



**SHENANDOAH**®  
U N I V E R S I T Y

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*Eleanor Wade Custer School of Nursing*

**Student Handbook  
Undergraduate**

**2023 - 2024**

## Table of Contents

### Contents

MISSION and GOVERNANCE	6
Mission	6
Vision Statement	6
Philosophy	6
Inclusion, Diversity and Equity	6
Undergraduate Program Outcomes	7
Course Catalogs	7
Program Accreditation	7
<b>BSN CURRICULUM</b>	<b>8</b>
ADMINISTRATIVE POLICIES	13
<b>Shenandoah University’s Non-Discrimination Statement</b>	<b>13</b>
<b>Policy Against Discriminatory Conduct And Bias</b>	<b>14</b>
Student Representation on School of Nursing Committees	14
Student Academic Appeals Procedure	14
Student Complaint Policy	14
Technical Performance Standards for Nursing	15
University Inclement Weather Policy	17
The Family Educational Rights and Privacy Act (FERPA)	17
<b>EXXAT DATA SOFTWARE PROGRAM</b>	<b>17</b>
REQUIRED DOCUMENTATION	18
SU Health Records and Immunizations	18
Health Insurance	20
CPR Certification	20
Criminal Background Check and Urine Drug Screening	20
ACADEMIC AND PROGRESSION POLICIES	23
Evaluation of Learning	23
Admissions	23
Traditional 4 Year Track	23
Admission and Progression to Nursing	24
TEAS Test for Admission to Nursing	24
TOEFL Requirement for Admission	24
<b>Science Course(s) Policy for the School of Nursing</b>	<b>24</b>
Request to Study Elsewhere	25

Current Internal SU Students Seeking Admission to Nursing 25

Transfer from Another Baccalaureate Program of Nursing 26

Undergraduate Nursing Grading Scale 27

Grading Policy 27

Course Progression 27

**Clinical Progression 28**

Withdrawal from a Nursing Course 28

Incomplete Grades 28

Nursing Track Curriculum Change 29

Academic Hiatus from a Nursing Program of Study 29

Medical Withdrawal 30

Degree Completion Time Frame 30

Exam Policy and Testing Procedures 30

    Exam Attendance 32

    Exam Tardiness 33

    Testing Accommodations 33

Undergraduate Assignments Policy 34

Attendance and Tardiness Policies 34

**Attendance and Absences 34**

**Tardiness 35**

Interprofessional Education & Collaboration (IPEC) 35

Course, Faculty, and Program Evaluation 36

DISTANCE LEARNING 36

    Student Expectations for Virtual Sessions: 36

    Testing in Exemplify with Zoom proctoring 36

ATI POLICY 37

    Assessment Technologies Institute (ATI) Assessments 37

    ATI Test of Essential Academic Skills (TEAS) 37

    ATI Nurse Logic 2.0 and Learning System 3.0 RN Tutorials 38

        ATI Content Mastery Series Assessments 38

    Scoring Table for Content Mastery Proctored Exams 39

    ATI Comprehensive Predictor Assessment 40

    ATI Capstone 40

    ATI Board Vitals 40

    ATI Virtual Coaching 40

    ATI Summary Table 40

<b>PROFESSIONAL BEHAVIOR AND SAFETY</b>	<b>42</b>
Professional Language/Respectful Communication	42
Civility in Relationships	43
Academic Integrity	43
Time and Attendance	43
In-Class/Lab/Clinical Behavior	43
Utilization of Electronic Devices	43
Substance Abuse	43
Professional Attire	44
Treatment of School of Nursing Facilities and Equipment	44
Patient Safety	44
HIPAA, Confidentiality, and Patient Privacy	44
Nondiscrimination	45
Violation of the Professional Behavior and Safety Policy	45
School of Nursing Communication and Problem-Solving Procedure	47
<b>CAMPUS LEARNING LABS (CLL), SIMULATION AND CLINICAL POLICIES AND REQUIREMENTS</b>	<b>47</b>
Campus Learning Lab	47
Guidelines for Campus Learning Lab Preparation, Content Testing, and Competency Performance	48
<b>Simulation Suite Policies</b>	<b>49</b>
<b>Clinical Experiences Policies</b>	<b>50</b>
<b>Guidelines for Patient Safety</b>	<b>50</b>
Procedure for Return to Campus Learning Lab	51
Facilities Used for Clinical Experiences	51
Clinical Site - Student Responsibilities	52
Additional Student Responsibilities with Clinical Experiences	53
Student Transportation	53
<b>Senior Capstone</b>	<b>53</b>
Community Clinical Experiences	54
Guidelines for Visiting Clients in Community-Based Settings	54
Uniform and Professional Dress Policy	56
Undergraduate Nursing Uniform Information	56
Pregnancy	57
<b>STUDENT PROTECTION IN CLINICAL</b>	<b>57</b>
Malpractice Insurance	57
Bloodborne Pathogen Student Exposure Policy and Procedure	58

Bloodborne Pathogens Student Exposure Information	59
TECHNOLOGY IN NURSING	60
IM Learning – Apple Computer Program	60
Internet Access	60
Ethical Use of Technology	60
Computers as Teaching Learning Tools	61
Handheld Devices (Smart Phones, iPads, and Tablets)	61
SU Computer Misuse	61
Social Networking Policy	62
STUDENT SUCCESS AND SUPPORT SERVICES	63
Academic Advising	63
Accommodations of Persons with Disabilities Policy	63
Student Support Services	64
ADA and Nursing Performance Standards	64
Counseling Center	64
<b>STUDENT AND PROFESSIONAL ORGANIZATIONS</b>	<b>65</b>
GRADUATION AND LICENSURE	67
Application to Graduate	67
Registered Nurses Licensure – Undergraduate Students	67
State Board of Nursing and NCLEX	67
School of Nursing Pinning Ceremony	68
History of Nursing Pins	69
School of Nursing Honors and Awards	70
Appendix A	72
Appendix B	73
Appendix C	74
Appendix D	75
Appendix E	76
Appendix F	78

**SHENANDOAH UNIVERSITY**  
**Eleanor Wade Custer School of Nursing**

**MISSION and GOVERNANCE**

**Mission**

The mission of the Eleanor Wade Custer School of Nursing at Shenandoah University is to empower lifelong learners who provide evidence-based, compassionate care to promote wellness for all.

For the mission of Shenandoah University see Shenandoah University's website and catalog.

**Vision Statement**

The Eleanor Wade Custer School of Nursing at Shenandoah University will be a recognized leader in educational and professional development with dynamic diverse programs that span the continuum of learning. The humanitarian contributions embedded in the community by faculty and students will distinguish the School of Nursing as unique and strengthen the profession of nursing.

**Philosophy**

The philosophy of the School of Nursing 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 and global society as an essential part of healthcare.

Faculty believe influential nurses should demonstrate academic excellence, safe clinical care, competent technological skills, and consistently demonstrate compassionate leadership skills and professional behavior. Faculty value the uniqueness and individuality of all persons and encourage life-long learning, commitment, and integrity in our profession. (approved FC 3/23)

**Inclusion, Diversity and Equity**

The School of Nursing values and respects diverse backgrounds. The diversity that students bring to the School of Nursing will be used as a resource, strength, and benefit. In courses, the SON requires not only student participation but student help in creating a safe and supportive atmosphere for everyone. Together, we share a commitment to embrace an all-inclusive environment where diversity is valued and respected.

Please access the following link for information related to SU's commitment to Inclusion, Diversity & Equity.

Link: <https://www.su.edu/diversity/>

### **Undergraduate Program Outcomes**

1. Synthesize knowledge from the liberal arts, sciences, and nursing science as a basis for professional nursing practice.
2. Apply evolving information technology to monitor healthcare outcomes.
3. Integrate concepts of illness prevention/wellness, quality, safety, ethics, and leadership into professional nursing practice.
4. Demonstrate effective communication and collaboration with patients, families, and interprofessional teams.
5. Deliver safe, quality nursing care to diverse populations.
6. Advocate for institutional, professional, and governmental policies to influence healthcare outcomes of diverse populations.
7. Integrate evidence-based research into professional nursing practice to provide quality care for patients, families, and communities.

### **Course Catalogs**

The undergraduate nursing curriculum as well as course descriptions can be found in the academic course catalog located on the university website:

<https://www.su.edu/academics/academic-resources-information/undergraduate-and-graduate-catalogs/>

### **Program Accreditation**

All programs in the School of Nursing 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

<http://www.dhp.virginia.gov/nursing/>

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

The baccalaureate degree in nursing, master's degree in nursing, Doctor of Nursing Practice and post-graduate APRN certificates at Shenandoah University are accredited by the:

Commission on Collegiate Nursing Education

655 K Street NW, Suite 750

Washington, DC 20001

202-887-6791

## BSN CURRICULUM

### Curriculum Plan for BSN Traditional 4-year program

Fall Year I

Spring Year I

BIO 121	General Biology w/ lab	4	BIO 231	Anatomy & Physiology I w/ lab	4
ENG 101	English Composition	3	BIO 260	Microbiology w/ lab	4
FYS 101	First Year Seminar	3	***	Free Elective	3
SOC 101	Sociology	3	Shen Ed	Cultural Understanding	3
PSY 101	Psychology	3	Shen Ed	Creative Expression	3
Total		16	Total		17

Fall Year II

Spring Year I - Move into Nursing

BIO 232	Anatomy & Physiology w/ lab	4	N/LAB 218*	Foundations of Professional Nursing Concepts and Practice	3/1
CHEM 121	General Chemistry w/ lab	4	N/LAB 201*	Health Assessment	3/1
MATH 207	Intro to Statistics	3	N 272	Pathophysiology	3
MCOM 150	Principles of Public Speaking	3	N 283	Pharmacology	3
Total		14	Total		14



## Fall Year III

## Spring Year III

N/LAB 209*	Psychiatric Mental Health Nursing	3/1	N 306	Theory, Research & EBP	3
N/LAB 214*	Nursing Care of Adults I	3/2	N/LAB 308*	Nursing Care of Childbearing Families	3/1
N 216	Nutrition Across the Lifespan	3	N/LAB 314*	Nursing Care of Adults II	3/2
N/LAB 321*	Advancing Nursing Practice and Clinical Judgment	1/1	N319	Ethics & Genomics in Nursing Practice <i>(Fulfills Shen Ed Navigating Differences - Ethical Reasoning)</i>	3
***	Free Elective	3			
Total		17	Total		15

## Fall Year IV

## Spring Year IV

N/LAB 307*	Nursing Care of Children & Adolescents	4	N/LAB 406*	Community and Population Health	3/1
N/LAB 315*	Nursing Care of Adults III	5	NLAB 403	Senior Nursing Capstone	3
N 414	Leadership & Management in Professional Nursing Practice	3	N 407	Advancing to Professional Practice	3
	Nursing Elective**	3	N 415	Emergency Preparedness & Disaster Nursing	3
Total		15	Total		13

Total Program Credits: 121

\*1 credit hour of clinical or campus learning lab = 45 hours

\*\* Nursing Electives : PH295, PH301, PH330, PH375, BA337, BIO365, ES101, SOC332, MUTH105, PSCI205, PSY222, PSY301, PSY312, PSY355, PH101, PH202, ENG302, N334, N325, All HP courses

### Curriculum Plan for BSN Transfer Program

#### Semester 1

#### Semester 2

N/LAB 218*	Foundations of Professional Nursing Concepts and Practice	3/1	N/LAB 209*	Psychiatric Mental Health Nursing	3/1
N/LAB 201*	Health Assessment	3/1	N/LAB 214*	Nursing Care of Adults I	3/2
N 272	Pathophysiology	3	N 216	Nutrition Across the Lifespan	3
N 283	Pharmacology	3	N/LAB 321*	Advancing Nursing Practice and Clinical Judgment	1/1
Total		14	Total		14

#### Semester 3

#### Semester 4

N 306	Theory, Research and EBP	3	N/LAB 307*	Nursing Care of Children & Adolescents	3/1
N/LAB 308*	Nursing Care of Childbearing Families	3/1	N/LAB 315*	Nursing Care of Adults III	3/2
N/LAB 314*	Nursing Care of Adults II	3/2	N 414	Leadership & Management in Professional Nursing Practice	3
N319	Ethics & Genomics in Nursing Practice <i>(Fulfills Shen Ed Navigating Differences - Ethical Reasoning)</i>	3		Nursing Elective**	3
Total		15			15

Semester 5

N/LAB 406*	Community and Population Health	3/1			
NLAB 403	Senior Nursing Capstone	3			
N 407	Advancing to Professional Practice	3			
N 415	Emergency Preparedness & Disaster Nursing	3			
Total		13			

Total program credits: 121

\*1 credit hour of clinical or campus learning lab = 45 hours

\*\* Nursing Electives : PH295, PH301, PH330, PH375, BA337, BIO365, ES101, SOC332, MUTH105, PSCI205, PSY222, PSY301, PSY312, PSY355, PH101, PH202, ENG302, N334, N325, All HP courses

**Curriculum Plan for BSN - ASD Program Fall Admission**Semester 1

Semester 2

N/LAB 201*	Health Assessment	3/1	N/LAB 214*	Nursing Care of Adults I	3/2
N/LAB 209*	Psychiatric Mental Health Nursing	3/1	N 306	Theory, Research and EBP	3
N/LAB 218 *	Foundations of Professional Nursing Concepts andPractice	3/1	N/LAB 314*	Nursing Care of Adults II	3/2
N 272	Pathophysiology	3	N 319	Ethics and Genomics in Nursing	3
N 283	Pharmacology	3	N/NLAB 321*	Advancing Nursing Practice and Clinical Judgment	1/1
Total		18	Total		18

## Semester 3

## Semester 4

N/LAB 307*	Nursing Care of Children and Adolescents	3/1	N/LAB 406*	Community & Population Health	3/1
N/LAB 308*	Nursing Care of Childbearing Families	3/1	NLAB 403	Senior Nursing Capstone	3
N/LAB 315*	Nursing Care of Adults III	3/2	N 407	Advancing to Professional Practice	3
			N 414	Leadership & Management in Professional Nursing Practice	3
			N 415	Emergency Preparedness & Disaster Nursing	3
Total		13	Total		16

Total program credits: 121

\*1 credit hour of clinical or campus learning lab = 45 hours

### Curriculum Plan for BSN - ASD Program Spring Admission

## Semester 1

## Semester 2

N/LAB 201*	Health Assessment	3/1	N/LAB 214*	Nursing Care of Adults I	3/2
N/LAB 209*	Psychiatric Mental Health Nursing	3/1	N/LAB 314*	Nursing Care of Adults II	3/2
N/LAB 218*	Foundations in Professional Nursing Concepts and Practice	3/1	N 319	Ethics in Nursing Practice	3
N 272	Pathophysiology	3	N/LAB 321*	Advancing Nursing Practice and Clinical Judgment	1/1
N 283	Pharmacology	3			
Total		18	Total		15

2023-2024

Semester 3

Semester 4

N 306	Theory, Research and EBP	3		N/LAB 406*	Community & Population Health	3/1
N/LAB 307*	Nursing Care of Children and Adolescents	3/1		NLAB 403	Senior Nursing Capstone	3
N/LAB 308*	Nursing Care of Childbearing Families	3/1		N 407	Advancing to Professional Practice	3
N/LAB 315*	Nursing Care of Adults III	3/2		N 414	Leadership & Management in Professional Nursing Practice	3
				N 415	Emergency Preparedness & Disaster Nursing	3
Total		16		Total		16

Total program credits: 121

\*1 credit hour of clinical or campus learning lab = 45 hours

**ADMINISTRATIVE POLICIES**

**Shenandoah University’s Non-Discrimination Statement**

Shenandoah University values the unique and diverse perspectives of individuals and communities locally and globally and seeks to foster mutual understanding in an inviting community where individuals are welcome and respected. The university does not discriminate on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, physical or mental disability, genetic information, veteran’s status, or on any other basis protected under applicable law.

<https://www.su.edu/diversity/shenandoah-universitys-non-discrimination-and-bias-policy-and-procedures/>

### **Policy Against Discriminatory Conduct And Bias**

Shenandoah University prohibits discrimination by members of the university community on the basis of any protected class listed in the university's nondiscrimination statement, as well as bias. Shenandoah will address reports of discrimination or bias through the procedures described on the SU website:

<https://www.su.edu/diversity/shenandoah-universitys-non-discrimination-and-bias-policy-and-procedures>

### **Sexual Harassment Policy**

Shenandoah University affirms the rights of its students, faculty, and staff to live, work and study in an environment free from sexual misconduct.

As a member of the community, everyone needs to maintain standards of conduct that create an environment of trust, care, and respect. Sexual misconduct includes but is not limited to non-consensual sexual contact, non-consensual sexual intercourse, sexual harassment, relationship violence, sexual exploitation, and stalking.

Shenandoah will address reports of sexual misconduct through the procedures described on the SU website:

<https://www.su.edu/campus-life/shenandoah-universitys-stance-on-sexual-misconduct/>

### **Student Representation 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, Undergraduate Curriculum Committee, Inclusion, Diversity, and Equity Committee, and Faculty Search Committee. Any student who wishes to serve on one of these committees must currently be enrolled in nursing courses.

### **Student Academic Appeals Procedure**

The School of Nursing follows 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 members of the faculty, staff, or administration involved as soon as possible. Please refer to the University Course Catalog.

<https://www.su.edu/academics/academic-resources-information/undergraduate-and-graduate-catalogs/>

### **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, the Academic Integrity Code, Student Conduct Code, Sexual Harassment Policy, student records policies, or any other existing formal procedure under which a complaint may fall.

Please refer to the University Academic Course Catalog

<https://www.su.edu/academics/academic-resources-information/undergraduate-and-graduate-catalogs/>

2023-2024

## **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 wheelchair 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 be 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.

### **University Inclement Weather Policy**

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

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

In addition, students are responsible for ensuring their own safety and should make travel decisions accordingly. Should the School of Nursing decide it is necessary to cancel class, clinical, and/or campus learning lab prior to the University cancellation decision, the course faculty will facilitate communication. 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”

### **The Family Educational Rights and Privacy Act (FERPA)**

- FERPA is a federal law, also known as the Buckley Amendment.
- FERPA protects the privacy of a student’s education records.
- FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education, including Shenandoah University.
- Shenandoah is committed to protecting the privacy of your student’s education records.
- <https://www.su.edu/departments-offices/office-of-the-registrar/ferpa-consent-to-release-education-recors/>

### **EXXAT DATA SOFTWARE PROGRAM**

Exxat is the data tracking software used to compile faculty and student information related to health records, licensure, CPR certification, background check, and urine drug screens. This software is also used to track clinical site information, contracts, student placement, preceptor information, clinical evaluation tools, and selected clinical related surveys.

All nursing students are required to always keep all documents and immunizations current in Exxat and are encouraged to keep a personal copy. Reminders are sent through this system via email prior to the expiration of all SU and School of Nursing required documents. *Students should send physical forms and immunization records directly to Wilkins Wellness Center, and not upload them into Exxat.*

Upon acceptance to the program, the student will receive an email from Exxat to set up an account and complete an electronic signature that allows Exxat permission to send student information to clinical sites.

The student must complete all sections of “Information Status” located on the Dashboard. Paying special attention to the mandatory Required Documents. Students should upload the following items into Exxat: CPR certification, HIPAA and OSHA course certificate, undergraduate signature page, and clinical paperwork. Students must keep this information current.

Students will complete mid-term and final evaluations in each clinical course using Exxat, known as the Clinical Evaluation Tool (CET).

Undergraduate Students are not permitted at clinical sites, classes, or campus learning labs until all requirements are accurately documented in Exxat. The Undergraduate Clinical Coordinator and the Program Director will provide final clearance and approval for clinical site attendance.

## **REQUIRED DOCUMENTATION**

### **SU Health Records and Immunizations**

All students admitted to the School of Nursing must provide evidence of specific immunizations prior to the applicable date set forth by the Health and Insurance Requirements for Health Professions Students. Students who fail to provide these documents before the deadline may have their admission revoked, suspended, face dismissal, and will not be permitted to attend classes, laboratory sessions, or clinical rotations. There is a late charge for all health records that are turned in late. Students enrolled in nursing distance courses are not exempt from this policy.

All nursing students are required to have a completed Shenandoah University Health Form, immunization documentation, and proof of health insurance (photocopy of insurance card) on file at the Wilkins Wellness Center on the main campus prior to starting courses. The required immunizations are identified on the University Health Form. This form is available on the university website under the Wilkins Wellness Center - [Health Form](#)

Health records may be uploaded through the [su.studenthealthportal.com](http://su.studenthealthportal.com) or can be mailed, or hand delivered to the Wilkins Wellness Center. The clinic will not accept faxed or emailed copies of initial documentation. Follow up annual screenings and immunization updates (example: Covid, TB, TDaP, and Flu) may be emailed to [wwcenter@su.edu](mailto:wwcenter@su.edu).

*Students are encouraged to maintain copies of personal records before sending them to Wilkins Wellness Center.*

**IMPORTANT NOTE:** Health care systems may change and/or add additional requirements for students at any time.

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. Include your student ID number on each page. The required documentation includes:

- COVID-19 vaccination as recommended by the CDC
- The initial and yearly screening for TB may include the two-step testing, Quantiferon, or T-spot. If opting for a two-step test, the second test must be implanted within 7-21 days from the first test/reading.
- If a positive skin test from exposure to latent TB the radiology report for chest x-ray within the last 12 months and a statement of treatment form signed by an MD/DO, NP, or PA.
- If the positive skin test is from exposure to BCG vaccination a Quantiferon Gold (GFT) Gold Test will be required in addition to the Statement of Treatment Form signed by an MD/DO, NP, or PA indicating that a BCG vaccine had been received in the past.
- Adult Tdap (tetanus, diphtheria & pertussis) within the last 10 years regardless of last Tdap vaccination
- Hepatitis B (series of 3), positive titer, or signed waiver
- Two MMR (measles, mumps & rubella) vaccinations or a positive titer
- Two Varicella (chicken pox) vaccinations or a positive titer
- Current influenza vaccination after August 1 for current flu and academic year updated annually
- A complete physical examination
- Health insurance verification through (instructions below)  
<https://rcmdstudentbenefits.com/Shenandoah/>
- A completed Shenandoah University Health Form upon admission to the program.

#### Additional University Requirements

- Meningitis ACWY within the last 5 years – or sign waiver
- Two or three meningitis B vaccinations (dates depend on the manufacturer) – or sign waiver
- Last date of the polio series or a positive titer

Students are expected to complete these requirements PRIOR to August 1<sup>st</sup> for the fall semester and by December 15<sup>th</sup> for the spring semester. Failure to complete the requirements in this time frame will result in the student being withdrawn 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 a "hold" on students' 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 immunization records may not attend class, clinical, or lab until completed and recorded in the clinic. These absences are considered unexcused, and students will be held to the absence policy and professional behavior policy outlined in the student handbook.

Shenandoah University ("SU") may grant a request for a medical or religious exemption to one or more of the above requirements. Students in the Health Care Programs or any other SU program that requires clinical or experiential training, including musical therapy ("Clinical/ Experiential Programs"), should be aware that if SU

grants the student's request, it cannot guarantee SU will be able to secure the clinical/experiential assignments necessary for the student to graduate with a degree, or to obtain a licensed position, in their field.

Upon approval of the Exemption, students are required to meet with the Program Director and review and sign the Informed Consent Form and both documents will be uploaded to Exxat.

<https://www.su.edu/health-wellness/wilkins-wellness-center/health-forms/request-a-vaccine-exemption> for more information.

### **Health Insurance**

All students attending Shenandoah University must have health insurance coverage for the duration of time that they are enrolled in 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 update the information online at <https://rcmdstudentbenefits.com/Shenandoah/>

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 which means you do not need additional insurance if you have your own as long as it is current. If you do not have personal health insurance, you may choose to purchase the student health plan.

### **CPR Certification**

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) BLS for healthcare providers. This course must include adult, children, and infant rescue and AED. The course must show evidence of both written and performance components. Online AHA BLS Heart Code is accepted in collaboration with the demonstration of Part II in the presence of an AHA instructor. The American Red Cross CPR is not accepted.

It is the student's responsibility to renew the certification every two years prior to the semester it expires. Certificates for CPR are uploaded by the students into Exxat once completed. If the CPR recorded in Exxat expires, the student may not attend class, clinical, or lab. Absences due to not having a current CPR are considered unexcused, and students will be held to the absence policy. Additionally, professional behavior policies outlined in the student handbook will apply.

### **Criminal Background Check and Urine Drug Screening**

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 Shenandoah University.

All nursing students are required, upon admission to the nursing program, to undergo a criminal background check and a urine drug screen. A criminal background check and negative urine drug screen are university requirements for all health professions students as well as a requirement of healthcare partners. Students who participate in the care of patients are subjected to the same standards as employees in clinical settings as employees.

The student is responsible for the cost regardless of whether they cancel attendance at the program or university. Although there is a predetermined charge for these procedures, there may be a slightly higher charge for some states or international locations 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 rescindment of admission or dismissal from the program of study.

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. Any expense for a criminal background check, urine drug screen, and/or fingerprinting requested by a facility or institution in addition to the initial background check completed on admission to the School of Nursing is the responsibility of the student.

A student incurring a criminal charge or conviction following the initial background check is required to report this to the program director, Associate Dean, and Dean of the School of Nursing.

### **Urine Drug Screening**

Failure of drug test (positive result for illicit substance), providing false information, 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.

Students refusing to submit to a urine drug screen may be subject to disciplinary action up to and including dismissal, or denial of progression in the program of study.

A delay in testing will be considered a refusal to submit a urine drug screen. If the urine drug screen is not collected for processing within five business days of creating your e-passport at the background and drug screening company, this may result in disciplinary action up to and including rescindment of admission, dismissal, or denial of progression in the program of study.

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 and progression into nursing courses, or the academic standing within the program of study.

Negative results may be shared with clinical affiliate agencies 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.

It is not the policy of Shenandoah University to report drug screen results to law enforcement agencies. However, for any RN students enrolled in the school of nursing with a positive urine screening, the School of Nursing may be obligated to notify the Board of Nursing in Virginia and/or its respective state.

**UDS Results:**

**Negative Sample:** If confirmatory testing is not required (the sample is clearly negative in the screening procedure), a report will be sent to the Wilkins Wellness Center.

**Dilute Sample Results:** Students with an initial dilute sample will be allowed to retest at their own expense. This retest must occur within one week of receiving the results that the initial sample was diluted. If the second retest also shows a diluted sample, the student will be notified to report to an approved vendor site within 24 hours for a 3<sup>rd</sup> and final screen. If the 3<sup>rd</sup> screen returns as negative, the student may be permitted to make up any missed class or clinic time, although an Incomplete grade may be necessary. Should the student's 3<sup>rd</sup> drug screen return as positive or dilute, the School of Nursing will follow the procedures as outlined for students with positive samples.

**Positive Sample:** 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 the applicant/student to disclose any prescription medications. If the MRO determines that further investigation proves a negative result, no further action is required, and the negative result will be sent to Wilkins Wellness Center or the School of Nursing representative.

If further interpretation proves the results are positive, the MRO will notify the student, Wilkins Wellness Center, and the Dean of the program. The student will not be allowed to continue in the nursing program. This will result in disciplinary action up to and including rescindment of admission, dismissal, or denial of progression in the program of study. If the student is enrolled in classes or clinical rotations, the student will be removed immediately.

At the discretion of the Dean, the student may be permitted to request a referral for treatment and return to the program upon successful completion of a treatment program. There is no guarantee of readmission. If a student returns to the educational program after treatment, periodic drug screen monitoring may be required at the cost of the student.

**Repeat Criminal Background Checks and Urine Drug Screen**

The School of Nursing reserves the right to request that a student submits to a repeated criminal background check or urine drug screening for reported criminal activity, documented behavioral issues, or suspicion of drug use, misuse, or abuse.

Additionally, a repeat criminal background check and urine drug screen are required if a nursing student steps out of the program at any time for at least one semester.

The student is responsible for any related fees for this service.

## ACADEMIC AND PROGRESSION POLICIES

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

### **Evaluation of Learning**

Evaluation is an ongoing process to assist 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 is explained in each course syllabus and at the beginning of each class. Faculty will assign grades for each course based on the extent to which the student meets evaluation standards which include academic, safety, and professional behavior.

Grading criteria in all School of Nursing courses are divided into three areas, including:

- Academic Performance
- Safety
- Professional Behavior

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

### **Admissions**

#### **Traditional 4 Year Track**

Students entering as first year students must meet all admission requirements for nursing, including the required TEAS score, and complete all prerequisite and general education courses prior to entering 200 level nursing courses. Students must receive a C- or higher in all prerequisite and general education courses. Any course with a grade of less than C- must be repeated. A cumulative 3.0 GPA must be attained for all prerequisite courses in order to progress to the nursing 200-level courses. Additionally, the student must attain a minimum cumulative grade point average (GPA) of 3.0 on all prerequisite science courses and adhere to the science policy (see science repeat policy below) in the School of Nursing for the following courses: Biology 121, Biology 231 and 232 - Anatomy and Physiology I and II, Biology 260 – Microbiology, and Chemistry 121.

Prior to matriculation into nursing courses, if the semester or cumulative GPA falls below 2.0, the student will be placed on nursing academic probation for the following semester. If the semester or cumulative GPA remains below 2.0 after one semester on probation, the student is dismissed from the nursing program.

Students admitted as first year students with transfer credit for required nursing prerequisite courses, including dual enrollment and advanced placement credits, must successfully complete a minimum of one semester of

courses as a full-time student at Shenandoah University prior to matriculation to nursing courses. Once enrolled in the nursing program, all N (nursing) courses must be taken at SU.

### **Admission and Progression to Nursing**

#### **Matriculation into 200 level nursing courses: (Four Year and Transfer Students)**

- Cumulative GPA 3.0 in the science courses
- Biology 121 with lab, Biology 231 with lab and 232 with lab - Anatomy and Physiology I and II, Biology 260 with lab – Microbiology, and Chemistry 121 with lab (refer to the School of Nursing science policy)
- Cumulative GPA 3.0 in the required prerequisites including general education courses. Any course with less than a C- must be repeated.
- TEAS exam successfully completed per policy
- All general education and required prerequisite courses must be completed prior to the start of nursing classes.

#### **TEAS Test for Admission to Nursing**

All undergraduate nursing student candidates must complete and pass the TEAS, a nationally standardized test, with the exception of Accelerated Second Degree students. This test assesses the following areas of content: English, Math, Science, and Reading. Registration and testing information can be found at <https://www.atitest.com/teas/register>

Freshmen students in the traditional program must complete the TEAS prior to matriculation into nursing courses. 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 prior to entering nursing classes, or receive an exception by the Associate Dean of Undergraduate Students.

#### **TOEFL Requirement for Admission**

Language Proficiency requirements must be met. Submission of TOEFL, IELTS, PTE, or Duolingo English Test may be required. See our policy for full details: <https://www.su.edu/admissions/international-students>. 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](http://www.ets.org/toefl). The date of taking the TOEFL should not be more than 2 years 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.

#### **Science Course(s) Policy for the School of Nursing**

Students admitted to the School of Nursing will have science courses taken prior to admission and evaluated for transfer to SU.

A student under consideration for admission to undergraduate nursing programs or enrolled in SU must achieve an average GPA of 3.0 in the prerequisite science courses. A maximum of two different science courses may be reattempted one time each to achieve the required GPA. An attempt is defined as any enrollment in a course that results in completion, withdrawal, or incomplete.



Students currently enrolled in the university may take one science course, or repeat one science course originally taken at SU, at another regionally accredited college/university with advisor approval. Courses being considered from outside SU must be reviewed in collaboration with the student's advisor and the Office of the Registrar for congruency. The grade received from the course taken outside SU will not replace the grade received at SU. Quality points for the repeat course will be used by the School of Nursing to calculate the School of Nursing required science GPA. Pluses and minuses recorded on the student transcript are not included when calculating the science GPA. Please refer to the Request to Study Elsewhere process at su.edu.

Undergraduate science courses taken more than 10 years prior to admission cannot be considered for transfer credit and must be repeated. Science courses taken more than 10 years prior to matriculation are not considered in the science GPA because they must be repeated.

### **Request to Study Elsewhere**

Students enrolled in the School of Nursing may take a maximum of two (2), pre-approved courses (excluding N courses) outside Shenandoah University. Only one of these courses may be a science course (refer to the science policy). Students wishing to enroll in courses outside of Shenandoah University are highly encouraged to discuss their intent with the program director or Associate Dean of Undergraduate Programs.

Courses taken at other regionally accredited colleges or universities while enrolled as a student at SU require the completion of a course approval form prior to taking a course. The forms are available at: <https://www.su.edu/departments-offices/office-of-the-registrar/registrar-forms/> and select the Request to Study Elsewhere form. Courses submitted for Shen Ed credit require approval by the Shen Ed department in the College of Arts and Sciences.

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.

### **Current Internal SU Students Seeking Admission to Nursing**

Students requesting a curriculum/major change into nursing will be considered an internal transfer within Shenandoah University. A student must meet all the prerequisite courses and qualifications to be considered for the nursing major.

Applications may be submitted at any time but will not be reviewed until the TEAS test has been successfully completed and submitted to the School of Nursing and there are no more than three prerequisite courses pending. At that time a provisional admission could be extended. Acceptance will not be granted until all prerequisites are complete.

All prerequisites must be completed by the following dates. No late applications will be accepted.

Fall Entry: May 30th

Spring Entry: December 15th

Requirements to be considered:

- Enrolled as a full-time student in good standing in the university
- Documented discussion regarding the change with their current advisor
- Completion of all prerequisite courses

- Official record of a minimum overall GPA of 3.0 in all prerequisite science courses (BIO 121, BIO 231, BIO 232, Anatomy and Physiology I & II, BIO 260 Microbiology, and CHEM 121 Chemistry).
- If science courses were taken at an institution other than Shenandoah University prior to your enrollment into Shenandoah University those science grades will be used to calculate your overall science GPA.
- Only two science courses may be repeated to achieve the required 3.0 GPA, including those taken prior to entering Shenandoah University
- Official record of a minimum cumulative GPA of 3.0 in the remaining other prerequisite courses taken at Shenandoah University
- Once enrolled in Shenandoah University only two courses may be taken at another institution and only one of those courses can be a required science course.
- Successful completion of the TEAS exam with a 65% or greater with no more than 2 attempts. Information on the TEAS test and administration can be found at <https://www.su.edu/nursing/bachelor-of-science-in-nursing/bsn-level-teas-exam-registration/>
- Provide a personal statement limited to 500 words speaking to your interest in nursing and the reason you are changing your major.

Admission to the School of Nursing is limited by the number of available seats in the program.

Consideration for admission to nursing can be for a fall or spring entry and is dependent on the number of seats available for that term. Decisions of the committee will be communicated via email directly to the student.

### **Transfer from Another Baccalaureate Program of Nursing**

Shenandoah University School of Nursing will consider the application of undergraduate transfer credit from a regionally accredited and nursing accredited (ACEN, CNEA, or CCNE) BSN program if the student left the prior program in good academic and professional standing. Transfer of nursing credits will be evaluated and awarded on an individual case by case basis. Credits must be less than 3 years old. The applicant must show evidence of good standing (no course failures and remain in good standing). *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 by the Dean or Associate Dean. Only courses with a grade of B or higher will be considered for transfer.
- Schedule an interview with the Associate Dean or Program Director in the School of Nursing.
- Demonstrate selected nursing competencies through performance evaluations, challenge exams, or standardized tests prior to beginning classes.

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.

### Undergraduate Nursing Grading Scale

Undergraduate Nursing		
Percent Range	Letter Grade	Notes
93% - 100%	A	
85% - 92%	B	
78% - 84%	C	
70% - 77%	D	A grade below C is not acceptable for undergraduate nursing students, including prerequisite courses*
<70%	F	
<i>Pluses and minuses are not awarded in the undergraduate courses in the School of Nursing.</i>		

### Grading Policy

Grading at the undergraduate level is according to the following guidelines:

- Academic expectation for success in the course includes completing the course with an overall 78% or greater.
- Pluses and minuses are not applied to the grades
- Students must achieve a minimum average of 78% on tests, quizzes, and exams in core courses, including ATI before other assignments are factored into the final course grade. Core courses are defined as N218, N201, N272, N283, N209, N214, N314, N315, N307, N308, N321, and N406.
- A minimum of 78% must be achieved before grade rounding occurs. After 78% is achieved, rounding may only occur for the final grade at the faculty's discretion.
- All assignments must be submitted before final exam week to successfully complete the course, regardless of the grade weighting of the assignment.

### Course Progression

- Once matriculated into 200 level nursing courses and to progress in the nursing program, students must maintain a GPA of 2.0
- Nursing courses are designed as a sequenced curriculum. Continued progression requires completion of all courses in one semester prior to progressing to the next semester.
- Students may repeat a failed nursing course only one time.
- If two (2) nursing courses are failed, the student will be dismissed from the 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.

### **Clinical Progression**

- The clinical and campus learning lab component of any undergraduate course is graded as pass/fail.
- Students must meet the established clinical evaluation tool benchmark and competencies outlined for the course.
- A student must pass both the clinical and the didactic portion of the course to successfully pass the course, including those courses where clinical may meet for one half of a semester.
- The student who fails the course or clinical scheduled during one half of a semester may not repeat the same course/clinical during the latter part of the same semester.
- If a student fails a clinical course, both didactic and clinical portions of the course must be repeated before progressing to another clinical course.

### **Withdrawal from a Nursing Course**

- **IMPORTANT:** *The School of Nursing withdrawal date is different from the university withdrawal date.*
- Students who withdraw from a nursing course during the School of Nursing withdrawal period will receive a ‘W’ on their university transcript, which will have no impact on their grade point average. Students who wish to withdraw after the School of Nursing withdrawal period will be required to complete the course or receive a failure for the course.
- The School of Nursing withdrawal period ends the following Monday after Fall Break and the Monday after Spring Break or as designated on the School of Nursing Calendar. During the 12-week summer session, the withdrawal period ends the Monday following week 6 of the session.
- Students are limited to two withdrawals from N (nursing) courses. More than 2 withdrawals from nursing courses will result in dismissal from the nursing program.
- Students may only withdraw from a nursing course once and may only repeat the course once.
- 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 additionally withdraw from those affected nursing courses. Sequencing of a student’s future program of study may be altered by course withdrawals. Continued progression in the program depends upon space availability.

### **Incomplete Grades**

If, because of illness, emergency, or reasonable cause, a student cannot complete the required work for a course, the student may request the assignment of an “I” (incomplete) for the course. If the instructor in the course and the school’s 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 through 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. Once a contract is received by the Registrar’s Officer, the “I” incomplete grade will be entered by the Registrar's staff. If no grade has been submitted by the drop/add date of the next academic semester, the registrar will change the grade from “I” to “F” (or the grade indicated on the contract). Please refer to the university catalog for policy on incomplete grades.

The Shenandoah University 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.

### **Nursing Track Curriculum Change**

If a student requests or an advisor recommends, a change in the undergraduate nursing track while enrolled, then a request is submitted to the Program Director, Associate Dean, or Dean for approval. Eligibility for a change in curriculum requires the student to be in good academic standing. Final approval depends on space availability for the track and/or location/site. A new plan of study is completed with the student and a curriculum change form initiated.

### **Academic Hiatus from a Nursing Program of Study**

Students who are in good academic standing may request an Academic Hiatus for a Nursing Program of Study. This allows students to maintain access to their student records, Hornet Hub, and email accounts while they are away. During a hiatus, the student's program will remain active but the student will not be classified as enrolled. Students considering hiatus should meet with the Program Director and Financial Aid. Requests for Academic Hiatus will be coordinated through the Office of University Advising and will require school and program approval as designated by the school's Dean.

Students who apply for an academic hiatus past the add/drop period will be required to take an Academic Withdrawal in all courses enrolled at that time. Students should carefully review the School of Nursing Withdrawal Policies outlined in the School of Nursing Handbook.

Students who choose to go on Hiatus may request to keep their IM Learning Equipment until they return. Further information on the policies surrounding academic hiatus and IM Learning equipment may be found on the University website.

If a student enrolled in the School of Nursing takes an academic hiatus for one semester, the student will not be required to formally reapply for admission. They will be required to submit a formal request to the Program Director, Associate Dean, or Dean to be re-enrolled to continue their program of study. Reinstatement may be delayed due to the availability of program space.

Students re-entering the undergraduate program following an absence of two or more sequential academic semesters must formally reapply to the university and the SON.

Note the following procedural requirements:

- Students seeking reinstatement after an absence of one semester must provide a written request to the appropriate Program Director, Associate Dean, or Dean.
- The student must have left the program in good academic standing (GPA/passing) to be considered.
- If a student has not been actively enrolled for two or more sequential academic semesters they must reapply to the university and the SON.
- Reinstatement or readmission is dependent on program space availability.

- A student may be required to demonstrate mastery of previously learned content, including but not limited to medication calculation, and nursing competencies.
- The student must repeat the criminal background check and urine drug screen.
- The student must update their CPR, immunizations, health insurance, and health records
- A returning student may be required to attend new student orientation.

### **Medical Withdrawal**

Students withdrawing for medical reasons must follow the policies and procedures outlined by Shenandoah University. It is strongly recommended that students contact the Associate Dean to fully understand the implications related to academic progression and reinstatement to the School of Nursing.

Students taking a medical withdrawal from the School of Nursing will be held to the procedural requirements in the SON for those taking an academic hiatus from a nursing program of study. Additionally, students will be required to provide documentation to Wilkins Wellness Center and the School of Nursing attesting to meeting the Performance and Technical standards outlined for safe practice.

### **Degree Completion Time Frame Undergraduate**

Traditional 4-year BSN	6 years
Transfer Track BSN	5 years
Accelerated Second Degree BSN	2 1/2 years

### **Exam Policy and Testing Procedures**

All testing within the SU School of Nursing follows the testing guidelines outlined in the School of Nursing Student Handbook to provide fair and consistent testing, modalities for all students. Any breach in the testing policy will be dealt with according to these policies and procedures, including academic consequences ranging from failing examination grades to possible expulsion (permanent separation) from the School of Nursing.

The Academic Integrity Code is enforced in all testing/examination situations. Cheating is a serious breach of academic integrity and will be dealt with according to the SU Academic Integrity Code.

- Examsoft is a program used in the School of Nursing to administer tests and exams. Students must conform to the technology required for exams/tests via an electronic platform.
- Students are expected to download the exam prior to the scheduled exam time.
- Failure to download the quiz or exam prior to arrival to the scheduled exam/test or quiz will result in a zero (0) on the quiz or exam/test.
- Testing time is based on 1.3 minutes per question. Med calculation assessments will allow for 2 minutes per question.
- Students are not permitted to take examinations prior to the scheduled test date.
- All belongings must be placed in front of the room prior to the testing session. These

items include all backpacks, cell phones, smart watches, water bottles, purses, and other personal belongings.

- All electronic devices must be set to the off position and placed with the belongings in the front of the room. Any student found to have an electronic device in their possession during a test/exam will receive a zero (0) grade for that test/exam.
- 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, smartphones, or other handheld devices are not permitted in testing situations.
- Any paper used for the exam/test, 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 Examsoft (Exemplify) and ATI testing.
- Students are expected to use the restroom prior to testing. If an emergent need arises you must notify your instructor prior to leaving the room and your exam/test and scrap paper will be given to the instructor and returned to you upon return from the restroom.
- Students experiencing technical difficulties at any time during the quiz or exam/test, should raise their hand for instructor assistance.
- Students are not allowed to ask questions during the exam. Students may comment on the provided scrap paper that is returned to the instructor at the end of the exam.
- Students who complete their exam/test prior to the scheduled exam/test time must quietly leave the room. Students must refrain from being loud outside of the testing room and will be allowed back into the room once the exam is completed. All exams/tests will be taken and completed during the scheduled exam time.
- Students will be given notice when there are ten (10) minutes remaining in the testing period. At the end of the testing period, all remaining students will be instructed to close their computers and stop.
- Students should not close their computer at the end of the exam until the quiz or exam/test uploaded completion is verified.
- Students may only discuss test questions within the classroom environment and under the direction of the faculty.
- Students found to be sharing any part of the exam/test including questions, passwords, and images, will be considered a violation of the Professional Behavior Policy and the Academic Integrity Code.
- Students who are not present in class at the same time the entire class is taking the exam/test or quiz in the classroom, may not take the same quiz or exam/test online from another location at the same time unless a proctor has been arranged in advance with the course faculty. Making up a missed quiz or exam/test 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 School of Nursing Professional Behavior and Safety policies and/or SU policy.
- A faculty member may, at their discretion, implement collaborative test review following an exam. In

this situation, students may be awarded points depending on the grade assigned (93-100% 2 points; 85-92% 1 point). Points will only be added to an individual student's test grade after achieving a minimum individual grade of a 78%. Collaborative Test Review is not offered for final exams.

- Grades will be released no later than one week from the date of the exam.
- Select All That Apply (SATA) –may or may not provide partial credit.
- Students who disagree with the keyed answer to an exam item after review may complete a Student Exam Item Inquiry (see Appendix A) to explain the rationale for their chosen answer, citing appropriate course resources (textbooks and class notes). These forms must be submitted to the faculty within 3 days of the exam review.
- Individual reviews will be conducted by appointment and faculty may provide a printed copy of results for the review. Printed copy to be left with faculty.
- Students earning less than 78% on any exam are strongly encouraged to make an appointment for individual exam review with faculty.

### **Medication Administration Safety Assessments**

#### *Students starting nursing courses prior to FA23*

- Medication calculation and content quizzes may be given throughout the semester. Quizzes may be announced or unannounced at the discretion of the faculty.
- Medication Calculation tests: A student must pass the calculation test with an 85% or greater in order to pass the course. If the student fails the first time, they may retake it. After the second failed test, they will fail the course. The original grade from the first test will be recorded as the assignment grade.

#### *Students starting nursing courses beginning FA23*

- Medication Administration Safety instruction will occur across the curriculum, with assessments occurring in the following courses: N218, N321, N314 (traditional and transfer curriculum only), N307, and N403.
- For each assessment, if the student fails the first time, they may retake it. After the second failed test, they will fail the course. The original grade from the first test will be recorded as the assignment grade.
- The following assessment scores will be required to pass the course:
  - N218: 85%
  - N321: 85%
  - N314 (Traditional/Transfer curriculum only): 90%
  - N307: 95%
  - N403: 100%
- Remediation expectations:
  - Students will schedule an appointment with the course instructor within one week to develop an individualized remediation plan.
  - Retake will occur within two weeks of the failed test or as determined by course faculty.

### **Exam Attendance**

The number of absences from exams/tests will be monitored throughout the program. If an absence pattern



is identified the student must meet with the Program Director or Associate Dean. An identified pattern of absences will result in a Behavior Violation.

- It is the student's responsibility to notify the instructor at least 1 hour prior to the scheduled class time if the student will be absent for a scheduled quiz or exam/test. Making up a missed quiz or exam/test is at the discretion of the faculty. Failure to notify the instructor within the appropriate time frame will result in a failure of the quiz or exam/test and the student will receive a zero (0) and will not be able to make up the quiz or exam/test.
- It is the student's responsibility to provide documentation of illness for all missed quizzes and exams/tests.
- All students must be prepared to take the exam/test or quiz upon the day of return to school at a time determined by the faculty or the recorded grade will be zero (0).
- If a student is absent for the scheduled make-up exam/test or quiz, the student will receive a zero (0) for that exam/test or quiz.

### **Exam Tardiness**

Tardiness or being late for an exam/test is very disruptive to students who are already seated and in the process of taking their exam/test. The student is required to notify the course, faculty of the need for lateness, before the scheduled quiz, test, or exam. The faculty will decide whether the student may begin the exam. If the student is allowed to begin the exam, they will only have the time remaining on the exam to complete it. The faculty will review the situation with the student to determine if a make-up exam can be permitted and scheduled for another time.

If a tardiness pattern is identified, the student must meet with the Associate Dean or Program Director. An identified pattern of tardiness will result in a Behavior Violation.

### **Testing Accommodations**

It is the student's responsibility to make all arrangements for accommodations.

- Accommodations are recognized and provided only when the student provides the faculty of the course with official documentation from the Student Support Services.
- Students with testing accommodations are responsible for scheduling their own appointment for the quiz/exam with the testing center before the quiz/exam day.
- Students should consult the course faculty for appropriate scheduling of time with the testing center.
- If a student with accommodations requires a paper test, the faculty member will provide a paper test with no more than three (3) questions per page.
- The paper test will either be emailed or hand delivered to the testing center by the course faculty. The student will not be allowed to have the entire paper test during the exam period. The student will only receive one page of the test at a time. After the student has completed that page, the proctor will collect that page or have the student turn the page over and repeat this process until the exam is completed. The student will not be allowed to go back and review or change their answers after a page is completed.

- Upon completion, the student will sign the statement verifying the instructions of the test that are sent over to the testing center by the instructor prior to the start of the exam. The written exam will be collected from the testing center by the course faculty once it is completed.
- A student may decline testing accommodations. Students wishing to do so must notify the course faculty and adhere to the regular testing time and environment.

### **Undergraduate Assignments Policy**

All class, clinical, and learning laboratory assignments are expected to be submitted on time. Late assignments will result in a 10% per day grade reduction including weekends and holidays. If late assignments are not turned in within three days (3) past the due date, this will result in a zero (0) on the assignment.

It is the student's responsibility to contact the course faculty before the due date to make arrangements for turning in assignments late due to extenuating circumstances. Course faculty have discretion on what constitutes extenuating circumstances.

Turnitin Software is used for the submission of all written assignments. See Appendix B for guidelines on *written* assignments in undergraduate School of Nursing courses.

All assignments must be submitted before final exam week to successfully complete the course, regardless of the grade weighting of the assignment.

### **Attendance and Tardiness Policies**

#### **Attendance and Absences**

The School of Nursing faculty supports the University attendance policy (Refer to the *University Course Catalogs*). The School of Nursing faculty believe that attendance in class, clinical, and campus learning laboratory experiences cannot be made up by means of outside assignments. Attendance to 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.

The only acceptable excuse for absence is personal illness/hospitalization, or death in the immediate family. Documentation of illness from a provider may be requested from the faculty/course instructor for class, exam, clinical, or campus learning lab absences. Health related appointments, other than an emergency, are **NOT** acceptable reasons for absence. Instead, students are required to schedule medical and other appointments around their class, lab, and clinical schedule. Illness occurring during school activities must be brought to the attention of the faculty at the time of the illness.

In all cases, it is the **student's responsibility** to notify and provide documentation to the appropriate faculty member concerning absences or tardiness. Additionally, the student is responsible to make arrangements for obtaining missed class information and to communicate with the course and clinical faculty to arrange for makeup experiences including those from class, clinical, or Campus Learning Lab immediately upon returning to school.

In the event of a clinical absence, the student must call the clinical faculty or preceptor, and notify the course coordinator and clinical coordinator a minimum of one hour prior to the clinical experience. All clinical and campus learning lab experience absences must be made up. The School of Nursing will attempt to assist the student to make up clinical hours. Make-up clinics that require commitment of a faculty member beyond the currently enrolled semester may incur additional costs to the student for the additional faculty supervision. Additionally, the situation may require the student to receive an incomplete grade and may affect student's academic progression.

Two absences from class, campus learning lab (CLL), 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.

### **Tardiness**

Students are expected to arrive in sufficient time and be prepared to begin their class, lab, and clinical experience at the time designated by the faculty. If the student has a situation beyond their control, they may be permitted to attend class, clinical, or lab if they arrive within a 30-minute time frame, and have notified the faculty member. If a student doesn't notify the faculty member prior to tardiness, the student will receive an absence and be sent home.

Repeated tardiness or leaving early in class, clinical, and Campus Learning Laboratory is disruptive to faculty/students and is considered unprofessional behavior. A pattern of tardiness (more than one occurrence) will be held to the SON Professional Behavior Policy outlined in the SON Handbook and will be documented on the professional violation form. (Appendix C)

Exam Attendance and Tardiness policies can be found in the SON Student Handbook. The above attendance and tardiness policies do not apply for exams and quizzes.

### **Interprofessional Education & Collaboration (IPEC)**

Interprofessional Education & Collaboration (IPEC) at Shenandoah University aligns with the mission, vision, and strategic plan of the school. Health professions students, including nursing students, at Shenandoah University, are required to participate in activities through the Office of Interprofessional Education and Collaboration. Interprofessional educational activities are required by some program accrediting bodies.

Activities may include participation in some or all of the IPEC Core Workshops that are offered throughout a student's time in their program. Students may also be required to participate in other interprofessional educational, or practice experiences offered as part of their program's curriculum. All IPEC learning experiences will require students to actively participate in the event and complete a survey upon completion for tracking of their participation.

Location/Timing: IPEC activities will take place in various locations, depending on the number and type of students participating in the event. Some events may take place in a virtual environment, and some may be in-person. Students may be required to travel to a different location to participate in these activities including but not limited to: the Winchester campus; Health Professions Building, Winchester; Scholar Plaza Loudoun Building, Leesburg; Inova Center for Personalized Health Building, Fairfax. Programs will notify students of

their obligations to participate in IPEC activities at the start of each semester, with dates, times, locations, and expectations for each event.

### **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.
- All programs are evaluated by post-graduation surveys of employers and graduates. Continued participation in program evaluation after graduation is very important and essential to ensuring ongoing program improvement.

### **DISTANCE LEARNING**

#### **Student Expectations for Virtual Sessions:**

Students must meet the following expectations for virtual synchronous distance learning in the School of Nursing:

- Be on time for class or meeting.
- Mute their microphone, except when speaking..
- Close all other apps/programs prior to sharing their screen.
- Look into the camera on their computer and position themselves to be seen.
- At all times display professional and distraction-free backgrounds and surroundings during the class.
- “Pre-test” their audio and video prior to the class.
- Keep the light in front of them to avoid causing a shadow.
- Attend all scheduled classes unless prior approval from the faculty.
- Log in at least 30 minutes prior to the start of the Zoom session to allow for unanticipated technical delays.
- Limit distractions during the Zoom sessions, e.g., partners, co-workers, pets, and children of all ages.
- Maintain their video or audio connection.
- Be seated and appropriately dressed as if in a classroom like environment.
- Notify the faculty via private chat should a student need to excuse themselves during the session

#### **Testing in Exemplify with Zoom proctoring**

Testing remotely must be approved by the course faculty. All testing/exam procedures and policies, including academic integrity, apply during remote testing. This includes, but is not limited to the following:

The exam must be downloaded ahead of the exam time; Any breaks must be requested and approved by the course faculty; No hats, hoodies, watches, smart watches, headphones, earbuds/pods are permitted; Earplugs for noise cancellation may be permitted after review by the course faculty.

Students must meet the following expectations when taking an exam remotely.

- Zoom must be successfully downloaded on the student's iPad or phone for use for exam monitoring. The camera/video must be turned on and left on throughout the exam.
- Students will ensure fully charged devices.
- The student will use their laptop to launch Examsoft and the exam.
- Students will ensure a private, distraction free environment, and internet capabilities.
- Students will enter the session 30 minutes before the test begins. The faculty will join prior to the scheduled exam test time, and request the student to initially unmute their microphone to speak with the room proctor.
- Students will comply with a 360 view of the room, ensuring that the work area is clear of all notes, papers, and books. Only resources approved by the faculty are permitted. Academic Integrity policies apply.
- Upon exam completion, the student will receive the "green screen" and should not shut their computer. Using their I-pad, students should privately chat with the proctor that they have completed the exam and show the proctor their "green screen." The faculty will acknowledge completion and direct the student to leave the session.

## **ATI POLICY**

### **Assessment Technologies Institute (ATI) Assessments**

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

The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.

Students will be provided with an orientation to the ATI platform upon entry into nursing courses, along with a live test-taking strategies seminar. ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Instructors may assign chapter readings either during a given course and/or as part of active learning/remediation following assessments.

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

All undergraduate nursing student candidates, except for students with an earned baccalaureate degree or higher, must complete the TEAS, a nationally standardized test. This test assesses the following areas of content: English and Language Usage, Math, Science, and Reading.

Four year and transfer students must complete the TEAS prior to matriculation into nursing courses. 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.

### **ATI Nurse Logic 2.0 and Learning System 3.0 RN Tutorials**

Four tutorial modules are provided in ATI's Nurse Logic 2.0 to promote student success in the nursing program. ATI's Nurse Logic provides introductory modules on knowledge & clinical judgment, nursing concepts, priority setting frameworks, and testing & remediation. ATI's Learning System RN provides practice tests associated with nursing content areas. These are introduced to undergraduate students (in all tracks) in N201: Health Assessment. Students are encouraged to access these throughout the nursing program for curricular support and remediation.

### **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.

### **Focused Review/Active Learning/Remediation**

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual assessment report will contain a listing of the Topics to Review. A tutorial for completing a focused review can be found in Nurse Logic 2.0.

ATI establishes proficiency levels (<1, 1, 2, & 3) based on scores of all CMS proctored assessments to assist educators in determining student readiness for the NCLEX. The SON has established level 2 as the expected benchmark. These CMS assessments are implemented as follows:

- In applicable courses, points are awarded for completion of practice assessments, remediation, and earned proficiency levels on proctored assessments. Total points awarded will account for 5% of the course grade for each exam.
- Students initially take two online practice assessments. This may be assigned as a non-proctored and open book to encourage a concentrated study of content. Practice assessments must be completed prior to the scheduled proctored assessment as outlined on the course syllabus.
- Students will then complete the proctored assessment and earn points based on the proficiency level achieved (see table below).
- Proctored exams cannot be administered on mobile devices (iPad, iPhone)
- All students are required to complete a focused review of their proctored assessment results for remediation purposes
- Students achieving a level one or below a level one will be required to repeat the proctored assessment. This repeat proctored exam will be administered at least one week following the first proctored exam. The achieved level on the second proctored test is the basis for total points awarded.
- The following table outlines total points possible based on the student's completion of practice tests, focused review remediation, and earned proficiency levels.
- Failure to complete practice tests, focused reviews, or proctored exams by the date outlined in the course syllabus will result in zero points assigned.

Additionally, Adult Health nursing courses have content mastery series target tests or dynamic quizzes that will be graded utilizing the first attempt. Each target test is worth 0.5% of the course grade, and each dynamic quiz is worth 2% of the total course grade (see table below)

**Scoring Table for Content Mastery Proctored Exams**

<b>Points Awarded for Taking the Assigned Online Practice Tests(Non-proctored) Assessment</b>	<b>Proficiency Level on ATI Proctored Assessments Points awarded for Achievement on 1<sup>st</sup> ATI Proctored Assessment</b>	<b>Points Awarded for Focused Review of missed topics from ATI Proctored Assessment*</b>	<b>TOTAL POSSIBLE POINTS AWARDED (converts to a percentage when multiplied by 10)</b>
2	Level 3 = 6 points	2	10 or 100%
2	Level 2 = 5 points	2	9 or 90%
2	Level 1 *	2	Repeat test *
2	Below Level 1 *	2	Repeat test *

*\* Required to complete another proctored exam for grade*

**Scoring table for students who take the for Second proctored exam (with completion of practice tests and focused review)**

<b>Proficiency Level on ATI Proctored Assessments Points awarded for Achievement on 2nd ATI Proctored Assessment</b>	<b>TOTAL POSSIBLE POINTS AWARDED (converts to a percentage when multiplied by 10)</b>
Level 3 = 4 points	8 or 80%
Level 2 = 3 points	7 or 70%
Level 1 = 2 points	6 or 60%

Below Level 1 = Zero Points	4 or 40%
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### ATI Comprehensive Predictor Assessment

In the last semester of the nursing program, preparation for the NCLEX is a critically important activity. The SON uses the ATI Comprehensive Predictor Assessment as one method of evaluating the student's progress and ability (readiness) to pass the NCLEX. This assessment is administered in N407: Advancing to Professional Practice and implemented as follows:

- Non-proctored (practice) ATI Comprehensive Predictor assessments are provided to students for testing preparation.
- Students are required to complete two proctored ATI Comprehensive Predictor assessments during the semester.
- Using ATI's *Probability of Passing Expectancy Table*, a grade will be assigned.
- The score will account for 25% of the overall N407 course grade. Refer to the N407 course syllabus for specifics.

### ATI Capstone

A review course with customized integration will be provided designed to help students assess and remediate on important content taught throughout their nursing program. The program covers content area assessments, including pre-assessment and post assessment quizzes, and allows students to focus on one specific area at a time, identifying areas of strengths and weaknesses.

### ATI Board Vitals

NCLEX style questions are provided to assist the student in preparing for taking their NCLEX exam:

### ATI Virtual Coaching

A coach is assigned by ATI to help facilitate the student's progress and preparation for passing NCLEX, including online assessments, weekly progress reports, and feedback from their coach after each assessment. This coach remains with the student until they take their board exam. Students are encouraged to achieve a green light from their coach, indicating a high probability of passing the NCLEX.

### ATI Summary Table

ATI Content Mastery Series (CMS) Assessments	Associated Course
RN Mental Health	N 209: Psychiatric Mental Health Nursing
RN Maternal Newborn	N 308: Nursing Care of Childbearing Families
RN Nutrition	N 314: Nursing Care of Adults II
RN Fundamentals	N 321 Advancing Nursing Practice and Clinical Judgment
RN Nursing Care of Children	N 307: Nursing Care of Children and Adolescents
RN Adult Medical-Surgical	N 315: Nursing Care of Adults III
RN Pharmacology	N 315: Nursing Care of Adults III



RN Community Health	N 406: Community and Population Health
RN Leadership	N 415: Emergency Preparedness/Disaster Nursing

<b>Other ATI Assessments/Resources</b>	<b>Associated Course</b>
Test of Essential Academic Skills (TEAS) (Total score 65%)	Four-year and Transfer Students: Taken prior to entry into nursing courses. (Please refer to SON student handbook for policy)
ATI Live Test Taking Strategies Seminar	N 218: Foundations of Professional Nursing Concepts and Practice (Four-year, Transfer students, ASD)
Comprehensive Predictor x 2	N 407: Advancing to Professional Practice
Capstone/Board Vitals/ Virtual Coaching	N 407: Advancing to Professional Practice
Target Practice Tests	<p>N 214: Nursing Care of Adults I</p> <p>1. Cardiovascular, (2) Respiratory, (3) Perioperative, (4) Fluid, Electrolytes &amp; Acid Base Balance</p> <p>N314: Nursing Care of Adults II</p> <p>1. Renal &amp; Urinary, (2) Gastrointestinal, (3) Endocrine</p> <p>N315: Nursing Care of Adults III</p> <p>1. Neurosensory &amp; Musculoskeletal, (2) Immune</p>
Dynamic Quizzes	<p>N 315: Nursing Care of Adults III</p> <p>1. Cardiovascular and Hematology</p> <p>2. Respiratory and Oncology</p> <p>3. Gastrointestinal and Endocrine</p> <p>4. Renal and Urinary</p>
Nurse's Touch: (Practice Tests)	<p>N 319: Ethics and Genomics in Nursing Practice</p> <p>1. Professional Communication</p> <p>2. Wellness &amp; Self Care</p> <p>N 414: Leadership and Management in Professional Nursing Practice</p> <p>1. Nursing Informatics &amp; Technology</p> <p>2. Becoming a Professional Nurse</p>

<b>ATI Tutorials</b>	<b>Course Tutorials Introduced (used throughout the program)</b>
Nurse Logic 2.0 Knowledge & Clinical Judgment	N 201: Health Assessment

Nursing Concepts Priority Setting Frameworks Testing & Remediation	
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Approved by SON UGND, March 5, 2021

### **PROFESSIONAL BEHAVIOR AND SAFETY**

Students enrolled at Shenandoah University are accountable to the SU Student Code of Conduct. Additionally, students enrolled in the School of Nursing are held to the highest standards of the profession of nursing. The School of Nursing faculty has adopted the following standards and code of conduct in accordance with federal and state law, the profession of nursing, academic partners, and affiliated agencies. These expectations are set forth by the American Nurses Association (ANA) Code of Ethics, the International Congress of Nursing (ICN) Code of Ethics, the ANA Scope and Standards of Practice, and the CCNE Accreditation Guidelines for Schools of Nursing.

The privilege and responsibility of becoming a professional nurse require the student to conduct themselves in a manner that exemplifies a health professional. The nursing profession insists its members be responsible, accountable, self-directed, ethical, and professional in behavior. The profession has been able to earn the public's trust by standing firmly by these behaviors. Therefore, it is expected that every student adheres to and demonstrates the Professional Technical Performance Standards for Nursing and the Professional Behavior and Safety Policies in all academic and clinical settings.

As a health professional program, the School of Nursing has a responsibility to the state nursing licensing boards to attest that students' professional preparedness and character warrant their application for licensure at the conclusion of their educational program of study. Licensure protects the public from harm by setting minimal qualifications and competencies for safe entry-level practice.

The following guidelines are expected to be adhered to in all academic and clinical settings:

#### **Professional Language/Respectful Communication**

Respectful and professional language is expected at all times when interacting with faculty, staff, peers, patients, and others. Profanity and other disrespectful language will not be tolerated in the academic, clinical, and/or professional environment. This incorporates all forms of communication including, but not limited to, forms of electronic communication such as email and social media.

**Civility in Relationships**

Civility is to be exercised in all professional, academic, and clinical settings. Disagreements should be handled directly with the other party and reported to an appropriate third party if mediation is necessary. Any form of incivility or bullying will not be tolerated.

**Academic Integrity**

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 concepts of honor and integrity 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 SU Academic Integrity Code.

Students are responsible for upholding the Academic Integrity Code, being aware of the university's Academic Integrity Code procedures, and reporting all policy violations in a timely manner. Ignorance is not an acceptable defense for failing to follow the Academic Integrity Code.

Examples of academic integrity violations may include but are not limited to; plagiarism, cheating, stealing, and falsification of documents. Academic integrity violations are documented and processed according to the SU Academic Integrity Code. Academic Integrity violations are not part of the School of Nursing Violation process.

**Time and Attendance**

Students are expected to be on time and attend all School of Nursing functions including, class, labs, clinical and other agreed upon commitments. Punctuality is essential. Missing class, lab, and/or clinical are not acceptable. Refer to SON attendance policy.

**In-Class/Lab/Clinical Behavior**

While in class, lab, or clinical, students are expected to be respectful of faculty and fellow students. Distractions caused by, for example, private conversations and electronic devices take away from the learning experiences of others.

**Utilization of Electronic Devices**

Use of electronic devices should not be disruptive to others. Such devices include but are not limited to mobile phones, smart watches, laptop computers, tablets, laser pointers, Bluetooth devices, and music players. If allowed while in class, labs, or clinicals, electronic devices should only be used for academic purposes.

**Substance Abuse**

The possession, production, distribution, and/or use of illegal substances is prohibited at Shenandoah University and within the profession of nursing. The School of Nursing supports the *University Student Code of Conduct* and the Drug and Alcohol Policy adopted by the University. The use and misuse of drugs or alcohol prior to or during class, clinical, or campus-learning laboratory will not be tolerated. Students must also adhere to the

*Urine Drug Screening Policy* in the School of Nursing handbook. The School of Nursing reserves the right to request a random UDS at any time.

A student demonstrating any of the following behaviors may be removed from the classroom, lab, and/or clinical experience and may result in being sent for drug and/or alcohol screening. Such behavior will be reported to the SON administration and the SU Student Conduct Office. An impaired student will not be allowed to drive, and transportation arrangements will be made. The cost associated with safe transportation will be the responsibility of the student.

Examples of behaviors include the following:

- 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

### **Professional Attire**

Students are expected to wear attire that best reflects the image and the profession of nursing. When participating in clinical practice, the School of Nursing uniform should be clean, pressed, and well maintained. Students are expected to wear the uniform in its entirety unless otherwise directed. In some cases, such as professional conferences and presentations, students will be instructed to wear professional dress.

### **Treatment of School of Nursing Facilities and Equipment**

Students are expected to be respectful of all School of Nursing facilities and property. It is the responsibility of all in the community to ensure that facilities are well-maintained, and the property is not abused or stolen.

### **Patient Safety**

The physical and emotional welfare of patients and family take the highest priority. Unsafe clinical practice is defined as any behavior defined by the faculty to be actually or potentially detrimental to the patient or to the health care agency. Examples of such behaviors include but are not limited to behaviors related to physical or mental health problems, use of alcohol, drugs, or chemicals; lack of preparation for clinical; inability to follow faculty direction, or deficits in critical thinking/problem-solving. In the case of a clinical error, students who recognize an error are obligated to report the situation to their instructor immediately and to take necessary measures to ensure subsequent patient safety. Refer to Guidelines for Patient Safety in the SON Handbook.

### **HIPAA, Confidentiality, and Patient Privacy**

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.

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 patient, or the patient's billing and payment information. Health records or related information may not be removed from a healthcare institution. Students may extract information from the record to direct care. At no time may any identifiable patient information be removed from records or shared with others.

In addition to annual HIPAA training in clinical site assignments, all nursing students will complete HIPAA and bloodborne training annually in the School of Nursing.

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 School of Nursing. This may include dismissal from the program.

### **Nondiscrimination**

Nursing students shall provide care to patients/clients without discriminating based on race, creed, color, gender, age, national origin, sexual orientation, or disability. Nursing students shall demonstrate respect of patients'/clients' values, culture, and religion. Becoming culturally competent in delivering health care means students must understand their own worldviews and those of the patients/clients they encounter. Adapting to different cultural beliefs and practices and communicating respect for other viewpoints is part of being culturally competent. Students are expected to obtain cultural information and apply it to their practice.

Just as it is the responsibility of a professional nurse in practice to adhere to standards of practice, and requirements of the law, and to report unprofessional, unethical, or unlawful behaviors, it is the responsibility of students to report suspicious actions or behaviors of others. Students who observe unprofessional or unethical behaviors are encouraged to address the situation directly with their fellow students and are responsible to report the conduct or behavior to the course faculty, program director, or Dean. These conversations are considered confidential.

A report of student misconduct or infringement of these guidelines may initiate a violation of standards resulting in a Behavior and/or Safety Violation.

### **Violation of the Professional Behavior and Safety Policy**

The School of Nursing 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, and/or failure to meet accepted standards of professional behavior and safe clinical practice. A violation of the Professional Behavior and Safety Policy will be placed in the student's record in the form of a document, Violation of the Professional Behavior and Safety Policy(Appendix C).

Demonstration of professional behavior and safety are expected of all nursing students enrolled in the School of Nursing. Incidents involving unprofessional behavior will be documented on a Violation Form during a face-to-face meeting with the student and requires the student's signature and two faculty signatures. This could be the course instructor, advisor, and /or another faculty member as a witness to the requirements for resolution. Examples that will result in a violation may include by are not limited to:

- Failure to maintain current records recorded in the Wilkins Wellness Center and Exxat, including but not limited to health records, immunizations, flu vaccinations, TB testing, health insurance, signature pages, CET completion, and CPR cards.
- Incomplete clinical facility orientation packets
- Unprofessional/uncivil behavior
- Patient safety violations
- Attendance and punctuality

IMPORTANT: All incidents related to academic integrity violations are processed according to the SU Academic Integrity Policy. These incidents are documented and recorded in the provost's office and are not considered as part of the School of Nursing Violation policy.

Violations of the safety and behavior policy will be recorded in the student's file, and a copy will be sent to the appropriate Program Director and/or Dean. Failure of the student to sign this documentation constitutes continued unprofessional behavior and is subject to additional violations. Faculty should place the signed copy of this form in the student file and forward a copy to the Program Director or Associate Dean of Undergraduate Nursing Programs.

- Verbal counseling for a **minor** offense will be documented in the student's file. A verbal warning will be documented on the advising communication form and will outline any specific action for improvement/resolution of the offense. Students must comply with any specific requirements identified by the School of Nursing faculty and/or administration regarding corrective measures for the unacceptable behavior. The faculty reserves the right to determine if the first offense will be considered minor, or if this offense will lead to the first documented violation.
- First Violation: A student's first violation form must be placed in the student's file at the time of occurrence. Students must comply with any specific requirements identified by the School of Nursing faculty and/or administration regarding corrective measures for the unacceptable behavior. Failure to comply with corrective measures will result in failure of the nursing course. Severe violations will be reviewed by the School of Nursing administration and may result in dismissal from the program.
- Second Violation: A student's second violation form must be placed in the student's file at the time of occurrence. Students must comply with any specific requirements identified by the School of Nursing faculty and/or administration regarding corrective measures for the unacceptable behavior. Failure to comply with corrective measures will result in failure of the nursing course. Severe violations will be reviewed by the School of Nursing administration and may result in dismissal from the program. Faculty may elect a letter grade reduction of the final course grade or failure of the course for the unacceptable behavior that has occurred.
- A Third Violation results in dismissal from the program.

### **School of Nursing Communication and Problem-Solving Procedure**

In the School of Nursing, professional communication is valued and evaluated as 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:

- Course Faculty member involved
- Course Coordinator (Primary Faculty in Charge of Course)
- Undergraduate Program Director who notifies the Advisor (when appropriate)
- Associate Dean
- Dean of the School of Nursing

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 School of Nursing office number, (540) 678-4374.

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

### **CAMPUS LEARNING LABS (CLL), SIMULATION AND CLINICAL POLICIES AND REQUIREMENTS**

#### **Campus Learning Lab**

- Safety
  - Students may not perform any invasive procedures on one another
  - Sharps must be disposed of properly in sharps container
  - Injuries must be reported immediately to your lab instructor and lab coordinator.
- Student appearance
  - Adherence to the clinical dress codes related to hair, nails, and jewelry is expected (See School of Nursing Uniform and Professional Dress Policy)
  - Uniform and SU ID name tag is to be worn during Campus Learning Lab
- General use of the lab
  - Students may not eat in the labs. Covered drink containers are acceptable.
  - Care of equipment
    - All equipment is the property of the School of Nursing and is not to be removed from the lab
    - All equipment should be returned to its proper containers or carts following use
    - Please report broken equipment immediately to the lab coordinator or instructor.
  - Clean-up of labs
    - Beds should be left flat in the low position, with top rails up and with sheets/mannequins tucked in.
    - Soiled linens and trash should be placed in proper containers
    - Chairs, stools, and over-bed tables should be returned to their original positions
    - Chairs should be pushed neatly into the round desk. If you bring other chairs into the lab, return them following lab time.
- Use of Manikin Simulators

- Students may practice with simulators when there is a work study student or graduate assistant present
- No liquids should be introduced to the manikin simulators.
- Always make sure the computer equipment is completely turned off when leaving simulators.

### **Guidelines for Campus Learning Lab Preparation, Content Testing, and Competency Performance**

- Student Preparation for Lab
  - Complete the readings, online materials, and assigned online quizzes prior to coming to the lab.
  - Bring appropriate equipment for the laboratory experience:
    - Watch with a second hand
    - Stethoscope
    - ID
    - Fundamentals book, computer, materials for note taking.
  - If a student comes to class without appropriate supplies, he/she will not be prepared to test and may be dismissed from class. It may, at the discretion of the faculty, count as a failed performance test.
  - If the lab can ‘loan’ a supply that the student needs from the equipment blue bag, it must be turned in to the course coordinator at the next lab – no exceptions.
- Practice for lab
  - Students are encouraged to practice competencies during the supervised practice time after having been presented in class. Consider your faculty a coach and use this time to your learning advantage.
  - Students are encouraged to practice previously mastered competencies as needed during the practice lab or by appointment with the lab coordinator throughout the nursing program.
  - An open lab may be available. The purpose of this lab time is to allow students additional practice. Students are encouraged to partner and practice together. Work study students and graduate assistants may be available at announced times throughout the week for students to practice.
- Policies related to testing
  - Performance testing
    - Timing: In order to keep the labs functioning in a timely manner and to ensure equal testing situations, performance testing will be limited to an allotted time based on the nature of the competency evaluation and will be determined by the lab coordinators.
    - Students taking longer than the allotted time will not earn points for the remaining items not performed in the performance checklist.
    - Students who are not adequately prepared may be stopped and will need to schedule a time to retest with the lab or course coordinator, or other nursing faculty as appointed by the course coordinator and will be counted as a failed performance.
    - Evaluation: Performance is evaluated according to performance competency checklists and the School of Nursing's Professional Behavior Criteria.
  - Retesting



- Students should strive to pass the competency during the initial testing opportunity.
  - Students who do not successfully complete the testing activity 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. This will take place with either the lab coordinator, course coordinator or other nursing faculty as appointed by the lab coordinator.
  - The assessment must occur on a different day than the first one.
  - The student is responsible to practice the unmastered competency. Appointments may be made with the lab coordinator for practice prior to the day of a retest.
  - Students may only retest two assessments one time during a semester.
  - The maximum score achieved on retesting will be 78%.
  - Students must successfully demonstrate all competencies to pass the course.
- **Red Rules:** Red Rules are designed to reinforce policies and procedures that are intended to keep patients safe and prevent errors that have the potential to be life threatening. Red Rules represent information presented early in the nursing curriculum and reinforced throughout clinical and lab courses. Red Rules are used within the context of clinical and laboratory teaching and evaluation of clinical and laboratory performance. The Red Rules include:
  - Prior to any action or procedure (including medication and blood administration, treatments, etc.), the student will verify patient identity using a minimum of two identifiers. In alert patients, you may check their name band and ask them their name and birth date. If they are confused, check their name badge and the medical record number. This will be performed with mannequins in CLL.
  - The student will verify the correct action (ex. drug administration, dose calculation, treatment, procedure, preparation) BEFORE beginning every patient-oriented action or nursing procedure.
  - The student will follow the Guidelines of the Institute of Safe Medical Practices Regarding the Use of Error-Prone Abbreviations, Symbols, and Drug Designations. <http://www.ismp.org/Tools/errorproneabbreviations.pdf>
  - Red rule violations may result in the following:
    - First violation: written warning
    - Second Violation: Letter grade reduction in course
    - Third Violation: Failure of the course
    - Significant Red Rule violations may at the discretion of the course faculty result in letter grade reduction and/or failure of the course without benefit of written warning

### **Simulation Suite Policies**

Video surveillance is utilized at all times in the simulation suite. Photographs and/or video recordings may be made during training and used for learning activities related to the course of study.

Shenandoah University faculty and/or administration may utilize photographs and/or video recordings in or outside of the class in which they were conducted. This includes but is not limited to conferences, college presentations, facilitator training, advertising, etc.

All simulated patient scenario information is confidential regardless of format and falls under the academic integrity policy and professional behavior. The simulation manikins are to be used with respect and be treated as if they were live patients. All scenarios, regardless of their outcome, should be treated in a professional manner. All students participating in the scenario should be treated with respect and professional courtesy. A student may view, use, disclose, or copy information only as it relates to the performance of educational duties and falls under academic integrity and professional behavior. Any violation of confidentiality that a student becomes aware of should be reported to the instructor, the Director of Clinical Simulation, and/or the Nursing Campus Learning Lab Coordinator.

## **Clinical Experiences Policies**

### **Guidelines for Patient Safety**

Patient safety is critically important and ensuring safety is considered an essential competency. The clinical faculty member will identify and evaluate safety in clinical practice and advise students regarding their performance.

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

If a clinical faculty member identifies a student as demonstrating unsafe practice in a clinical setting, the clinical faculty is required to notify the course coordinator immediately. In collaboration with the course coordinator, the clinical faculty member will advise the student regarding their performance and recommend strategies for addressing identified deficiencies. Documentation of safety violations will follow the Professional Behavior and Safety Violation Policy. Faculty will document the unsafe practice and performance improvement plan accordingly. (Appendix C). Violations of the safety and behavior policy will be recorded in the student's file and a copy will be sent to the appropriate Program Director and/or Dean. Unsafe behavior or practice may result in the student being asked to leave the clinical setting/experience and/or may put the student at risk for dismissal from the program. Refer to the SON Professional Behavior and Safety Violation Policy.

Safety Standards apply to all aspects of patient and personnel safety include, but are not limited to the following:

- Physical and psychological safety
- Correct use of medical abbreviations
- Dosage calculation and drug administration
- IV rate calculation and administration
- Correct application of treatments and procedures
- Correct use of technologies used in patient care
- Correct performance of all nursing skills and competencies
- Appropriate verbal and non-verbal communication
- Correct performance of all emergency procedures
- Correct implementation of emergency protocols (OSHA, Fire, Hazardous Material, etc)

- Correct application of all safety policies and procedures, including red rule procedures reviewed in CLL (University and patient care agency organization)

### **Procedure for Return to Campus Learning Lab**

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

- The instructor will complete and review the written contents of the Return to Campus Learning Lab form outlining in detail the skill(s)/competency(ies) 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 Campus Learning Lab Coordinator.
- 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.
- The student will be responsible for scheduling time with the Campus Learning Lab coordinator or their designee and performing a successful return demonstration of the skill before the next clinical day.
- Failure to do so will result in a professional behavior violation and is counted as an unexcused absence in clinical due to the missed clinical day. 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 clinical course. After successfully mastering the skill, the Campus Learning Lab Coordinator will make comments and sign the Return to Campus Learning Lab form. This form will be returned to the clinical instructor. A copy of this Return to Campus Learning Lab Form will be kept in the student file, and forwarded to the course faculty and program director (See Appendix D).

### **Facilities Used for Clinical Experiences**

The School of Nursing uses a wide range of healthcare facilities for clinical experiences to provide students with opportunities to observe and function in a variety of settings. Clinical sites are selected to best meet the objectives of a particular course. The faculty member responsible for the course makes the final arrangements in collaboration with the School of Nursing 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.

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 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 health insurance must be current and recorded in the Wilkins Wellness Center in order to attend clinical and preceptor experiences. Students must also have current CPR certification, completion of site orientation, bloodborne pathogens, and HIPAA prior to starting any clinical experience/rotation. Failure to maintain up-to-date health records and CPR can result in an unexcused absence for the assigned clinical/preceptor experience.

### **Clinical Site - Student Responsibilities**

Each student must:

- Complete the required orientation for the assigned clinical facility. This must be completed annually (once per year) if a 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 School of Nursing dress code. Wear required SU identification badge unless the facility mandates its own name tag and identification. Undergraduate 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, calculator, 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.

Additionally:

- For cell phone use, refer to the Handheld Device Policy under the School of Nursing Technology Guidelines
- Photography of any kind is not permitted during clinical time. The photo settings on cell phones must be disabled/turned off during clinicals 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.
- The student may not be present at a clinical site unless the faculty member or preceptor is present/available. The student must notify the clinical faculty if they are leaving the unit for any reason.

### **Additional Student Responsibilities with Clinical Experiences**

- Students are expected to accept clinical assignments as arranged. Refusal to participate in arranged clinical experiences may result in failure of the course, affect student academic progression, and will be subject to professional behavior violations. Negotiations for clinical sites are conducted by relevant faculty members who in turn collaborate with the School of Nursing Clinical Coordinator. At no time should a student make arrangements with any clinical site in advance of the course faculty or clinical instructor.
- A student may not be in clinical or 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 School of Nursing policy.
- When students are assigned to preceptor experiences, students can expect faculty to make site visits at any time.
- Undergraduate students may not begin clinical experiences prior to the start date of their course.
- Students must complete clinical evaluation tools (CET) at midterm and final for each clinical course in Exxat and is a requirement to complete the course.

### **Student Transportation**

Students are responsible for arranging their own transportation to and from clinical facilities and among campus sites. The SON understands unanticipated issues occur. However, vehicular issues are not an excusable absence or tardiness for any nursing class or clinical. Students may not ride in a clinical faculty/preceptor's vehicle to clinical sites. The student must follow in their own car to make clinical site visits.

Some institutions used for clinical rotations have associated parking fees. Parking fees while attending affiliate rotations are the responsibility of the student. Students are also responsible for obtaining their own parking permits for campus sites.

### **Senior Capstone**

This course is designed to provide the senior student with additional experiences with regard to the provision, management, and coordination of professional nursing care in a variety of specialty practice areas. This course involves 120 clinical hours with a designated nurse preceptor and also begins to transition individuals from the role of the student to the role of independent nurse. This will involve traveling to a hospital site, with students responsible for their own transportation, timeliness, and adherence to all unit specifications. Your preceptor's schedule may involve rotating shifts (days or nights) and weekend hours. Under no circumstances may a student directly arrange with a health care facility for their clinical experiences.

## **Community Clinical Experiences**

### **Guidelines for Visiting Clients in Community-Based Settings**

Community-based clinical settings may pose 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, or with an assigned nurse preceptor. 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 provide their own transportation to clinical sites. Students may not ride together with a preceptor. It is recommended the student follow in their own car to make clinical site visits.
- 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 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 School of Nursing 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

### **Clinical Illness Reporting**

Shenandoah University and The School of Nursing support the protection and health of its students as well as patients, and other staff, faculty and/or students with whom they may come into contact. Therefore, nursing students are required to report the following known health conditions to their course coordinator and clinical faculty prior to the attendance of any clinical rotation. The clinical faculty in collaboration with the course coordinator, based on clinical site policies, 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.

Any student experiencing a recent injury or surgical procedure must inform the course faculty, program director, and Dean, prior to attending any clinical experience. In such cases, the student will be required to present documentation from a health care provider releasing them without restrictions to participate in clinical experiences (Refer to Performance and Technical Standards).

Students are discouraged from scheduling elective surgeries during the academic semester since it would result in course and/or clinical absences.

### **Students 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
  - Covid 19
  - 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

- Recent injury, hospitalization, or surgical procedure

### **Uniform and Professional Dress Policy**

Nursing students represent Shenandoah University, as well as the nursing profession. Appearance must conform to the highest standards of cleanliness, professionalism, and safety. The Nursing Student is expected to assist in the promotion of an environment that both enhances and promotes healing.

### **Undergraduate Nursing Uniform Information**

- Undergraduate nursing uniforms are available through The Uniform Store <https://www.shoptheuniformstore.com/> or 10 Weems Ln, Winchester, VA 22601 M-F10-6 pm, Sat 10-4
- Required Uniform Slacks - Galaxy Blue Cherokee No cuffed, knit, or elastic bottoms, or bell bottoms. Slacks can be cargo with an elastic waist or unisex.
- Required Top – Galaxy Blue Cherokee workwear with emblem embroidered on the left upper chest area
- Required Warm-up Jacket in Red with embroidered emblem for students at INOVA clinical.
- Optional Warm-up Jacket in Galaxy Blue with embroidered emblem.
- Students are permitted to wear a plain white or blue long or short sleeved shirt under the uniform top. Grey, black, green, or shirts with writing on them are not permitted.
- Shoes: Clean white or black nursing shoes; closed heel, oxford type, or all white, all leather athletic shoes). No open heeled clogs, sandals, high heels, or cloth tennis shoes

Important Note: Students are required to have a minimum of two sets of uniforms.

### **Guidelines While in Uniform**

- ID Badge
  - Students must wear their Shenandoah University Hornet Identification (ID) Badge above the waist at all times while in uniform and for clinical/professional appearances. Students may be required to wear the ID of the clinical facility in addition to their SU ID badge.
- Hair
  - Hair and buns must be clean and neatly styled, off the collar and away from the face. Ponytails and braids that fall in the face or below the shoulder are not permitted.
  - Beards and mustaches must be clean, trimmed, and well groomed.
- Fingernails
  - Fingernails and cuticles harbor bacteria, therefore nails must be kept scrupulously clean and trimmed no longer than the tips of the finger to promote safety during patient care.
  - No nail polish is permitted.
  - Artificial nails, including acrylics, gels, or wraps, are not permitted at any time.
- Cosmetics
  - Cosmetics, if worn, should be light, natural, and subdued.
- Perfume/Cologne Products
  - Due to sensitivities and allergies of patients and staff, perfume and cologne products are not permitted at any time.
- Jewelry
  - A wristwatch with a second hand or timer is required to be worn in clinical and lab experiences.



- Plain wedding bands without stones are permitted. No other type of ring is to be worn while in uniform.
- One pair of small solid stud earrings may be worn on the lower lobe. No hoops or additional earrings are permitted. No other piercings (nose, tongue, face jewelry) may be visible while in uniform. A clear retainer may be worn if needed to maintain a piercing.
- Necklaces and bracelets are not permitted while in uniform. The exception is a Medic Alert bracelet or chain, and nonvisible necklaces worn for religious purposes. Your clinical faculty should be informed if you require medic alert jewelry.
- Headbands
  - A solid matching headband (white, red, blue, or black) if necessary to assist in keeping hair off face may be worn. Headbands can harbor germs and must be cleaned often. Headbands can be wide or narrow.
- Tattoos
  - All visible tattoos must be covered while in uniform.
- Tobacco
  - Tobacco third hand smoke and odor on hair, skin, clothing, or breath can be offensive to patients/others and is not permitted.
- A stethoscope is required and must be brought to all clinical experiences.
  - Stethoscopes must be regularly cleaned and in between each patient, especially the earpieces and bell.
- Uniforms with the School of Nursing embroidered logo are to be worn in the campus lab per campus lab Guidelines.

### **Pregnancy**

Should a student enter the program pregnant or become pregnant during the academic year, it is their responsibility to inform the Program Director or Dean as soon as they become aware of the pregnancy. It is the student's responsibility to make every attempt to ensure their own safety and avoidance of high-risk areas.

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, including class and clinical experiences. Students who are pregnant should consult with their Program Director or Dean to consider a medical withdrawal or an academic hiatus from classes for the affected semester. Resuming class and clinical experiences will require provider documentation with full duty approval or detailed instructions of any physical restrictions. Students must meet the Technical Performance Standards for safety of themselves and the patients under their care.

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

## **STUDENT PROTECTION IN CLINICAL**

### **Malpractice Insurance**

Malpractice insurance is required for all students enrolled in the nursing programs and is included in the cost of tuition. A policy is provided for students in their student role with enrollment in nursing courses and included in the cost of tuition.

## **Bloodborne Pathogen Student Exposure Policy and Procedure**

### **Policy**

It is the policy of Shenandoah University to ensure the safety of clinical students from unnecessary exposure to bloodborne 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 fieldwork 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 fieldwork coordinator and director of clinical education.

### **Procedure**

- Students must immediately report any occupational exposure to blood or body fluids to their clinical faculty.
- The clinical faculty will ensure that the student cleans/flushes wound, mucous membranes, and eyes, or otherwise provide necessary palliative measure to the contaminated area at the time of exposure
- The clinical faculty initiates the 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. Confidentiality to the student and patient will be maintained according to HIPAA during this process.
- The clinical faculty will complete an incident report and any other documentation required by the agency where the student is assigned. The student shall contact the clinical coordinator within 24 hours to report the incident, and immediately contact the Director of the Wilkins Wellness Center at 540-665-4530 to discuss evaluation and a treatment plan. The student will be responsible for all costs associated with the follow-up treatment.
- The clinical faculty will inform the clinical coordinator of the policy for the host institution in which the injury occurred, and treatment performed according to the host institution’s policy.
- 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.
- 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 will determine if the exposure requires follow up with a medical professional according to the CDC's standards.
- The clinical coordinator will assist the student in completing the Bloodborne Exposure Worksheet which will be faxed a copy to the Wilkins Wellness Center at 540-665-5576 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.
- Copies of 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.
- Students will meet with the SU clinical coordinator to review universal 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.

- Students will be offered counseling services through Wilkins Wellness Center.

## **Bloodborne Pathogens Student Exposure 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 or HCV.

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, 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

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

(For Exposure Incident the Student Exposure Worksheet found online at: [Policy and Form](#))

Send completed form: Wilkins Wellness Clinic, Attn: Ms. Hanan Kalish

## **TECHNOLOGY IN NURSING**

### **IM Learning – Apple Computer Program**

All full-time undergraduate nursing students are required to participate in the IM Learning Program at SU. There may be a buyout cost to the student if they chose to purchase their computer at the end of the program. The cost is based on the appraised value of the computer at the end of the student's program. Buy out of the computer is optional. It is highly recommended that students back-up their assigned computer on a regular basis. Should the student leave, or end their program, the computer is turned back into SU.

<https://www.su.edu/institutional-computing/imlearning-excellence/>

### **Internet Access**

While present on campus and in the classroom, wireless Internet access is available to all enrolled students. Undergraduate nursing students must 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.

### **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, tweeting, 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.

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

### **Communication and Technology Access in Nursing**

All students are encouraged to utilize various communication technologies. Students are required to have available for their use computer communication technology including a personal computer, computer/word processing capabilities, and e-mail and internet use.

### **Computers as Teaching Learning Tools**

The faculty of the School of Nursing view technology 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. Faculty will communicate using email via the SU email accounts assigned. Students must use their SU email accounts to communicate with their faculty and administrators.

Unauthorized or distracting use of computers (instant messaging, texting, tweeting, e-mailing, games, social media, internet surfing, etc.) in classrooms, clinical, or other group teaching learning experiences is inconsistent with the goals and objectives of the School of Nursing and will not be tolerated. Failure to comply with this policy may result in the student being dismissed from the classroom (unexcused absence). Violations of this policy will be treated according to the guidelines listed under the Professional Behavior and Safety Policy located in the School of Nursing Student Handbook.

### **Handheld Devices (Smart Phones, iPads, and Tablets)**

As nursing and the healthcare environment move 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 for use at the bedside. 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 the 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 up-date on the devices for one year with the option of annual renewal.

In the clinical setting, certain features of handheld devices must not be utilized at any time in the clinical settings. This includes the wireless feature, for using email, texting, tweeting, social media, the phone, and the camera. Any student found using these features in the clinical setting will be in violation of the policy and subject to a professional safety and behavior violation and/or dismissal from the nursing program.

### **SU Computer Misuse**

A student who is found to be 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 students 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 breach 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

### **Social Networking Policy**

Students enrolled in the School of Nursing 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/social platforms.

Nursing 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 the federal government, Commonwealth of Virginia, Shenandoah University, the ANA Nursing Code of Ethics, and the School of Nursing Student Handbook.

As a nursing student participating in classroom, clinical field experiences, and community activities as part of Shenandoah University, you are a representative of the University. Before participating in any online activity 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.

Faculty and/or other Shenandoah administrators will monitor these websites.

The following activities are prohibited when participating in social networking websites 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 (HIPAA) 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 Nursing's intention to achieve a level of behavior that reflects positively on all of us. Violations of this 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 Student 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 Canvas log-in page - IT Policy).

### **American Nurses Association (ANA) Tips for Nurses Using social media**

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 have the potential to enhance or undermine not only the individual nurse's career but also the nursing profession.

School of Nursing students are encouraged to read the National Council State Boards of Nursing White Paper: A Nurse's Guide to the Use of Social Media, August 2011. You will find the guide at [ANA Social Media White Paper](#)

## **STUDENT SUCCESS AND SUPPORT SERVICES**

### **Academic Advising**

Academic advising is a responsibility shared by the student and faculty advisor. The School of Nursing emphasizes the importance of meeting regularly with your faculty advisor to include the pre-registration advisement period that precedes each term to plan their course of study.

The name of academic advisors may be found in Hornet Hub. 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. Additionally, students should discuss progress toward completion of degree requirements. Students experiencing academic difficulty should inform their advisor for additional support.

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 or Program Director.

### **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 Student Support 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 which are located in the Office of Student Support Services.

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 Student Support 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 Student Support Services.

### **Student Support Services**

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. Contact information can be found at [www.su.edu](http://www.su.edu).

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 Catalog.

### **ADA and Nursing Performance Standards**

In addition to the SU policy on Accommodation of Persons with Disabilities in the university catalog, the School of Nursing 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:

<https://www.ncsbn.org/licensure.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.

### **Wilkins Wellness Center**

Shenandoah University maintains an outpatient health center and provides outpatient medical treatment for acute and minor illnesses and injuries. Further information about their services and hours can be located at <https://www.su.edu/health-wellness/wilkins-wellness-center/> Contact - (540)665-4530

Email - [wwcenter@su.edu](mailto:wwcenter@su.edu)

### **Counseling Center**

Clinicians provide short-term personal and confidential counseling on both an individual and group basis and services are free to all matriculating, degree-seeking students enrolled in 7 or more academic credits in their undergraduate programs. Our clinicians provide teletherapy for distance learners. Please note that SU students



taking online courses may be limited in the type of direct services employed if they reside out of the state of Virginia due to state law licensure restrictions.

Students can address any number of concerns, including life transitions, self-esteem, relationship conflicts, anxiety, depression, substance abuse, eating disorders, and self-harm. Our goal is to help students live effective, responsible, and satisfying lives. We value and respect the privacy and diversity of each campus community member and endeavor to help them feel confident in making informed decisions which will enhance the quality of their lives.

A wellness philosophy serves as the foundation for all services and programs. Wellness helps students be more responsible for their lives and understand the factors that affect their well-being. Students are at a greater risk when they meet demands and challenges without informed and reflective decision-making. In order to help our campus community maintain a healthy balance in life and a success in academic, vocational, and personal goals, best practices in counseling, support, and referral services are available. 540-665-4530

<https://www.su.edu/health-wellness/counseling-center/>

## **STUDENT AND PROFESSIONAL ORGANIZATIONS**

Student organizations within the School of Nursing are designed to support students at each level, facilitate community volunteer activity, encourage professional development and scholarship, and participate in pinning/hooding ceremonies 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 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)

### **Student Nurses Mentors**

Shenandoah University Nursing Mentors pairs current nursing students with incoming nursing students. Their goal includes guiding first-year nursing students in successfully navigating the SU nursing program.

### **SIGMA Nursing Honor Society - Rho Pi Chapter**

Shenandoah University School of Nursing is pursuing excellence in nursing through the establishment of Rho Pi Chapter of Sigma. The society follows the bylaws and purposes of Sigma. The Sigma Rho Pi Chapter at Shenandoah University was chartered on 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 is orchid.

Sigma 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. Sigma's mission is: developing nurse leaders anywhere to improve healthcare everywhere. Sigma's vision is: connected, empowered nurses transforming global healthcare.

Membership is by invitation and/or application for SU junior and senior baccalaureate, graduate nursing students, and community leaders 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 members are invited to join this chapter. Website: <https://www.sigmanursing.org>

### **Nurses Christian Fellowship (NCF)**

Nurses 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.

Website: <https://ncf-jcn.org/>

### **Shenandoah University Fundraising Policy For Events On and Off Campus**

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 for SU (or designee). Non-student and non-Shenandoah-related individuals and organizations may not sell or solicit on Shenandoah University property without permission from the director of student engagement. Door-to-door solicitation is prohibited.

Any authorized sales, solicitations, and fundraising activities are subject to applicable Shenandoah University regulations and local, state, and federal laws. Requests may be approved for a specific area on campus or for pre-approved off-campus-locations. No solicitation shall interfere or conflict with the mission of the

Shenandoah University. Any profits derived from sales, solicitations, 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.

## **GRADUATION AND LICENSURE**

### **Application to Graduate**

All students must apply for graduation even if they have no plans to attend the commencement ceremony and/or the School of Nursing Pinning Ceremony. Graduation application 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 applying for graduation. Cap and gown are included at no charge and ordered at the time of application.

Students may check deadlines for graduation applications on the university calendar for the semester of intended program completion. Application for graduation is completed on Hornet Hub.

Commencement is held once per year in May. The pinning ceremony for nursing is held in May and in December. Upon completion of the program, transcripts are released by the Registrar.

### **Registered Nurses Licensure – Undergraduate 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. The cost of application for testing and license varies from state to state and may cost as much as \$600. Many states may require a criminal background check and fingerprinting prior to granting approval to take the exam. The guidelines are set forth by each state Board of Nursing.

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

- Apply for a Shenandoah University diploma by the stated deadlines
- 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
- Successfully complete the required curriculum of nursing
- Be certified for graduation.

#### **Legal Limitations of Licensure**

The practice of nursing is regulated by state laws. Questions concerning licensure in a specific state should be directed 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:

- 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 the 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.

*(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 licensure exam as well as receive the RN licensure. This also applies to those seeking licensure as an APRN (Advanced Practice Registered Nurse). Nursing regulations and laws for Virginia are located in the guidance document **90-55 Criminal Convictions** which provides a more complete list at:

<chrome-extension://efaidnbnmnnibpcajpcglcleftmkaaj/http://www.dhp.virginia.gov/media/dhpweb/docs/nursing/guidance/90-55.pdf>

### **School of Nursing Pinning Ceremony**

Pinning is an ongoing tradition in the nursing profession. Upon completion of an undergraduate nursing program, graduates may purchase a pin that represents the School of Nursing (School of Nursing). The School of Nursing continues this long-standing 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 a significant part of academic regalia for the graduation ceremony.

- 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.
- The ceremony is held for graduating undergraduate students twice a year in May and December.

- SU School of Nursing pins are purchased by senior undergraduate nursing students and are optional. Orders and purchases are placed with the bookstore company representative who makes campus visits at the beginning of the fall and spring semesters that the students graduate.
- *Academic Regalia* is worn by all graduating students, at the pinning ceremony. Regalia is ordered through the SU Bookstore at no charge to the student. Sigma Honor Society for Nursing “Honor Cords” and NSNA and Mentor 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.
- The printed program for the ceremony is prepared by the School of Nursing.
- The keynote speaker for the ceremony is invited and/or designated by the Dean of the School of Nursing.
- Students will be pinned by the Dean of the School of Nursing or his/her designee.
- 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 the event.

### **History of 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’s degree nursing pin in the early 1980s.

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

### **School of Nursing Honors and Awards**

Honors and awards are made during the Pinning/Hooding Graduation Ceremony for the School of Nursing. Recipients are selected by the School of Nursing Faculty and Dean.

#### **The James R. and Mary B. Wilkins Nursing Award**

*(Awarded annually in May)*

Mr. and Mrs. Wilkins were long-time benefactors of Shenandoah University. Mr. and Mrs. Wilkins 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 School of Nursing in May

#### **The Mary Henkel Undergraduate Academic Excellence Award**

*(Awarded biannually in May and December)*

Mrs. Mary Henkel was a longtime 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**

*(Awarded biannually in May and December)*

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 Outstanding Undergraduate Award**

*(Awarded biannually in May and December)*

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:

- Holds a GPA of 3.25 or higher

- Selected by the Dean of the School of Nursing with input from the undergraduate 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 in 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 graduate or undergraduate nursing student who most exemplifies the qualities of statesmanship and activism on behalf of the nursing profession.
- Holds a GPA of 3.25 or higher

### **The Spirit of Nursing Award**

*(Awarded biannually in May and December)*

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**

*(Awarded biannually in May and December)*

- Awarded to the undergraduate nursing student who best demonstrates exceptional service to the school of nursing, the university, and the community.
- Holds a GPA of 3.0 or higher

## Appendix A

### Student Exam Item Inquiry

**Submit to faculty within 3 days of exam review**

**Student Name:** \_\_\_\_\_ **Course/Exam** \_\_\_\_\_

**Item #** \_\_\_\_\_

Provide rationale as to why an item or key is incorrect (provide 1 source from within the materials provided for the course; use quotations or paraphrase and provide enough information to allow your faculty member to locate the reference either in PowerPoint, the cited text, or other course materials). Faculty will respond within 10 days of receiving the exam item discussion form.

PLEASE NOTE: Exam review is an opportunity to participate in academic discussion. Therefore, informal email and/or verbal challenges will not be acknowledged or considered. This form must be thoughtfully completed, using a high standard of professionalism.



**Appendix B**  
**Undergraduate Writing Standards**

<b>Plagiarism Check Submitted (turn-it-in)</b>		<b>Y/N</b>
<b>PART I INTRODUCTION</b> o Addresses the purpose of the report o Provides overview of topics to be covered		10
<b>PART II Content</b> o Adequately answers all prompts from assignment directions		60
<b>PART III SUMMARY</b> o Summary is clear and concise. o Synthesis, not restatement of information already present		10
<b>Part IV APA Mechanics &amp; Formatting</b>		20
o Meets page requirements for paper with appropriate font. (Calibri, Arial, Times New Roman) Uses consistent font throughout the paper		2
o Document is correctly formatted o Double spaced with no blank pages o Margins, indentations correct o Pages numbered correctly (top right)		2
o Spelling, grammar, punctuation, sentence and paragraph structure correct		5
o Language appropriate and internally consistent throughout		1
<b>Title Page Correct</b> Course Number and Name, Student(s) Name(s), Professor Name		1
<b>Headings are Correct</b> o Level I and II headings are correct o Do not occur back to back or as last line of a page		1
<b>References &amp; Reference Page</b> o Author information cited correctly within body of paper o Author information cited correctly on reference page o Reference list on separate page o Reference list in alphabetical order using appropriate format o Publication information cited correctly and includes the DOI number o References cited in paper are cited on reference page o References cited on reference list are cited in the paper o No references older than five years without permission.		8
<b>Comments</b>		
<b>TOTAL POINTS</b>		

### Appendix C

Shenandoah University School of Nursing:

#### Professional Behavior and/or Safety Policy Violation Documentation Form

Document may be completed by hand or electronically.		
STUDENT NAME:	Violation 1 2 3 (CIRCLE NUMBER)	
FACULTY NAME:	ADVISOR/OBSERVER	
<b>Situation Type:</b> Indicate professional behavior, safety or both.	Professional Behavior	Safety
<b>Background</b> (Describe Situation)		
<b>Assessment</b> (Specific Performance expectations and/or Policies not being met)		
<b>Recommendations</b> Actions to be taken for improvement(adherence to policies, support services (tutoring, return to CLL, wellness).	Recommendation:	
	Consequences of not complying with recommendations:	
	Date to improve performance by:	
<b>Signature: Faculty:</b>		<b>Date:</b>
<b>Signature: Student:</b>		<b>Date:</b>
<b>Signature: Advisor/Observer:</b>		<b>Date:</b>
This form documents situations related to professional behavior and/or safety. Student signature indicates receipt of this information only and does not imply agreement with what is written on the page. Failure of the student to sign this documentation constitutes continued unprofessional behavior and is subject to additional violations. Faculty should place the signed copy of this form in the student file and forward a copy to the Program Director or Associate Dean of Undergraduate Nursing Programs. Refer to <b>Professional Behavior and Safety Policies</b> located in the <i>SON Student Handbook</i> as needed.		
<b>Program Director Follow Up:</b>		

**Appendix D**

**SHENANDOAH UNIVERSITY  
Eleanor Wade Custer School of Nursing  
BSN Program**

**RETURN TO CAMPUS LEARNING LAB (CLL)**

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

\_\_\_\_\_ was unsuccessful in performing the following skill(s): \_\_\_\_\_.

According to established CLL criteria in the School of Nursing student handbook, the student must return to the CLL to repeat the skill(s) satisfactorily before returning to clinical. Skill(s) may not be performed in the clinical area until successfully performed again in CLL. Scheduling this appointment is the responsibility of the student.

Clinical Faculty Signature: \_\_\_\_\_

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

CLL Faculty Signature: \_\_\_\_\_

Date of Successful Completion of Skill: \_\_\_\_\_

CLL Coordinator Signature: \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_ (upon successful completion)

Comments:

## Appendix E

### MINIMUM COMPUTER REQUIREMENTS

#### Computer Requirements for Distance Learning



To participate effectively in Shenandoah University's distance learning courses, you must have full access to a reliable laptop/desktop connected to the Internet. You will require full administrator permissions to use, change configurations and install programs on the laptop/desktop. Specific courses may have additional requirements and students should refer to the syllabus.

**Computer Hardware Requirements:** Your computer and communications hardware should **meet or exceed** the following requirements:

To participate effectively in Shenandoah University's distance learning courses, you must have full access to a reliable laptop/desktop connected to the Internet. Specific courses may have additional requirements and students should refer to the syllabus.

Computer Hardware Requirements		
	Windows	Macintosh
<b>Operating system</b>	Windows 10	Latest Mac OS X 10.14 or higher
<b>Processor</b>	Intel Core i3 processor or better	Intel Core i3 processor or better
<b>Memory</b>	8GB or more	8GB or more
<b>Networking Hardware</b>	Wired or Wireless connection	Wired or Wireless connection
<b>Audio/Video</b>	Webcam, Audio, and Microphone	Webcam, Audio, and Microphone

#### Computer Software & Services Requirements (Windows or Macintosh)

<b>Internet Service</b>	High Speed DSL, Cable, or Wireless (satellite connection not recommended) Test your internet connection speed at <a href="http://pccpitstop">pccpitstop</a> Recommended speed at least 3Mb per second.
<b>Internet Browser</b>	Latest version of Firefox, Chrome or Safari
<b>SU Mobile App</b>	Mobile App for smart phones & tablet
<b>Office Suite</b>	Microsoft Office Suite (Provided for full time students)
<b>Browser Configuration</b>	Must support JavaScript, allow cookies and popup blocker must be turned off.
<b>Media Player</b>	Windows Media Player, QuickTime Player or VLC

2020-2021

- Your internet connection may vary depending on where you live, what type of internet connection you have, and your internet provider. If your internet connection is slower, you may still use SU features, however, you may encounter difficulties when loading pages, audio video playback may be choppy and downloading/uploading assignments may take longer, especially during peak usage times.
- Additional software may be required by your individual program. Students will be notified by their faculty if this is the case.

If you have any questions regarding Shenandoah University's computer recommendations please contact our IC Help Desk at [helpdesk@su.edu](mailto:helpdesk@su.edu) or 540-665-5555.

## Appendix F

### American Nurses Association Code of Ethics

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* (2015):

- Provision 1     The nurse practices with compassion and respect for the inherent dignity, worth, and unique attribute of every person.
  
- Provision 2     The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
  
- Provision 3     The nurse promotes, advocates for, and protects the right, health, and safety of the patient.
  
- Provision 4     The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
  
- Provision 5     The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.
  
- Provision 6     The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
  
- Provision 7     The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
  
- Provision 8     The nurse collaborates with other health professionals and the public to protect human rights, promotes health diplomacy, and reduce health disparities.
  
- Provision 9     The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.