to safeguard the health of the student involved and to give maximum protection to the University community and the community at large.

**Communicable Diseases and Reportable Conditions**

Certain conditions are defined as communicable conditions as outlined in the Virginia Department of Health Regulations for Disease Reporting and Control. These communicable conditions are required to be reported. If an institution or clinical site’s Infection Control department becomes aware that a student has been exposed to one or more of these conditions, they may report them to the educational institution and may also be required to report them to the Virginia Department of Health as required by law.

If a student is exposed to a patient who has a reportable communicable disease and requires exposure follow-up, the institution of exposure will communicate this information through the Academic Liaison for that institution. This representative or their designee will be responsible for notifying the Dean or Director of the program. Appropriate follow up for the student will be arranged in collaboration with the Wilkins Wellness Clinic.

**Clinical Attendance and Illness**

The Shenandoah University, School of Nursing supports the protection of the health care of its students as well as patients, and other staff/faculty and/or students with whom they may come into contact. Therefore, as a nursing student, you are required to report the following known health conditions to your course coordinator/clinical faculty prior to the attendance of any clinical rotation. *The clinical faculty in collaboration with the course coordinator and based on clinical site policy reserves the right to determine if the student will be permitted to attend clinical.* The student will be referred to their primary health care provider or the Wilkins Clinic for further evaluation. The course coordinator and clinical faculty will guide the student in determining when the clinical experience can be made up.

12/15/2014
Any student experiencing a recent injury or surgical procedure must inform the course instructor prior to attending any clinical experience. In such cases, the student will be required to present documentation from a health care provider releasing them to participate in clinical experiences. Students are discouraged from scheduling elective surgeries during the academic semester. All clinical experience absences must be made up.

You as a student are required to report any of the following conditions to your clinical instructor prior to attending a clinical experience:

- Acute diarrheal illness (severe) with other symptoms such as fever, abdominal cramps, bleeding, or diarrhea lasting longer than 24 hours
- Orofacial herpes simplex virus or herpetic whitlow
- Diagnosed streptococcal infection
- Skin lesions that are infected and draining, especially on exposed body parts
- Severe symptoms of influenza with a temperature above 100 degrees,
- Upper respiratory infection with purulent sputum
- Pregnancy
- Active infection with/or exposure to:
  - Hepatitis (jaundice)
  - Human immunodeficiency virus (HIV)
  - Measles (if not immune)
  - Mumps (if not immune)
  - Rubella (if not immune)
  - Tuberculosis
  - Conjunctivitis (pink eye)
  - Meningitis
  - Any communicable disease if the student is unsure of
- Diagnosed with a positive culture, which prevents or limits the student’s ability to render patient care

Shenandoah University
Student Exposure Policy and Procedure

Policy

It is the policy of Shenandoah University to ensure the safety of clinical students from unnecessary exposure to communicable diseases through education on universal precautions and immunization; and to implement procedures when accidental exposure occurs in order to minimize risk of contracting disease.

Definitions

For the purposes of this procedure, the term “clinical faculty” will mean the individual who provides instruction and direction at the site where clinical services are provided. Other terms
considered synonymous include: preceptor, (approved) clinical instructor, and field work educator. The term “clinical coordinator” will mean the Shenandoah University faculty or staff member assigned responsibility for directing the clinical curriculum. Other terms considered synonymous include: field work coordinator and director of clinical education.

**Procedure**

**Blood and Body Fluid Exposure**

1. Students must immediately report any occupational exposure to blood, or body fluids to their clinical faculty. This includes needle stick/sharps accident, parenteral/mucous membrane or noncontact skin exposure to the patient’s blood or body fluids containing visible blood.
2. The clinical faculty will ensure that the student cleans.flushes wound, mucous membranes, eyes, or otherwise provide necessary palliative measure to the contaminated area at the time of exposure.
3. The clinical faculty initiates process to determine the source patient’s HIV, HBC, or HCV status and to evaluate whether the source and/or exposure are considered high risk.
4. Confidentiality of the student and patient will be maintained according to HIPAA during this process.

**Communicable Disease Exposure**

1. Students must immediately report any occupational exposure to confirmed communicable disease.
2. The clinical faculty will also confirm exposure to any other communicable disease, such as for example TB, with the clinical site charge nurse or supervisor of the clinical site/agency. In some institutions, this may be the Infectious Disease Department/Nurse.
3. Reportable communicable disease e.g. TB would be communicated to the appropriate individual if exposure occurred based on Infection Control reporting protocol of the institution. The Dean or Director of the program will be notified by the institution of occurrence.
4. Confidentiality of the student and patient will be maintained according to HIPAA during this process.

**Procedure for Reporting and Documentation of Exposure**

5. The clinical faculty will complete an incident report and any other documentation required by the clinical site/agency where the student is assigned. The student shall contact the Director of the School of nursing as soon as or no later than within 24 hours to report the incident; and immediately contact the Director of the Wilkins Wellness Center at 540-665-5483 to discuss evaluation and a treatment plan. After business hours call the Campus Security office at 540-678-4444 or 540-247-6809 to page the Administrator “on call” for the School of Nursing. The student will be responsible for all costs associated with the follow-up treatment.

12/15/2014
6. The clinical faculty will inform the clinical coordinator of the policy for the clinical site/agency in which the injury occurred and treatment performed according to the host institution’s policy.

7. If the exposure occurred in an institutional setting, the Infection Control Officer of that facility will determine the follow-up course of treatment per their policy, including documentation of the incident.

8. If the exposure occurred in a clinic setting not associated with a licensed hospital and there is no policy, the Director of the Wilkins Wellness Center, in collaboration with the Director of the SON, will determine if the exposure requires follow up with a medical professional according to the CDCs standards.

9. The clinical faculty will assist the student in completing the Student Exposure Worksheet which will be faxed a copy to the Wilkins Wellness Center at 540-665-5576 no later than within 48 hours of the occurrence. The worksheet will remain in the student’s permanent medical record. The clinical coordinator will ensure a copy is placed in the student’s clinical file.

10. Copies of the any lab results shall be sent directly to the Director of the Wilkins Wellness Center in a sealed envelope marked confidential. The record will remain in the student’s permanent medical record and only be released to a third party with written consent and original signature of the student.

11. The student will meet with SU clinical faculty to review standard precautions and be advised on how to minimize risk of exposure. Other educational interventions may be implemented if a student demonstrates a pattern of exposure. This may include suspension from clinical training activities or sanctions determined to be appropriate by the educational program.

12. Student will be offered counseling services through Wilkins Wellness Center.

**Student Exposure to Blood and Body Fluid Information - Explanation of Terms**

1. Exposure

   a. Type
      1. A percutaneous injury (e.g. needle stick or cut with a sharp object) involving blood, tissue, or other body fluids.
      2. Contact of a mucous membrane or non-intact skin (e.g. chapped, abraded, or dermatitis with blood, tissue, or other body fluids.
      3. Contact of blood, tissue, or other body fluids with intact skin when the duration of contact is prolonged.

   b. Body Fluids Associated with HIV
      1. Blood, semen, vaginal secretions, or other body fluids including saliva contaminated with gross blood that have been implicated in the transmission of HIV infections (excluding tears, sweat, non-bloody urine of feces, or human breast milk).
      2. Cerebrospinal, synovial, pleural, peritoneal, pericardial, or amniotic fluids, which have an undetermined risk for transmitting HIV.

   c. Body Fluids Associated with HBV or HCV.
      1. See HIV Body Fluids listed above.
      2. Saliva, sputum, or vomitus.

2. Post Exposure Prophylaxis

12/15/2014
Students who need Post Exposure follow-up will be sent to an Infectious Disease physician as soon as possible for counseling and treatment protocols. Student will also maintain contact with the Wilkins Wellness Center.

3. HIV High Risk Sources
   a. Infected patient with initial acute infection
   b. Infected patient with terminal illness
   c. Infected patient with high viral load
   d. Intravenous drug user
   e. Hemophiliac (blood or blood products prior to 1985)
   f. Homosexual/bisexual
   g. Unprotected sexual contact with multiple partners
   h. Sexual partner of any situation listed above

4. HBV and HCV High Risk
   a. Include all the HIV High Risk Sources above
   b. Hemodialysis patients
   c. Transfusion recipients (prior to 1985 or recipients of multiple recent transfusions)

5. High Risk Factors for Transmission of Any Bloodborne Pathogens
   a. Device is visibly contaminated with blood
   b. Procedure where device was placed directly in a vein or an artery
   c. Deep injury to the body
   d. Injury from a hollow bore needle
   e. Exposure involving a large volume of blood

(See Student Exposure Worksheet, next page)
To be completed by the student and clinical faculty immediately after an exposure is reported.

Student’s Name _________________________ SU ID Number __________________

Program of Study ________________________ Clinical Faculty __________________

Date of Incident _________________________ Time of Incident: _________________

Clinical Site Location_____________________________________________________

1. Description of Incident and type of exposure: Include activity at time of exposure (e.g. needle stick while removing vacutainer needle from barrel after blood drawn, part of body exposed type of device, severity or depth of injury.

2. Treatment of Exposed Area: Include actions taken (e.g. washed wound with soap and water or attach emergency room sheet, and timing of actions (e.g. washed within 3 minutes of exposure).

3. Source/Patient: Did the host institution document the incident? Yes  No

4. Was the source or patient known? Yes  No

5. Risk Status of Source Patient: “Was the patient a high risk patient” (e.g. IV drug abuse, unprotected sex with multiple partners, immunosuppressed) or record “not known” per record. Yes  No

6. Patient Test Results/Test Ordered: Include names of all blood tests performed in the past and tests ordered on the patient at the time of exposure (e.g. HBsAg, HIV antigen, anti-HCV or Western Blot), dates and results of said tests. Include the lab or hospital name or state “never tested” or “test not ordered”. Do not provide patient’s name.

   A. HBsAg Date ___________ Result ______________
   B. Anti-HCV Date ___________ Result ______________
   C. HIV antigen Date ___________ Result ______________
   D. Previous test results Date ___________ Result(s) ______________
   E. PPD/Chest X-ray Date ___________ Result(s) ______________
   F. Other Exposure Date ___________ Result(s) ______________

List exposure ____________________________________________

Fax to: Director of the Wilkins Wellness Center at 540-665-5576

Date Faxed: ______________

Health Professions Clinical Coordinator notified: _____Yes _____No Date/Time_______

University Student Conduct Policy and Impaired/Unsafe Behavior

12/15/2014
The School of Nursing supports the Drug and Alcohol Policy adopted by the University (refer to the University Course Catalog, Student Life Policies section). The use of drugs or alcohol prior to or during class, clinical, or campus-learning laboratory will not be tolerated. The university policy for alcohol and other drugs will be followed as set for by the university. Additionally, the School of Nursing supports the Student Code of Conduct as defined by the University Course Catalog and will adhere to the policies and procedures related to guidelines of the policy.

In addition to supporting the University Policy, students must adhere to the policies of the School of Nursing. A student demonstrating any of the following behaviors may be removed from the classroom, lab, and/or clinical experience and is subject to the SON Policies for Professional Behavior and Safety as well as the University policies and may result in being sent for drug and/or alcohol screening:

- Impaired ability to process information (e.g., inability to calculate simple drug problems)
- Impaired judgment/reasoning
- Weakness, slurred speech
- Uncoordinated fine and/or gross motor skills
- Irrational, combative, abusive, or inappropriate behavior
- Smell of alcohol or other cognition impairing substances

The following list of drugs, including selected prescription drugs are strictly prohibited while engaged in any clinical setting and experiences:

- Alcohol
- Alfentanil
- Amphetamines
- Barbiturates
- Benzodiazepines
- Butorphanol (Stadol)
- Cocaine Metabolites
- Fentanyl
- Ketamine
- Marijuana Metabolites
- MDMA (ecstasy)
- Nalbuphine (Nubain)
- Opiates
- PCP
- Propofol
- Propoxyphene
- Sevoflurane
- Sufentanil
- Tramadol
University Counseling Services  
(Wilkins Wellness Center, Racey Hall facing campus central lawn)

Counseling Services offers short-term personal counseling for a wide variety of mental health and alcohol and other drug issues. This office provides a comfortable, safe, and confidential environment for allowing our students to explore personal concerns. It is in this nurturing setting that students can practice strategies for improving decision-making skills, learn healthy coping methods, and find support for appropriate resources. Individual and group therapy is available as well as consultation with faculty, staff, and parents. Counseling resources ranging from pamphlets and videos to online assessments are also available. These services are free to students, faculty, and staff. Counseling Services assumes no obligation for long-term therapy, but maintains a referral network to a variety of agencies and qualified practitioners in the community. Counseling Services is located in the Wilkins Wellness Center, Racey Hall, and we are open Monday through Friday 9am to 5pm. Appointments are preferred and can be arranged by calling 540-665-4530 or emailing Nancy Schulte, University Counselor, nschulte@su.edu.

Sexual Harassment Policy

The School of Nursing supports the sexual harassment policy of Shenandoah University. Please refer to the University Course Catalogs under Student Life Policies for information concerning this policy.

Professional Dress and Grooming Policy

Nursing students represent Shenandoah University, as well as the nursing profession. Therefore, appearance must conform to the highest standards of cleanliness, professionalism, and safety. Failure to adhere to the following regulations constitutes a Professional Behavior infraction and will be treated accordingly.

1. Uniforms/professional dress must be cleaned and pressed at all times. Clothing should be professionally fitted prior to purchasing and not tight fitting.

2. Undergarments:
   - Undergarments must be white or neutral in color
   - Thong style undergarments are never permitted.

3. Uniform Patch:
   - The Shenandoah University School of Nursing uniform patch will be sewn and worn on the left arm sleeve of all uniform shirts and lab jackets for all students. The patch may be purchased in the SU bookstore.

4. ID Badge:
   - Students must have a Shenandoah University Hornet identification card that must be worn above the waist at all times while in uniform and/or while in clinical experience.

12/15/2014
• Students may be required to wear the ID of the clinical facility in addition to their SU ID badge. Valley Health System requires students to wear the STUDENT attachment to their ID badge at all times (distributed by the facility).

5. Hair:
• Hair must be clean and appropriately styled in a manner that promotes safety
  • Women
    o Hair must be pulled back, up, and away from the face for clinical. Pony tails and braids should be affixed to the head and not hanging loose.
    o Hair must always be off the collar and styled in a manner that stays neat during the length of time you are in the clinical agency. It must not dangle in your face when leaning over a patient.
    o Large bows, hair clips, and other hair appliances for decoration are not acceptable.
  • Men
    o Beards and mustaches are acceptable, but must be clean, trimmed, and well groomed.

6. Scissors:
• Bandage scissors are required and must be brought to all clinical experiences. Scissors must be cleaned regularly.

7. Kelly Clamps:
• Kelly clamps are required and must be brought to all clinical experiences. Clamps must be cleaned regularly.

8. Stethoscopes:
• A stethoscope (Littman or Sprague dual head) is required and must be brought to all clinical experiences. Stethoscopes must be cleaned regularly, especially the ear pieces and bell.

9. Fingernails:
• Fingernails and cuticles harbor germs; therefore nails are to be kept scrupulous clean and trimmed no longer than the tips of the finger in order to promote safety for you and the patients with whom you come in contact.
• Nail polish, if worn at all, must be clear and in good condition.
• Cuticles must be trimmed and in good condition
• No artificial nails or extenders are permitted at any time.

10. Cosmetics:
• Eye make up (eye shadow, mascara, liner, etc) if used at all, should be light, subdued, and tastefully applied
• Foundation should match the students skin tone and cover the face and neck
• Blush should be light subdued
• Lipstick should be pale or neutral in color. Chapstick™ or other lip moisturizers may be used freely

11. Soap and Perfume:

12/15/2014
• Is not to be worn during any clinical experience
• Perfumed soaps should be avoided

12. Deodorant and Mouthwash:
• Deodorants and mouthwash should be used
• Avoid perfumed deodorants
• Students may use an occasional breath mint if necessary

13. Jewelry:
• A working watch with a sweep second hand must be worn at all times.
• Plain wedding bands are permitted. Absolutely no other type of ring is to be worn while in uniform. DO NOT pin rings to your uniform.
• Pierced earrings (one pair, post type, small, tasteful) in the lower lobes of the ears will be allowed. NO LOOPS, regardless of size, are allowed and only one earring per ear is allowed.
• Other visible pierced body ornaments are not to be worn during clinical
• Visible necklaces, pendants, and chains are not permitted
• Bracelets are not permitted. The only exception is an official Medic Alert bracelet or chain. Your clinical faculty member should be informed if you require any type of medic alert jewelry.

14. Tattoos:
• Tattoos MUST NOT be visible during any clinical experience

15. Street Clothes:
• A higher level of dress is occasionally required for school, community activities, conferences, and clinical functions including graduate preceptor experiences.
• In some cases, a lab coat with SU name tag may be required over street clothing.
• Appropriate street clothes include clothes that are
  o Clean, appropriately fitted and neat.
  o Dresses should be at least knee length and should be worn with hose
  o Slacks should be hemmed to the instep of the foot and should be used with appropriately colored hose or socks for women and socks for men
• NO skin on abdomen, sides, or back should be visible
• Clothes that are inappropriate include:
  o Clothes that are too big, too small, too long, too short
  o ‘See through’ clothing
  o Blue jeans/denim of any kind
  o Visible undergarments
  o Low or high rider pants (hem and waist)
  o Shorts
  o Halter tops, midriff tops, sweat shirts
  o Miniskirts or mini dresses
  o Sundresses
  o Tennis shoes

12/15/2014
Shoes that are in poor repair

16. Classroom Clothing:
   - Faculty want students to take pride in their appearance at all times and dress accordingly
   - Lab coats with SON patches are worn in the campus lab at all times.

**Undergraduate Uniform Requirements**

**Important Note:** Students may only wear the designated style uniforms identified below.

**Uniforms: Women**
- Jacket (short) – Cherokee 1462 White (required for all Labs and non-INOVA clinical sites)
- Navy slacks are Cherokee Navy 4001. No cuffed, knit, or elastic bottoms, no cargo pockets or bell bottoms.
- Top – Cherokee Women’s 4801 Red
- SU Nursing uniform patch on left shoulder of all tops and jackets (available in bookstore)
- No sweaters or other types of outerwear or cover-ups are permitted.
- Shoes: Clean white nursing shoes (wedge, tie, slip-on or oxford type, or all white, all leather athletic shoes). No open heeled clogs, sandals, high heels or tennis shoes. Black or navy shoes for community clinical. (Students with foot problems needing special shoes must discuss this with the Associate Dean for Student Affairs.)
- Clean white knee high stockings or thin socks

**Uniforms: Men**
- White Jacket (short) – Cherokee 1462 (required for all Labs and non-INOVA clinical sites)
- Navy slacks – Cherokee 4100 or Cherokee 4000 (no cuffed bottoms or knits)
- Top - Cherokee unisex 4700 or 4701 Red
- SU Nursing uniform patch on left shoulder of all tops and jackets (available in bookstore)
- Clean white socks and white shoes for hospital clinicals. Navy or black socks and black shoes for community clinicals.

**INOVA Health System Clinical Facilities:**
Students are required to wear a Red uniform top to all sites. The uniform patch must be visible on the students’ uniform. No white jackets may be worn at INOVA clinical sites. Students will be directed by faculty the appropriate uniform requirements.

Red Scrub Jacket – Long Sleeved 4350 is optional for INOVA clinical sites only but may be worn.
Valley Health System and INOVA Clinical Facilities
Students are required to wear a FLU attachment to their SU ID badges (provided by the health care system). These are returned to the facility at the completion of the clinical experience.

Graduate Professional Dress Requirements
The graduate “uniform” is professional dress with the SU lab coat with patch on the left should sleeve. Pediatric settings may request students not wear a white lab coat. Scrubs are not permitted unless approved by the preceptor’s facility. Refer to the above professional dress and grooming guidelines. The accepted lab coat for graduate students is Cherokee white lab coat style #1346. SU ID badges are worn at all times during clinical experiences.

School of Nursing Communication and Problem Solving Procedure
In the School of Nursing, professional communication is valued and evaluated as a professional behavior. If students experience problems during their course of study they are expected to follow appropriate communication channels to resolve the problem. The sequence for appropriate communication channels is as follows:

1. Faculty member involved
2. Advisor
3. Associate Director for Academic Affairs and/or Associate Director for Student Affairs and/or Associate Director for Advising, Progression, and Retention
4. Director for the School of Nursing
5. Vice President for Academic Affairs
6. President

The best way to communicate with faculty is by email, by office phone, or by appointment. Nursing faculty schedules and office hours are posted on individual faculty doors. Faculty may also be reached through the main SON office number, (540) 678-4374.

Since the primary resource for communication in the SON is email, it is essential that students check their student SU email accounts on a regular basis; at least every other day.

Additionally, campus mailboxes at the HP building are a means for written communications between faculty and students for all levels. Written messages for faculty may be placed in faculty mailboxes or sent via campus or US mail. Students are responsible for reading information placed in their mailboxes. Student mailboxes will be assigned when the student enters the program.

Student Academic Appeals Procedure
The School of Nursing supports the Student Academic Appeals Procedure as stated in the University Course Catalogs. The purpose of this process is to provide a means to resolve
conflicts when students believe they have been treated improperly in a matter related to instruction, evaluation, or other academic policy or practice.

Misunderstandings or disagreements can often be settled informally. To this end, students are encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved as soon as possible. Please refer to the University Course Catalogs for the procedure for this policy.

Student Complaint Policy

Shenandoah University affirms the right of students to bring forth complaints and is committed to resolving these matters in a fair, equitable and timely manner, so as to protect the rights of both the individual and the community.

This Complaint Policy applies to student complaints that are not addressed by the Academic Appeals Procedure, Americans with Disabilities Act, Honor Code, Student Conduct Code, Sexual Harassment Policy, student records policies, or any other existing formal procedure under which a complaint may fall.

The Student Complaint Policy can be located in the University Academic Course Catalogs.

GRADUATION AND LICENSURE

Application to Graduate

All students must register for graduation even if they have no plans to attend the commencement ceremony and/or the SON Pinning and Hooding Ceremony. Graduation registration includes the release of the diploma to students. In addition, transcripts will not be released to the State Boards of Nursing without the paid graduation fee and applying for release of final course transcripts. There is no fee related to application for graduation. Cap and gown is included at no charge and ordered at the time of application.

Students may check deadlines for graduation application on the university calendar the semester of intended program completion. Application for graduation is completed on Web Advisor.

Commencement is held once per year in May. The graduation ceremony for nursing is held in May and in December. There is no ceremony in August. Upon completion of the program, transcripts are released by the Registrar.

Nursing Pins

Nursing faculties value the nursing pin and strongly encourage students to purchase their pin at graduation. The nursing pin is a 1,000-year-old symbol of service to others. The earliest ancestor of the pin dates back to the Maltese cross, adopted by crusaders and worn on their habits as a symbol of service to Christianity. By the Renaissance, guilds had adopted coats of arms, symbolizing masterful service to the community.
The most recent ancestor of the pin is the hospital badge of 100 years ago. It was given by the hospital school of nursing to students to identify them as nurses who were educated to serve the health needs of society. Furthermore, the hospital that awarded badges to these nurses was seen by the public as an excellent care provider.

Owing to the favorable public response, eventually each school of nursing endowed its graduates with a badge or pin embossed with that school’s identifying symbol. The actual designs of pins today may include a cross, but whatever the image on the pin; the pin is a source of pride for the nurses.

This symbol of service involves many professional rights and responsibilities. When one accepts the nursing pin, which symbolizes the right to practice nursing, one also accepts many responsibilities. The nursing pin communicates to the consumer of nursing services that the wearer is a competent nurse: educated, knowledgeable and possessing professional attributes as she/he services the health needs of the public.

Sherlyn Shaughnessy, alumna and nursing faculty member, designed the Bachelor degree nursing pin in the early 1980s.

**SU Nursing Graduation Pins**

The University Bookstore and nursing faculty coordinate the ordering and distribution of the nursing pins. Student purchase the pin of their choice (silver, silver plated, gold, or gold plated). Students may place orders during designated times and points are available when students are certified for graduation. Purchase of a nursing pin is optional to students.

**State Board of Nursing and NCLEX**

Upon completion of the BSN program, students must complete the National Council Licensure Examination (NCLEX-RN) and be licensed by a State Board of Nursing in order to practice nursing as a Registered Nurse. Graduates are responsible for filing their own State Board and NCLEX applications.

To be eligible to take the NCLEX, the student must:

1. Apply for a Shenandoah University diploma by the stated deadlines
2. Complete the required applications for the State Board of Nursing and NCLEX through Pearson Vue and mail them with the appropriate fee by the deadline dates indicated in the instructions
3. Successfully complete the required curriculum of nursing
4. Be certified for graduation.

12/15/2014
Certification Exams for Graduate Students

Upon completion of the MSN program, students taking certification exams will meet with faculty to complete appropriate forms to make application for national certification. Graduates are responsible to apply for national certification by completing the forms and obtaining appropriate faculty signatures.

School of Nursing Graduation Ceremony

Pinning and hooding are ongoing traditions in the nursing profession. Upon completion of an undergraduate nursing program, graduates may purchase a pin that represents the School of Nursing (SON). The SON continues this longstanding tradition by celebrating its graduates with a ceremony. It is a solemn ceremony honoring the profession of nursing and the achievements of the graduates. At this ceremony, graduate students who complete their course of study in nursing receive their hoods. The hood is significant part academic regalia for the graduation ceremony.

1. The Student Affairs Committee is responsible for the ceremony. This committee works in concert with representatives of the graduating class in planning and implementing the ceremony.
2. The ceremony is held for graduating graduate and undergraduate students twice a year in May and December. There is no August ceremony.
3. SU School of Nursing pins are purchased by senior undergraduate nursing students and are optional. Orders and purchases are placed with the Jostens’s company representative who makes campus visits at the beginning of the fall and spring semesters the students graduate.
4. Academic Regalia is worn by all graduating students, undergraduate and graduate, to the pinning ceremony. Regalia is order through the SU Bookstore at no charge to the student. Sigma Theta Tau Honor Society for Nursing “Honor Cords” and NSNA Cords may be worn by members to this ceremony. Veteran and active duty students may wear cords representing service to our country. These are available through the Registrar’s office.
5. Hooding of graduate students is included as part of the pinning ceremony prior to the SU commencement ceremony.
6. The printed program for the ceremony is prepared by the School of Nursing.
7. Students may assist the Student Affairs Committee in the selection of music, light refreshments, floral arrangements.
8. The Keynote speaker for the ceremony is invited and/or designated by the Dean of the School of Nursing.
9. Students will be pinned/hooded by the Dean of the School of Nursing or his/her designee.
10. Pre-approved fundraising may be done to support the ceremony and/or reception and is the responsibility of the graduating class. Fundraising activities must follow the policy for Fund Raising in the university and be approved by the Office of Student Engagement. Examples of costs related to the event usually include; flowers, musician, a gift for the speaker, and a class gift to school if desired. Solicitation of donations and/or contributions in the community must also be pre-approved by the Student Affairs Committee.
11. Tickets for the ceremony will be distributed to graduates. The number of tickets per student will be determined based on the class size and the site of event.
12. All plans for the ceremony should be completed 30 days prior to the event.  (May, 2014)

School of Nursing Honors and Awards

Honors and awards are made during the Pinning/Hooding Graduation Ceremony for the School of Nursing. The following list includes a description of each award and qualifications. Awards are determined based on recommendations of the faculty and the Dean and may not be given every semester or on each campus.

Undergraduate Awards
(Recipients are selected by the undergraduate faculty)

The James R. and Mary B. Wilkins Nursing Award
(Awarded annually in May)
Mr. and Mrs. Wilkins were long time benefactors of Shenandoah University. They were instrumental in moving the University here from Dayton Virginia and helped guide the development and growth of the University. This tradition is being carried on by their son, James R. Wilkins, Jr. This award has a monetary component.
Qualifications:
- Holds a GPA of 3.5 or higher
- Demonstrates the highest level of academic and practice achievement
- Has committed to continuing toward a graduate nursing degree at Shenandoah
- Awarded to one student per year in the SON in May

The Mary Henkel Undergraduate Academic Excellence Award
Mrs. Mary Henkel was a long time supporter and benefactor of the nursing program at the University. Despite advanced age and near blindness, Mrs. Henkel participated in most special School of Nursing activities until the time of her death. This award is given to a graduating senior who has demonstrated outstanding achievement throughout his/her academic career at Shenandoah University.
Qualifications:
- A graduating senior with the highest GPA who has demonstrated outstanding achievement throughout his/her academic career at Shenandoah University.

The Mary Jane McCone Nursing Practice Award
Miss Mary Jane McCone was a long time Director of Nursing Service at Winchester Memorial Hospital as well as Director of the WMH School of Nursing. She was passionate about nursing and established, as well as maintained, a very high standard for professional nursing care and behavior among the students and nurses at the hospital.
Qualifications:
- Holds a GPA of 3.25 or higher
• Awarded to a student who has consistently demonstrated outstanding nursing practice and honorable, behavioral/professional image.

The Dean's Undergraduate Award
This award is given to the graduating senior who most exemplifies the goals of the undergraduate program encompassing service, leadership, and scholarship in the school of nursing.
Qualifications:
• Hold a GPA of 3.25 or higher
• Selected by the Dean of the School of Nursing with input from the undergraduate faculty

Graduate Awards
(Recipients are selected by the graduate faculty)

The Eleanor Wade Custer Community Nursing Award
Eleanor Wade Custer graduated in 1930 from Johns Hopkins School of Nursing with a BSN. In 1932 she graduated from the Francis Payne Bolton School of Nursing at Case Western Reserve with a Masters in Nursing and in 1934 received a second Master's from the School of Applied Social Science at Case. She was passionate about nursing and its influence in the community and community health.
Qualifications:
• Hold a GPA of 3.5 or higher
• Awarded to graduate student who has distinguished achievement in clinical settings, nursing academics, or scholarship that has implications for improvement in community health or for successful interprofessional team partnerships.
• Qualifying student may be a Masters or DNP student

The Mary Henkel Graduate Academic Excellence Award
Mrs. Mary Henkel was a long time supporter and benefactor of the nursing program at the University. Despite advanced age and near blindness, Ms. Henkel participated in most special School of Nursing activities until the time of her death.
Qualifications:
• Holds the highest GPA in the graduate program with a minimum of 3.5 or higher
• Awarded to a master's student who has demonstrated outstanding academic achievement throughout his/her academic career at Shenandoah University.

The Dean's Graduate Award
Awarded to the graduating master's student who most exemplifies the goals of the graduate nursing program encompassing service, leadership and scholarship in the school of nursing.
Qualifications:
• Hold a GPA of 3.25 or higher
• This student is selected by the Dean of the School of Nursing with input from the graduate faculty

12/15/2014
The Doctor of Nursing Practice Clinical Research Project Award
This award is given to the outstanding DNP graduate who has demonstrated excellence in the completion of the clinical research project. Projects incorporate the guidelines specified in the Essentials of DNP Education published by the American Association of Colleges of Nursing.

- Research projects are:
  1. Clinically focused including population-specific or patient outcomes
  2. Evidence-based
  3. Conducted according to the formal research process.
  4. Add to the body of knowledge informing advanced nursing practice

School of Nursing Awards
(Undergraduate or graduate recipients selected by the entire SON Faculty)

The James A. Davis Leadership in Nursing Activism Award
(Awarded annually in May)
The James A. Davis Leadership in Nursing Activism Award was established and launched May of 2008 by the School of Nursing in honor and appreciation of Dr. Davis’s 26 years of service to Shenandoah University as well as his service to the people of Virginia as a delegate to the General Assembly. Throughout his tenure at Shenandoah University, President Davis shared his love of the legislative process with nursing students and encouraged them to be active in politics and/or the legislative process, while at the same time promoting statesmanship and civility in all encounters on behalf of the nursing profession.

Qualifications:
- A student who most exemplifies the qualities of statesmanship and activism on behalf of the nursing profession.
- Holds a GPA of 3.25 or higher
- Awarded to a graduate or undergraduate student
- Awarded annually in May to one student in the School of Nursing

The Spirit of Nursing Award
Awarded to the graduating student (undergraduate or graduate) who has best demonstrated the true spirit of nursing.

- The student must demonstrate qualities encompassed in the art and science of nursing, including communications and professional behavior.
- Holds a GPA of 3.0 or higher

The School of Nursing Service Award
(undergraduate or graduate student)

- Awarded to the student who best demonstrated exceptional service to the school of nursing, the university, and the community.
- Holds a GPA of 3.0 or higher
Guidelines for the School of Nursing (all campuses)

Student Mailboxes
Student mailboxes are located in the hall outside the nursing office and are used by faculty and staff to distribute information to students. Students will keep the same mailbox throughout the time they are in the nursing program. To protect confidentiality, students are assigned a mailbox number. This number will be assigned at the beginning of the school year. The staff has access to the assigned mailbox list in case you forget your number. Do not give your number out. Students are responsible for checking their mailbox each day they are in the building.

Dress
It is expected that students will dress in a manner that demonstrates professionalism and self-respect.

Behavior
Students are expected to conduct themselves in a professional manner.

Children
Please do not bring your children in the building and leave them unattended. You are responsible for their actions. Children are not permitted in class.

Parking
Students are required to have a Shenandoah University parking permit for all campus facilities. For clinicals at Winchester Medical Center (WMC), students are required to have a WMC permit and park in designated areas for students, which is level 5 of the parking garage. These parking decals will be available during orientation or from the Security office. Parking permits may also be required at other clinical sites such as INOVA. Check with your course instructor for detailed parking instructions for clinical sites.

Other clinical sites will designate required areas for student parking. Students parking in areas not designated for students will be ticketed by Security and the courses instructor and SON are notified. Parking tickets/infractions at a clinical site are at risk for a Behavioral Infraction. Please carpool whenever possible to any clinical site.

Food in Classrooms and Campus Learning Labs
Drinks and food in the classroom and campus learning lab are at the discretion of the faculty. Students are responsible for cleaning up any trash, etc. Failure may result in the loss of this privilege.

Health Professions Library and Smith Library
Please check at the beginning of each semester for current hours. Library hours may vary. The Smith Library phone number is (540) 665-4632. The HP Library phone number is (540) 678-4351. Libraries may close early or be closed on holidays and/or weekends. See the SU web site for library hours.

12/15/2014
Northern VA Campus, Leesburg, VA

The campus is located at 44160 Scholar Plaza, Suite 100 in Leesburg.

Hours of operation are Monday and Wednesday through Friday from 9 a.m. to 5 p.m. and on Tuesdays from 8 a.m. to 5 p.m. The main phone number is (571) 223-0238. The nursing program will follow the regular Shenandoah University weather policy. Please call (540) 665-5400 for information or log on to the website. Messages are posted by 6 a.m.

If the main campus is closed, there will be NO classes or clinical in Leesburg. If you are in a clinical group, the faculty will make a telephone tree for notification of closing prior to 6 a.m.
### Shenandoah University, School of Nursing

**Student Nursing Readiness Requirements Worksheet**

| Name: ___________________________ | Student ID#: ________ | Semester/Year entered program: ___________________________ |

<table>
<thead>
<tr>
<th><strong>Item Required</strong></th>
<th><strong>Frequency</strong></th>
<th><strong>Point of Contact</strong></th>
<th><strong>Date Completed</strong></th>
<th><strong>Due Date</strong></th>
<th><strong>Due Date</strong></th>
<th><strong>Due Date</strong></th>
</tr>
</thead>
</table>
| **Student Handbook Signature Sheet**  
- Students must read and sign final page of student handbook yearly | Once upon entering program and annually | Copy to Front Office |  |  |  |  |
| **CPR Certification**  
- Must be American Heart Association for Healthcare Providers (Adult, child, infant, AED)  
- Student is responsible for finding classes | Every 2 years  
Completed prior to the semester it expires | Bring original card to front office staff to make a copy for Student file |  |  |  |  |
| **Nursing License (All RNs)**  
- All licensed RNs must keep current licensure on file in SON at all times | As license expires  
(varies according to state of licensure) | Bring original license to front office staff to make a copy for student file |  |  |  |  |
| **Criminal Background Check**  
- Completed by OneSource | Upon entering program; Requires repeat for any breaks in the program of study | For information see Data Coordinator, Mrs. Lewis, or Dr. Smith |  |  |  |  |
| **Urine Drug Screen**  
- Randomly given to all students upon entry  
- Students have 48 hours to comply  
- Review policy in SON handbook for details | Generally once during program or any break in the program of study | For information see Data Coordinator, Mrs. Lewis, or Dr. Smith |  |  |  |  |
| **Clinical Facility Annual Orientation Program**  
- All students attending clinicals must complete training and provide evidence of facility orientation completion annually. Example; Valley Health System, INOVA, VA etc. | Yearly/ or per site.  
Student may not attend a new site without prerequisite orientation completion | Clinical and Course Coordinator/Copy in Student File for each site | Site/Date 1: |  |  |  |
| **Immunizations: Hepatitis B**  
- Must have 3 injection series  
- Student may remain in class if series has been started and vaccination series schedule is maintained | Complete series Once | Provide documentation to Wilkins Wellness Center (540-665-4530) | 1: | N/A | N/A | N/A |

**Updated 8/01/2014**
<table>
<thead>
<tr>
<th>Item Required</th>
<th>Frequency</th>
<th>Point of Contact</th>
<th>Date Completed</th>
<th>Due Date</th>
<th>Due Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Immunizations: TB Skin Test (PPD)</strong></td>
<td>Two step initially, then yearly, unless positive, then X-rays only</td>
<td>Provide documentation to Wilkins Wellness Center (540-665-4530)</td>
<td></td>
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<tr>
<td>If positive or BCG vaccine, Chest X-Rays needed</td>
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<tr>
<td><strong>Immunizations: CXR for positive PPD</strong></td>
<td>Two consecutive negative chest x-rays needed</td>
<td>Provide documentation to Wilkins Wellness Center (540-665-4530)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>- Not needed, unless positive for TB Skin Test (PPD) or previous BCG Vaccine</td>
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<tr>
<td><strong>Immunizations: TDAP (Tetanus, diphtheria, pertussis)</strong></td>
<td>Once</td>
<td>Provide documentation to Wilkins Wellness Center (540-665-4530)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Immunizations: MMR (rubella)</strong></td>
<td>Initial immunization plus booster</td>
<td>Provide documentation to Wilkins Wellness Center (540-665-4530)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td><strong>Immunizations: Chicken Pox (varicella)</strong></td>
<td>Once</td>
<td>Provide documentation to Wilkins Wellness Center (540-665-4530)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>- Must have varicella titer or</td>
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<tr>
<td>- Must have received vaccine</td>
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<td><strong>Immunizations: Polio</strong></td>
<td>Once</td>
<td>Provide documentation to Wilkins Wellness Center (540-665-4530)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>- Provide dates OPV given</td>
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<tr>
<td>- If no dates known, must have titer or vaccine</td>
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<tr>
<td><strong>Immunizations: Meningococcal</strong></td>
<td>Once, some may need a booster</td>
<td>Provide documentation to Wilkins Wellness Center (540-665-4530)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>- NOT MANDATORY, but highly recommended</td>
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<tr>
<td><strong>Physical Examination</strong></td>
<td>Required upon admission of all students</td>
<td>Provide documentation to Wilkins Wellness Center (540-665-4530)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Documentation of Current Health Insurance</strong></td>
<td>Annually</td>
<td>Provide documentation to Wilkins Wellness Center (540-665-4530)</td>
<td></td>
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</tbody>
</table>

* Per guidelines in the SON Student Handbook, all of these items are mandatory requirements to attend nursing classes/labs/clinicals at SU.
* This is the student's professional responsibility. This worksheet is provided for students as a reminder to maintain currency. It is recommended the student keep copies of these documents along with this worksheet.
* Failure to meet requirements or maintain currency will result in not being permitted to attend courses/labs/clinicals until results are presented.
* It is recommended that you bring this form to discuss this with your faculty advisor before registering for classes each semester.

Updated 8/01/2014
CERTIFICATE OF UNDERSTANDING
SIGNATURE PAGE

Eleanor Wade Custer School of Nursing
Shenandoah University

Name (printed):_______________________________________ Student ID:________________

I certify that:

1. I have read, understand, and agree to abide by the policies outlined on the School of Nursing Student Handbook (posted on Blackboard under School of Nursing) and policies in Shenandoah University Academic Catalog (undergraduate or graduate as applicable.).

2. I have read, understand, and agree to abide by the provisions of the Shenandoah University Honor Code located in the Shenandoah University Undergraduate/Graduate Catalog and on the web at http://www.su.edu/academic-affairs/academic-integrity/.

3. I have read, understand, and agree to abide Technical Performance Standards for Nursing (pages14-17) and the Professional Behavior and Safety Policy (page 17) in the School of Nursing Student Handbook.

4. I have read, understand, and agree to comply with the social networking policy (pages 26-27). Failure to abide by this policy may result in disciplinary action for unprofessional behavior.

5. I have read and understand the Legal Limitations of Licensure Policy (page 30) in the SON Student Handbook.

6. The Family Educational Rights and Privacy Act (FERPA) require a student’s written consent in order for his/her name to be considered for any type of academic award(s). I give permission for my name to be considered.

7. The School of Nursing faculty have permission to discuss my performance, academic needs, and other relevant information, with other University faculty and appropriate personnel, should the need arise.

8. The School of Nursing faculty has my permission to provide verbal or written references on my behalf.

9. I understand that I may be required to submit to an unscheduled random drug screen.

Signature_____________________________________________Date_____________

This form is to be signed by all students and turned in during Orientation Week

Updated 8/01/2014