SHENANDOAH®
UNIVERSITY
Eleanor Wade Custer School of Nursing

Student Handbook
Graduate

2026 - 2027

Table of Contents

MISSION and GOVERNANCE 6
- Mission 6
- Vision Statement 6
- Philosophy 6
- Inclusion, Diversity, and Equity 6
- Program Outcomes 7
  - Master in Nursing Program Outcomes 7
  - Family Nurse Practitioner Specialty Track Outcomes 7
  - Nurse-Midwifery Specialty Track Outcomes and Philosophy 7
  - Psychiatric Mental Health Nurse Practitioner Specialty Track Outcomes 8
  - Doctor of Nursing Practice Program Outcomes 8
- Course Catalogs 9
- Program Accreditation 9

ADMINISTRATIVE POLICIES 10
- Policy Against Discriminatory Conduct And Bias 10
- Shenandoah University's Non-Discrimination Statement 10
- Sexual Harassment Policy 10
- Student Academic Appeals Procedure 10
- Student Complaint Policy 10
- Student Representation on School of Nursing Committees 11
- Technical Performance Standards for Nursing 11
- University Inclement Weather Policy 13
- Privacy Policy for Distance Education Students 13

EXXAT/PRISM DATA SOFTWARE PROGRAM 14

REQUIRED DOCUMENTATION/ COMPLIANCE 15
- Nursing Health Records and Immunizations 15
- Health Insurance 17
- CPR Certification 17
- Licensure for Registered Nurse (RN) Students 17
- Criminal Background Check and Urine Drug Screening 18
  - Urine Drug Screening 18

ACADEMIC AND PROGRESSION POLICIES 20
  - Graduate Courses for Transfer Credit 20
- Graduate Grading Scale 20
- Grading Criteria 20
- Course Progression 21

Reassessment Policy & Procedures 21
Administrative Removal 23
Incomplete Grades 23
Dropping a Course 23
Withdrawal from a Nursing Course 24
Curriculum Program Change Process 24
Graduate Request to Study Elsewhere 25
Academic Hiatus from a Nursing Program of Study 25
Program Withdrawal 26
Medical Withdrawal 26
Degree Completion Time Frame 26
DNP Evidence-Based Project 26
Interprofessional Education & Collaboration (IPEC) 26
Written Assignments 27
Dual Proctored Secure Exam and Testing Procedures 27
Missed Exams 28
Calculators in Exams 28
Course, Faculty, and Program Evaluation 28
Student Academic Appeals Procedure 28
Student Change of Address and Relocation Policy 29
Student Complaint Policy 29
DISTANCE LEARNING 29
Classroom and Lab Zoom Sessions: Student Expectations 29
Dual Proctoring Secured Testing 30
PROFESSIONAL BEHAVIOR AND SAFETY POLICY 31
Professional Language/Respectful Communication 31
Civility in Relationships 31
Academic Integrity 32
Time and Attendance 32
In-Class/Lab/Clinical Behavior 32
Utilization of Electronic Devices 32
Substance Abuse 33
Professional Attire 33
Treatment of SON Facilities and Equipment 33
Patient Safety 33
HIPAA Confidentiality and Patient Privacy 33
Nondiscrimination 35

Violation of the Professional Behavior and Safety Policy 35
School of Nursing Communication and Problem-Solving Procedure 37
CLINICAL EXPERIENCE 37
Facilities Used for Clinical Experiences 37
Clinical/Practicum Attendance and Illness 38
Responsibilities to and Within All Clinical Facilities/Sites 39
Malpractice Insurance 41
Student Transportation 41
Bloodborne Pathogen Student Exposure Policy and Procedure Policy 42
Pregnancy 44
Graduate Student Professional Dress Requirements 44
TECHNOLOGY IN NURSING 45
Minimum Computer Requirements 45
Internet Access 45
Ethical Use of Technology 45
Communication and Technology Access in Nursing 45
Handheld Device Policy 45
Social Networking Policy 45
American Nurses Association (ANA) Tips for Nurses Using Social Media 46
STUDENT SUCCESS AND SUPPORT SERVICES 47
Academic Advising 47
Accommodations of Persons with Disabilities Policy 47
Student Support Services 47
ADA and Nursing Performance Standards 48
Counseling Center 48
STUDENT AND PROFESSIONAL ORGANIZATIONS 49
SIGMA Nursing - Honor Society of Nursing - Rho Pi Chapter 49
Virginia Council of Nurse Practitioners (VCNP) 49
Virginia Association of Doctors of Nursing Practice 49
Nurses Christian Fellowship (NCF) 50
GRADUATION AND LICENSURE 50
Application to Graduate 50
National Certification Exam and License - Graduate Students 50
School of Nursing Graduation Ceremony – Hooding 51
School of Nursing Honors and Awards 51
Graduate Awards 51
Advanced Practice Awards by Specialty 52

School of Nursing Awards 53
APPENDIX A 54
American Nurses Association Code of Ethics 54
APPENDIX B 55
Professional Behavior and/or Safety Policy Violation Documentation Form 55
APPENDIX C 56

SHENANDOAH UNIVERSITY
Eleanor Wade Custer School of Nursing

MISSION and GOVERNANCE

2026-2027

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.

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/

Program Outcomes
Master in Nursing Program Outcomes
Graduates of the Master's track will be able to:
1. Synthesize knowledge and clinical judgment appropriate for individual programs of study and the advancement of nursing.

2. Apply ethical principles and evidence-based practice consistent with the inclusive, high-quality, safe, and compassionate delivery of healthcare.

3. Demonstrate, through competency-based evaluation, the delivery, management, health policy process, and leadership of nursing, healthcare, and population health at the advanced level of nursing.

4. Construct a sustainable professional advanced nursing identity and practice that reflects compassionate, holistic, and wellness-focused patient-centered care for diverse populations.

Family Nurse Practitioner Specialty Track Outcomes

Graduates of the FNP program will be able to:

1. Synthesize evidence-based practice, clinical guidelines, and clinical judgment to improve the quality of clinical practice in diverse populations with consideration for social determinants of health.

2. Apply ethical, cultural, legal, and social factors that influence access, equity, quality, and cost-effectiveness to advance nursing practice.

3. Demonstrate, through competency-based evaluation, the delivery, management, health policy process, and leadership of advanced practice nursing and population health in primary care settings.

4. Create interprofessional dialogues and utilize healthcare technologies to optimize clinical decision making and evidence-based practice to support and strengthen patient outcomes.

5. Construct a sustainable professional family nurse practitioner identity and practice that reflects compassionate, holistic, and wellness-focused patient-centered care for diverse populations.

Nurse-Midwifery Specialty Track Outcomes and Philosophy

Graduates of the NMW Program will be able to:

1. Synthesize evidence-based practice, clinical guidelines, and clinical judgment to improve the quality of clinical practice in diverse populations with consideration for social determinants of health.

2. Apply ethical, cultural, legal, and social factors that influence access, equity, quality, and cost-effectiveness to nurse-midwifery practice.

3. Demonstrate, through competency-based evaluation, the delivery, management, health policy process, and leadership of advanced practice nursing and population health in nurse-midwifery care settings.

4. Create interprofessional dialogues and utilize healthcare technologies to optimize clinical decision-making and evidence-based practice to support and strengthen patient outcomes in all nurse-midwifery care settings.

5. Construct a sustainable professional nurse-midwifery identity and practice that reflects compassionate, holistic, and wellness-focused person-centered care for diverse populations.

Philosophy - The philosophy of the nurse-midwifery program is in accordance with that of the American College of Nurse-Midwives (ACNM) and the Eleanor Wade Custer School of Nursing. The goal of the program is to prepare our students to provide safe, ethical, beginning nurse-midwifery care throughout the lifespan for a diverse patient population with varied needs. Graduates synthesize evidence-based knowledge and experience

within established standards to provide equitable person-centered health care. This care includes primary care, gynecologic care, antepartum and peripartum care, as well as care of the newborn and facilitates the active participation of the individual as well as their family. Graduates use a collaborative and collegial interdisciplinary approach to secure optimal outcomes and further professional growth. The faculty is committed to developing graduates who are poised to be leaders in the field of nurse-midwifery as well as the nursing profession. Upon completion of the program, graduates are eligible to take the national certification exam.

Psychiatric Mental Health Nurse Practitioner Specialty Track Outcomes

Graduates of the Psychiatric Mental Health Nurse Practitioner Specialty Track will be able to:

1. Synthesize evidence-based practice, clinical guidelines, and clinical judgment to improve the quality of behavioral and psychiatric mental health practice in diverse populations with consideration for social determinants of health.

2. Apply ethical, cultural, legal, and social factors that influence access, equity, quality, and cost effectiveness to advance mental health nursing practice.

3. Demonstrate, through competency based evaluation, the delivery, management, health policy process, and leadership of advanced practice nursing and population health in mental health care settings.

4. Create interprofessional dialogues and utilize healthcare technologies to optimize clinical decision making and evidence-based practice to support and strengthen patient outcomes in behavioral and mental health.

5. Construct a sustainable professional psychiatric mental health nurse practitioner identity and practice that reflects compassionate, holistic, and wellness-focused patient-centered care for diverse populations.

Doctor of Nursing Practice Program Outcomes

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

1. Synthesize theoretical knowledge and clinical judgment for the design of evidence-based and systems-based practice for diverse populations.

2. Analyze ethical principles and evidence-based practice consistent with the inclusive, high-quality, safe, and compassionate design of healthcare.

3. Integrate, through competency-based evaluation, the design, management, and leadership of evidence-based practice efforts in policy, practice, interprofessional collaboration, population health, and healthcare technology.

4. Construct interprofessional dialogues and maximize healthcare technologies to optimize leadership of systems-based and evidence-based practice.

5. Develop a sustainable professional nursing identity and perspective which reflects critical thinking, accountability, scholarship, advocacy, and dissemination.

Course Catalogs
Graduate curriculum as well as course descriptions can be found in the academic catalog located on the university website.

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

The Nurse Practitioner (NP) programs and program objectives are based on the **National Organization of Nurse Practitioner Faculties** (NONPF) Nurse Practitioner Role Core Competencies (2022).

American College of Nurse-Midwives (ACNM)
The nurse-midwifery program is accredited by the Accreditation Commission for Midwifery Education. Persons wishing to contact ACME may do so at Accreditation Commission for Midwifery Education, 8403 Colesville Road Suite 1550, Silver Spring, MD 20910-6374 https://midwife.org/

ADMINISTRATIVE POLICIES

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

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/

Sexual Harassment Policy

The School of Nursing supports the sexual harassment policy of Shenandoah University.

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 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 Academic Catalogs for the procedure for this policy.
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/

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 as non-voting members on the Student Affairs Committee, Graduate Curriculum Committees, Faculty Search Committee and University Academic Integrity committee. Any student who wishes to serve on one of these committees must be enrolled in nursing courses.

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.

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.

The 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 the 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 throughout their program of study. 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 Plan 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.

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

Privacy Policy for Distance Education Students

Shenandoah University will make every attempt to protect student privacy with respect to online activities. Distance Education students must recognize, however, that the university administration uses analytic data (such as "cookies" or usage statistics) to ensure that systems function well and that some student activities in distance courses may be recorded for later use. Some instructional technology systems used by the university provide faculty with student usage information such as page views and time spent engaging in online activities.

In order to keep communications between faculty and students private, the university provides access to a FERPA-compliant encrypted email service. The content of such messages will not be disclosed to parties

outside the university except as required by law. Student email accounts are only managed to the extent necessary to ensure adherence to university use policy or as required by law. Analytics are used to track user behavior on university websites, but this information is for internal university use only. Similarly, network traffic is only analyzed for the purposes of keeping systems operational and to ensure compliance with university policy or law. External software vendors that provide services to the university will be required to keep student information secure.

For further information, see the Academic Catalogs for the Policy for Distance Education Students.
https://www.su.edu/academics/academic-resources-information/undergraduate-and-graduate-catalogs/

EXXAT/PRISM DATA SOFTWARE PROGRAM

Exxat/Prism 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, student records, clinical evaluation tools, and selected clinical related surveys.

Graduate Student Responsibilities:

- Upon acceptance into the nursing program, the student will receive an email from Exxat/Prism with a link to set up an account.
- The students will receive Exxat/Prism training and will have access to tutorials through Exxat.
- The student must complete all sections of Student Compliance.
- The following documents must be uploaded into Exxat: CPR certification, all RN licenses, Health Insurance, Immunizations, HIPAA and OSHA course certificate, and graduate certificate of understanding. This information must be kept current.
- Students must complete an accurate patient and time log for each day at a clinical site.
- All clinical patient logs and time logs must be completed by Sunday at 11:59 PM for the previous week.
- Completion of the clinical documentation will be reflected in the course participation and clinical grade. Failure to complete the required Exxat/Prism documentation in a timely manner may result in failure of the course.
- At the end of the semester, the student will provide the faculty with a completed Verification of Clinical Hours form time log that has been signed and verified by the clinical preceptor.
- **At any point during the semester, if a student has missed 2 consecutive due dates for Exxat/Prism notes, the student will not be allowed to continue going to clinical until these notes are completed and they received approval to return to clinical by faculty.**

All nursing students are required to keep all documents and immunizations current in Exxat/Prism at all times and are encouraged to keep a personal copy of all records. Reminders are sent through this system via email prior to the expiration of School of Nursing required documents.

No student will be permitted to go to any clinical sites or attend courses until all requirements are properly documented in Exxat. The final clearance for approval to begin clinical practice will be from the Program Director.

Exxat/Prism for Graduate Student Clinical Experiences
The Exxat/Prism software system is also used for all graduate advance practice nursing students as a clinical patient encounter tracking system. It includes comprehensive patient encounter logs, and reports, a fully featured evaluation and survey component for assessments, a clinical site database, and more. Students must report their clinical experiences and complete clinical site evaluations. Students may also use the system to build a portfolio of clinical experiences which will be beneficial when searching for employment following graduation.

As a policy, *graduate students* are required to use the Exxat/Prism program to document individual patient encounters with the requested information.

All clinical course syllabi will include the student's responsibilities for Exxat/Prism usage.

Faculty Responsibilities:

- Faculty will review all patient logs and time log entries to determine that the student is fulfilling necessary clinical hours and are provided exposure to a variety of patients in the clinical site.
- Faculty will review all patient logs and provide individualized feedback on at least 10% of logs. During clinical conferences, faculty will provide aggregate feedback to students.
- Faculty will review student self-assessment and preceptor feedback prior to providing the faculty evaluation of student clinic performance in each student's Clinical Evaluation Tool (CET).

REQUIRED DOCUMENTATION/ COMPLIANCE

Nursing Health Records and Immunizations
All students admitted to the School of Nursing must provide evidence of required immunizations prior to the applicable date set forth by the School of Nursing. Students who fail to provide these documents before the deadline will not be allowed to attend classes, laboratory sessions, or clinical rotations. 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) uploaded to Exxat/Prism. The Health/Physical form is available on the university website under the Wilkins Wellness Center - SU Health Form

IMPORTANT NOTE: Healthcare 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 Exxat. Include your student ID number on each page. The required documentation includes:

- A two-step TST/Tuberculosis (PPD), TB QuantiFERON, or T-spot is required for the initial immunization. If doing a TST/TB (PPD) the second TST must be implanted within 7-21 days from the first test/reading.
- Yearly TB screenings should be a QuantiFERON TB Gold test within the last year.

- 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) 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) or two dose Heplisav-b, positive titer or signed waiver
- Two MMR (measles, mumps & rubella) vaccinations or a positive titer (blood test to prove immunity)
- Two Varicella (chicken pox) vaccinations or a positive titer.
- Current influenza vaccination after October 15 for current flu and academic year updated annually.
- A complete physical examination.
- Vaccine Exemptions - Informed Consent All students who have an exemption or have been denied an exemption must sign the form.

Academic programs in or related to the health professions, including but not limited to nursing, pharmacy, physician assistant, athletic training, physical therapy, and occupational therapy programs (each a "Program") require students to complete clinical hours and/or a clinical experience in order to complete a Program at Shenandoah. Clinical hours and clinical experiences are "hands-on" and/or "experiential" activities related to a Program ("Clinical Hours") and are performed at hospitals and health systems, doctors' offices, and other sites with activities related to a Program's subject matter ("Clinical Sites").
Clinical Sites are not under the control of Shenandoah and create and enforce their own policies and health requirements, including vaccinations ("Health Policies"). Students must comply with a Clinical Site's Health Policies to participate at that site. A student whose Program requires Clinical Hours and who does not meet a site's Health Policies is not guaranteed placement at that or any other Clinical Site due to noncompliance with a site's Health Policies. Students unable to participate at a Clinical Site or complete Clinical Hours due to noncompliance with a Clinical Site's Health Policies carries substantial risk that the student will not complete a required component of a Program, and may result in Program interruption, delayed graduation, or the inability to complete or continue the Program.

Possible 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

Shenandoah University may grant a request for a medical or religious exemption to one or more of the immunizations. Students in the Health Care Programs or any other Shenandoah University program that requires clinical or experiential training, including musical therapy ("Clinical/ Experiential Programs"), should be aware that if Shenandoah University grants the student's request, it cannot guarantee Shenandoah University 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 will need to meet with their Program Director and review and sign the Informed Consent Form.

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

Please make copies of all health records for yourself.
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.

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.

It is the responsibility of the student to maintain health insurance coverage throughout their program of study.

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/Prism once completed. If the CPR recorded in Exxat/Prism 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.

Licensure for Registered Nurse (RN) Students
All RNs entering the graduate programs will show evidence of current, unrestricted licensure in the state of their clinical placement which could be a compact state license upon entry into the graduate programs. The current license must be on file at all times. Students can upload and record updated licenses in Exxat. All RN students enrolled in the graduate programs must have a current unencumbered RN license recorded in the SON at all times.

All graduate students placed in clinical sites in other states that are not participating in the multi-state compact will be required to be licensed in the state of that clinical experience.

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 have a negative 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 to 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 or 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 a week of creating your e-passport at the background and drug screening company, this may result in disciplinary action up to and including rescinding 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. Negative reports will be kept in Exxat.

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 is obligated to notify the Board of Nursing in Virginia and/or respective state.

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 School of Nursing.

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 3rd and final screen. If the 3rd 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 3rd 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 the School of Nursing.

If further interpretation proves the results are positive, the MRO will notify the student 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 rescinding 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 submit 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.

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

Graduate Courses for Transfer Credit

Graduate applicants may transfer up to two (2) non-specialty courses completed within a timeframe of five (5) years from a regionally and nursing accredited institution into the graduate program.

Post-Master's Certificate and Post-Master's Doctor of Nursing Practice applicants may transfer up to three (3) credit hours of courses into the graduate program within a timeframe of five (5) years from a regionally and nursing accredited institution. Courses for transfer credit are evaluated on an individual basis following application to a specific graduate track.

Postgraduate FNP, PMHNP, or NM Certificate applicants must provide evidence of successful completion of a Master of Science in Nursing degree from a nursing and regionally accredited institution and the necessary clinical hours. Additionally, students must provide graduate level courses in advanced physical assessment, pharmacology, and pathophysiology courses with a grade of "B" or better within the past five (5) years. The exception would be actively practicing advanced nurse practitioners. Transferring physical assessment courses may require demonstrating mastery of course-related assessment skills.

Graduate Grading Scale

Graduate	
Percent Range	**Letter Grade**
90% - 100%	A
80% - 89%	B
70% - 79%	C – Failing Grade
Less than 70%	F – Dismissal from the School of Nursing

Grading Criteria

Grading Criteria at the graduate level is according to the following guidelines:
Pluses and minuses are not applied to the grades.
Students must achieve a minimum average of 80% on objective assessments including quizzes and tests ((NOT OPEN BOOK QUIZZES) in a course before any other assignments are factored into the final course grade (irrespective of the Canvas-calculated grade). For example, if a student has a weighted average grade of a 78% on the objective assessments (tests, quizzes, and final exams – not including open book quizzes) and then has a 94% on each SOAP note, the student will not pass the course, as a SOAP note or presentation is NOT considered an objective assessment.The prioritization and minimum requirement for competency demonstration on objective assessments is grounded in the need for graduates to be able to demonstrate content on a national certification exam at completion of the program. The objective assessments throughout the program support individual student preparedness for these exams.

Any grade involving numerical fractions is rounded automatically by Canvas in standard rounding format. Please note, however, the FINAL grade will not ever be rounded IF a minimum grade of 80% is not achieved in the objective assessments. For example: A final grade of 91.6 could get a 92%. Final grade of 89.8 could receive a 90%. BUT, a final grade of 79.7 will receive a 79% and will not pass the course.

Course Progression

- Graduate students must maintain a minimum of 3.0 cumulative GPA, meaning that all courses must be completed with a minimum grade of B or better.
- Students must earn a final grade of "B" or better in all courses to progress.
- A "C" in a course must be repeated for a "B" or better.
- Only one repeated course can be applied toward the degree. A second course with a grade of less than "B" will result in dismissal.
- Graduate students who do not earn a "B" or better in a specialty course (those courses start with the prefix NP, PMH, and NM) may not progress to the next specialty course, be it didactic or clinical.
- Course grades of "F" are unacceptable in the graduate program. A grade of "F" cannot be repeated, and the student will be dismissed from the program.
    - If a BSN to DNP student receives a grade of "F" in a DNP course, the student will be dismissed from the DNP program. The student may apply for and be considered for transfer to the MSN track if the student meets the program track and cumulative GPA admission requirements. This request must be approved by the Program Director and the Associate Dean of Graduate Programs. (See procedure for curriculum change)
- Students entering the Shenandoah University graduate nursing program through joint program initiatives with other universities must be in good academic standing and professional standing at the degree granting institution prior to beginning the Shenandoah University graduate program. All applicants will need to apply through the Shenandoah University admissions platform.
- Students re-entering the graduate program following an absence of greater than three sequential academic terms must reapply to the university and the SON. The student may be required to repeat previous core courses.
    - If readmitted and the student is repeating a previous course earning a "C", withdrawal from the repeated course will not be permitted.
- Students dismissed from the graduate 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.
- 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.

Reassessment Policy & Procedures

The Eleanor Wade Custer School of Nursing is committed to facilitating the professional development of students. Professional development and progression through the curriculum is a partnership between students and faculty. Reassessment is a means for facilitating learning to pre-specified competency levels.

Definition:
In this policy reassessment, reassess, and major objective course assessment are defined as:

Reassessment: the process by which the student reassesses
Reassess: retaking a major objective course assessment after an original-posted non-passing course grade
Major objective course assessment: any objective course assessment (exam) that accounts for 15% or more of final objective course grade

Reassessment Philosophy:
The faculty recognizes there are times when extenuating circumstances may compromise the performance of a student in otherwise good standing on a specific course assessment. Reassessment provides the opportunity for a student who on rare occasion may not pass a course due to poor performance on a single assessment to retake this assessment.

The primary goal of reassessment is to provide students with an opportunity to demonstrate that they have attained requisite course-specific knowledge, skills, and/or abilities. Consistent with this goal, students who meet the criteria described below under "Reassessment Eligibility" may retake or resubmit a single major course assessment. Overall, reassessment allows students to improve upon their deficiencies before progressing to the next semester of the curriculum. The SON recognizes that since classes are only offered once a year, poor performance in one course results in delay of plan of study progression. Program progression requires mastery of the content by the student.

Reassessment Eligibility & Criteria:
Reassessment is applicable to all graduate nursing courses except experiential courses, including clinical experiences. In the case of an absence, the School of Nursing attendance policy supersedes the reassessment policy. Reassessment cannot be used when an unexcused absence leads to missing a major objective course assessment, which results in failing the course. Students will only be given the opportunity to reassess two (2) times during their entire program. Graduate nursing students who earn a non-passing score in a course may be afforded a
reassessment opportunity. The student must request reassessment to course faculty within 24 hours of notification of final exam grade. Reassessment requests will be sent to the Program Director and Associate Dean of Graduate Programs by course faculty via email. Program Director will be responsible for keeping track of student reassessments and documents in the student Plan of Study, which will be signed by both student and Program Director and/or program advisor, then uploaded to Exxat. A student will be allowed a one-time attempt at reassessment for a course by this mechanism only if approved by Program Director and Associate Dean of Graduate Programs and the student meets the following criteria:

o A non-passing grade for a single major objective course assessment (exam) that caused the student to earn a failing grade in the course; and
o The student achieved a passing grade on all other major objective course assessments in the course; and
o The student has no more than 2 reassessments while enrolled in SON graduate program-student will not be eligible for reassessment in the same course twice.
Students determined to be ineligible for reassessment based on above criteria will meet with an advisor to adjust their plan of study.

Reassessment Timing:

The reassessment must be completed within 7 days after the student is deemed eligible for reassessment. Reassessment must be completed no later than the start of the following semester, if the course reassessment will impact progression of the program. If the reassessment occurs after final grades are due for the semester at the university level, students will receive an Incomplete ("I"). If the student does not complete the reassessment by the agreed upon date, then the student's original grade will remain as final grade prior to receiving an incomplete.

Format & Grading:
The format of the reassessment will occur in the same format as the original assessment. If the student successfully completes the reassessment, the new grade for assessment will take the place of the original grade for that particular assessment and final objective grade will be recalculated. If the student is unsuccessful and the newly calculated final grade remains <C, the student will need to meet with their advisor to discuss modifications in the plan of study.

Administrative Removal
Any student that is administratively removed from a course or the nursing program will not be permitted to continue to attend class. A notation will be made of the administrative removal on the transcript, and they will be withdrawn from classes.

Incomplete Grades
If, because of illness, emergency, or reasonable cause, a student cannot complete the required work for a course, they may request the assignment of an "I" (incomplete) for the course. If the instructor in the course and the school's dean approve the request, then the student and the instructor shall enter into a written contract for the completion of the course work. This contract is available in the Office of the Registrar. The contract shall stipulate what work is required for completion of the course, the date that the work must be completed (in no case later than one full academic semester after the incomplete is assigned), and the grade to be given if the course work is not completed. 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.

Dropping a Course
Students, in consultation with their advisor and program director, may drop all courses for the semester in which they are formally registered during the University's add/drop period. An Add/Drop Form, signed by the advisor, is required prior to dropping the courses. Dropped nursing courses will not appear on the official transcript but will be recorded in the student's file. Dropping a course will affect a student's academic plan of study and will delay progression and completion. Students will review and sign their new plan of study and upload to Exxat/Prism. Students who drop courses will fill out the University's Academic Hiatus Application and will need to remain compliant with the "Academic Hiatus from a Nursing Program of Study" section of the Graduate Student Handbook. If a student drops or withdraws from their courses their financial aid status may

be impacted. Therefore, students must consult with a financial aid counselor to discuss the financial implications of this action.

Withdrawal from a Nursing Course

- IMPORTANT: *The School of Nursing withdrawal date is different from the university withdrawal date.*
- The School of Nursing withdrawal period ends the Friday after Fall Break and the Friday after Spring Break. During summer sessions, the withdrawal period ends the Monday of week 7 of the session. The School of Nursing will adhere to the university's J-term withdrawal date.
- Following the add/drop period, students, in consultation with their advisor, may withdraw from a nursing course in which they are formally registered. In doing so students must consider the pre/co-requisite relationship to other nursing courses in which they are currently enrolled and also may need to 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.
- Students who withdraw from a course will also be administratively withdrawn from any associated co-requisite courses; in this situation all courses affected are considered 1 (one) withdrawal.
- More than two (2) withdrawals will result in dismissal from the nursing program. Graduate students who withdraw from a specialty course (those courses start with the prefix NP, PMH, and NM) may not progress to the next specialty course, be it didactic or clinical.
- 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.
- Students may withdraw from the same class only once and may repeat that course only once for a successful grade.
- Students may be required to re-demonstrate mastery of prerequisite course, lab, and clinical work including skills prior to being allowed to repeat a course.
- Prior to withdrawal from a course, the student must meet with the course faculty and advisor and documentation of the meeting will be made in the student file.
- Memorandum of Understanding
    - Students who are not achieving competencies (clinical, immersion, simulations, professional behavior) may need to have a Memorandum of Understanding (MOU) outlining the deficit and targeted strategies for meeting competence.
    - MOU use will be implemented after collaboration between faculty, preceptor, or advisor (as applicable) appropriate program director, and the Associate Dean of Graduate Programs. The
    - MOU will become part of the student's permanent academic record. The MOU is utilized in order to assist students in meeting competencies and increasing opportunities for success.

Curriculum Program Change Process

Steps for Requesting a Change

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

- A student petitioning to change a graduate specialty track must meet with their advisor. The advisor verifies the student meets all prerequisite requirements of the new track.

- The student has a current graduate GPA of at least 3.0 and is in good standing (passing) in the current specialty at the time of the petition for change.
- The student makes an appointment to meet collectively with their advisor, the current program director as well as the program director of the specialty track of intent.
- The student submits a formal request in writing along with 3 new letters of reference if the previous letters of reference are more than 2 years old. This request is submitted to the following two individuals:
    - Associate Dean of Graduate Programs
    - Program Director of their new specialty track
- The program director for the requested new specialty track reviews the application and schedules an interview if the student is eligible to enter the new track.
- Upon approval, an electronic curriculum change form is completed, submitted to the Dean for approval, and then forwarded to the Registrar. A copy is placed in the student's file.
- The assigned advisor meets with the student and completes a curriculum plan for the new program track.
- Only one curriculum program or specialty change can be made by a student.

Graduate Request to Study Elsewhere
Once students are admitted into the Shenandoah University graduate nursing program, all nursing courses must be taken within the School of Nursing.

Academic Hiatus from a Nursing Program of Study
As an alternative to withdrawal from the University, students who are in good academic standing and plan to return to the University may apply for only one Academic Hiatus, lasting no longer than 2 full terms per the plan of study and the next offering of the necessary courses. This allows students to maintain their access to their student records, Hornet Hub, and email accounts while they are away. During an academic hiatus, the student's program will remain active but the student will not be classified as enrolled. **Students are required to maintain validation of readiness requirements (license, immunizations, Etc.)** to enable the clinical placement team to continue coordination of future clinical placements. Students considering an academic hiatus should meet with their academic advisor and Financial Aid. Requests for an academic hiatus will be coordinated through the Office of Enrollment and Retention and will require school and program approval as designated by the school's Dean. Re-enrollment after the hiatus will be dependent on the space available in the program.

- The student must repeat the criminal background check, urine drug screen and update their CPR, immunizations, health insurance, and health records to be readmitted to the School of Nursing. A returning student may be required to attend new student orientation. The student may need to demonstrate mastery of previously learned content.

- 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 Graduate Student Handbook.

Readmission after lapsed academic hiatus

- If a student has not returned at the end of the hiatus, or has not maintained validation of readiness requirements, the SON policy is that the student will be dismissed from the SON and must reapply to the program. Readmission is dependent on space availability and other admission applicants in consideration for cohort size. Any student applying for readmission will be required to repeat the

criminal background check, urine drug screen and update their CPR, immunizations, health insurance, and health records to be readmitted to the School of Nursing. The returning student will be required to attend new student orientation and demonstrate mastery of previously learned content.

Program Withdrawal
Prior to withdrawal from the program, the student must meet with their advisor and the program director. If the advisor and program director are the same person, then the student must meet with the program director and the Associate Dean of Graduate Programs. Documentation of the meeting will be placed in the electronic student file.

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

Graduate

MSN	10 terms
Post-Graduate NP or NMW (Non-NP) taking 3'P's at SU	10 terms
Post-Graduate NP	7 terms
Post-Masters DNP	10 terms

DNP Evidence-Based Project
Doctoral students are required to complete a scholarly, evidence-based practice project. The DNP Project Guide will supplement this SON Student Handbook.

Interprofessional Education & Collaboration (IPEC)
Interprofessional Education & Collaboration (IPEC) at Shenandoah University aligns with the mission, vision, and strategic plan of the school.

All graduate nursing students are **required** to participate in at least one IPEC activity per academic year through the Office of Interprofessional Education and Collaboration.

Students may also be required to participate in other interprofessional educational or practice experiences offered to them 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 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.

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.

Written Assignments
Assignments are expected to be submitted on time. Late assignments will result in a 5% per day grade reduction including weekends and holidays. Assignments must be turned in to successfully complete the course, all credit/no credit assignments must be submitted and receive credit.

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

Dual Proctored Secure Exam and Testing Procedures
All School of Nursing exams are administered via Zoom using Examplify and dual proctored and recorded by course faculty or designee.

1. Students will arrive at the virtual class at least 10 minutes early on the designated exam day. Students will have downloaded the exam on Examplify PRIOR to attending class.
2. Students will have two devices - one for Zoom proctoring and one device on which to utilize Examplify to take the exam. In order to provide a view of both the student and the exam-taking device, students will set up the zoom device in a full-screen horizontal view, perpendicular to the testing position, at least one arms' link (approximately 3 feet) away from the student's position.
3. Students will ensure a quiet environment: just as in traditional classrooms, students may NOT have family members, friends, colleagues, other individuals, or pets present (in the same room) with them during exams. [Certified Service Animals are allowed with proper documentation and academic accommodations.] Students may not mute either the device or zoom microphone; the student's audio MUST remain ON during the exam in order to allow the proctor to monitor the testing environment. Once the exam is starting, students may turn down their own volume so that they can not hear the testing environment of other students. Students will remain on camera and microphone throughout the entire exam.
4. Students will utilize the provided password to log in to the exam. Exams are timed (1 minute per question). Exams will be primarily if not exclusively, multiple-choice questions. Students may have a blank sheet and writing device to take notes of concepts or to write themselves reminders. Students may NOT write down questions or exam content. Exams are proprietary and exam integrity is essential. After the exam, each student's paper must be shown to the proctor and then discarded (not kept in digital form).
5. Once students finish the exam, they may use the provided password to complete the exam review. The exam review will include only the questions that the student got incorrect. Exam reviews will be timed (no more than 10 minutes).
6. Once students finish the exam review, the exam must be uploaded in the Examplify App and the student must show the proctor their 'green screen' verifying upload.

7. Students may leave the virtual classroom only after the proctor has dismissed them. Students will return to the virtual classroom at the designated time (provided by the faculty or proctor) to complete the remainder of class for the day.
8. If a student arrives to class late or has failed to download the exam prior to class, the amount of time available to take the exam will be reduced so that the student finishes at the same time as all other students in the class.

Missed Exams
Exams are only offered at the designated time. Exam dates and times are not optional. An alternate exam time will only be offered for unusual or emergency situations. It is the responsibility of the student to communicate with the faculty to make arrangements for any approved exam date/time modifications.

If a student must miss a scheduled exam, notice must be given to the course faculty at least four hours prior to the time of the exam. The quiz/exam may be made up only if the absence is excused. Making up a missed quiz or exam is at the discretion of the faculty.

Documentation as to the reason why the student cannot sit for the test will be required (healthcare provider note, etc.) If the absence is deemed as an excused absence and a make-up exam/quiz is offered, it must be taken within 96 hours of the original exam and at the convenience of the faculty.

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

Calculators in Exams
Students may only use basic function calculators for exams as approved by the instructor. Scientific calculators, smartphones, or other handheld devices are not permitted in testing situations.

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 graduates at one and three years post-graduation. Continued participation in program evaluation after graduation is very important and essential to ensuring ongoing program improvement.

Student Academic Appeals Procedure
The School of Nursing follows the Student Academic Appeals Procedure as stated in the University Academic 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 Academic Catalogs for the procedure for this policy.
https://catalog.su.edu/

Student Change of Address and Relocation Policy
Students must notify the university and program director of any changes to their address or phone number within 10 days of the change. If a student plans to relocate to another city, county, or state while enrolled, it is strongly recommended that they consult with the program director prior to the move. This ensures that the relocation will not impact clinical placements, licensure eligibility, or compliance with program requirements. Relocation may affect a student's ability to attend clinicals or meet program standards, and students are responsible for addressing any challenges that may arise as a result.

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.

The Shenandoah University Student Complaint Policy can be located in the University Academic Catalog.
https://catalog.su.edu/

DISTANCE LEARNING

Classroom and Lab Zoom Sessions: Student Expectations

- Be on time for the class or meeting.Arriving after the class start time will affect participation grades as applicable
- Keep your microphone on mute unless you are talking.
- Close all other apps/programs prior to sharing your screen.
- Remember to look into the camera on your computer and position yourself so that you can be seen.
- Your background and surroundings should be professional and distraction free at all times during the class.
- "Pre-test" your audio and video prior to the class.
- Keep the light in front of you to avoid causing a shadow.
- Remember that you and everything you do is being seen by everyone in the Zoom session.
- What you would not do in a classroom setting, you should not do during a Zoom session.
- Attend all scheduled classes unless prior approval from the faculty.
- Be sure both the Zoom application and your computer are updated and ready for each class. It is recommended that you log in 5-10 minutes early to check updates and connections.

- Students in zoom classrooms, just as in traditional classrooms, are present for the purposes of learning, and may NOT have family members, friends, colleagues, or other individuals present in class with them.Any continued distractions, the student will be asked to leave the session.
- Unprofessional behavior during the Zoom sessions, the faculty will ask the student to leave the session,
- Students should not pause or disable their video or audio connection.
- Any source of background noise must be muted.
- Students should be seated and appropriately dressed as if in a classroom like environment.
- Should a student need to excuse themselves during the session, the faculty should be notified via the Zoom private chat link.
- Students should not engage in text/chat messaging with others during the session, unless instructed by the faculty member.
- If the student does not have on their screen, they will be considered as **"not participating"** unless otherwise approved by the faculty and may result in an unexcused absence.

Dual Proctoring Secured Testing
Testing in Examplify with Zoom proctoring
Student Responsibilities:

- Download the exam prior to the exam date.
- Zoom successfully downloaded on a device that you would like to use for exam monitoring.
- Use a laptop, desktop or iPad connected to strong wi-fi to take exams in a private setting.
- Enter the Zoom Room at least 10 minutes before the exam is to begin.
- Ensure all devices are fully charged.
- No hats, hoodies, watches, smart watches, headphones, wired or bluetooth earbuds/pods.
- You are allowed to use foam ear plugs for noise cancellation if desired.
- The password for the exam will be provided by your proctor and you may begin the exam.
- Upon completion, please upload your exam and get the "green screen". Do not shut your computer. At this point, we want you to pick up your iPad and privately chat with the proctor that you have completed the exam. You will show them your "green screen". Once they acknowledge your completion, you will leave the Zoom.

The School of Nursing will emphasize that our dual device zoom-proctored classroom is established as a "least distracting" environment through the following mechanisms: 1) allowing students test in home student-controlled environment, 2) use of foam earplugs, and 3) allowing students to turn down the volume (but not muting the microphone) on their zoom device. If these mechanisms are not suitable for the student, the SON will supports the following options to create the least distracting testing environment by 1) offering the student to come to the SON at either the Leesburg or Winchester campus to take the examination 2) offering the student to go to the university's testing center to complete the examination, or 3) allowing a student to contract an outside proctoring service at their own cost to proctor the student to take the exam during the same time as the scheduled exam.

It is the student's responsibility to control their own personal testing environment to be in compliance with the student responsibilities listed above.

PROFESSIONAL BEHAVIOR AND SAFETY POLICY

Students enrolled at Shenandoah University are accountable to the Shenandoah University 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, (appendix C) 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 professional nurses is to conduct themselves in a manner that exemplifies a health professional which is developed over the course of the program of nursing education. 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 includes electronic communication including social media.

Civility in Relationships
At the Eleanor Wade Custer School of Nursing, we are committed to fostering a respectful, inclusive, and professional learning environment for all students, faculty, and staff. As current and future healthcare professionals, we must uphold the highest standards of civility and respect in our interactions.
The following outlines the expectations for behavior and communication within our school of nursing:
1. Respectful Behavior: All students, faculty, and staff are expected to treat each other with respect, kindness, and consideration. This includes demonstrating courtesy, politeness, and empathy in all in-person, phone, or online interactions.
2. Professional Communication: All students, faculty, and staff must communicate respectfully and professionally, whether in person, over the phone, or online. This includes respectful language, actively listening to others, and engaging in constructive dialogue when addressing differences in opinion or conflicts. This includes avoiding gossip, spreading rumors, bullying, and making impolite remarks or gestures.
3. Inclusive Environment: At the Eleanor Wade Custer School of Nursing, we are committed to creating an inclusive environment that celebrates diversity and values the unique contributions of all individuals. Discriminatory language, behaviors, or actions based on race, ethnicity, gender, sexual orientation, religion, age, disability, or any other characteristic will not be tolerated by students, faculty, or staff. All incidents related to a discrimination violation are processed according to the SU Non-Discrimination and Bias Policy and Procedures.

4. Consequences of Incivility: Incivility will not be tolerated. Students engaging in uncivil behavior will first meet with the faculty member to whom the behavior was reported or experienced the behavior. All participants are encouraged to seek resolution through open and respectful communication. A School of Nursing Administrative team member should be present if mediation is needed. Incidents related to uncivil behavior will be processed according to the SON Professional Behavior and Safety Policy.

By participating in the nursing education program at Shenandoah University, all students, faculty, and staff agree to uphold the principles outlined. We believe fostering a culture of civility and respect is essential for developing competent, compassionate, and ethical nursing professionals.

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 violations of the policy 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, use of AI in an unauthorized manner, 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, immersions, advising appointments and other agreed upon commitments. Punctuality is essential. Missing class, lab, and/or clinical are not acceptable.

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 Shenandoah University 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 in clinical practice wear professional attire along with the white lab coat, unless otherwise directed by the clinical site.

Treatment of SON 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 families take the highest priority. Unsafe clinical practices are 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 and mental health problems, use of alcohol, drugs, or chemicals; lack of preparation for clinical; or deficits in problem-solving skills. 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.

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.

Examples of confidential information include the following:

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

Tips:

- Do not share computer, PYXIS passwords, or sign-in security codes with anyone.
- Log out or password protecting your computer screen when you leave your workstation
- Dispose of confidential waste in accordance with your facility's waste disposal policy or shredding the documents if you have access to a shredder.
- Verifying fax numbers and emails before you hit the "Send" button.
- Don't talk about patients, even in general terms. Do not discuss patients' illnesses, medical conditions, or personal information online.
- If you wouldn't say it in the elevator, Don't put it online
- Don't be anonymous when using social media. Anonymity may lead to bad behavior. It encourages you to say things you shouldn't.
- Don't mix your personal and professional lives when using social media.
- Clinical experiences, cases, stories, pictures, or other health-related information may not ever be shared on social media.
- Presume that everything said online can be found and is going to be available forever, including pictures.

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

- You should only access or use patient information if you have a need to know this information to fulfill your responsibilities, and you should only disclose this information to your co-workers or classmates if they have a need to know this information to do their jobs.

- You may share patient information with other healthcare providers inside and outside the patient's healthcare system who are also involved in the care of the patient unless the patient has objected to these disclosures.
- If you are caring for a patient, you may not communicate with the patient's family and friends who are involved in caring for the patient about the patient's condition or treatment, unless the patient has a signed release for such disclosures.
- You cannot disclose patient information to your family, friends, neighbors, acquaintances or other individuals.
- You should always take care to secure the patient information that has been entrusted to you.

Enforcement of HIPAA
Students violating patient confidentiality practices are subject to civil and criminal liability under applicable law and are subject to the professional behavior standards of the 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 for 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 or department chair. 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 Infraction.

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 safe practice in a clinical agency. A violation of the Professional Behavior and Safety Policy will be documented in the student's record in the form of a document, Violation of the Professional Behavior and Safety Policy (See Appendix B).

The physical and emotional welfare of clients and their families has a higher priority than student learning. A student who demonstrates clinically unsafe nursing practice that jeopardizes the clients' or families' physical or emotional welfare may be dismissed at any time from the clinical area. Unsafe clinical practice is defined as any behavior determined by faculty to be actually or potentially detrimental to the patient/client or to the health care agency. Unsafe clinical practice includes but is not limited to behaviors related to physical or mental health

problems; use of alcohol, drugs, or chemicals; lack of preparation for clinical; or deficits in problem-solving skills.

If a faculty member identifies a student as demonstrating unsafe clinical practice in a clinical setting, the clinical faculty is required to notify the course coordinator immediately. 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.

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

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 Exxat/Prism (health records, immunizations, flu shot, and TB testing), health insurance, signature pages, CPR cards.
- RN and APRN license expirations. All RN students enrolled in all graduate programs must have a current RN license recorded in the SON at all times.
- Incomplete clinical facility orientation packets
- Unprofessional/uncivil behavior
- Patient safety violations
- Attendance and punctuality
- Failure to record patient contact information and the clinical time log into Exxat/Prism required by clinical courses.

IMPORTANT: All incidents related to academic integrity violations are processed according to the SU Academic Integrity Policy. These incidents are documented, 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 graduate department chair.

- 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:

- Faculty member involved (Instructor)
- Program Director
- Associate Dean of Graduate Programs
- 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 Shenandoah University email accounts on a regular basis; at least daily.

CLINICAL EXPERIENCE

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. A student may suggest a possible site for clinical experience to their course coordinator, but the Program Director 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 clinical experiences in a variety of sites and in locations not necessarily close to their assigned campuses over the course of their program. Students may need to travel some distance to their clinical sites during their program: travel up to 100 miles from your home address may be needed.

Referrals
Students are required to provide a minimum of three (3) preceptors/sites that are willing or may be willing to precept the student during their program. The preceptor/site referral should be given to the appropriate program director or clinical coordinator no later than one semester PRIOR to starting clinical courses. Student referrals do not always convert to viable student placements. Each clinical placement requires many clinical site and preceptor requests in order to confirm the final placement. Shenandoah University School of Nursing has many graduate preceptor placements available, not all are in convenient locations or schedules for students. Student referrals increase the likelihood that the placement is in the desired location for the student. Students should expect to have clinical experiences in a variety of sites with the primary focus of clinical placements being achievement of the required student learning objectives and competencies.

Ultimately, depending on the proximity of existing clinical sites to student's home and the willingness of any student referrals to agree to a placement, students may need to travel some distance to their clinical sites during their program; travel up to 100 miles from your home address may be needed. For nurse midwifery students, it can be extremely difficult to secure a clinical site in the students' home community due to individual state factors (Board of Nursing restrictions, legislative shifts, and obstetric deserts, etc.); this may necessitate a student needing to relocate for clinical experience(s). All graduate students are expected to accept their final clinical assignments. Graduate students are responsible for providing their own transportation to/from clinical sites, and if needed, accommodations. Clinical experiences may be scheduled on varying shifts during the week, including nights and weekends.

Compliance Items
All health records and compliance items must be approved in Exxat/Prism and students must be in a compliant status in order to attend clinical and precepted experiences. Students must have current health insurance, submitted and verified by the university, in order to attend clinical and precepted 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 from the assigned clinical/precepted experience.

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

Any student experiencing a recent injury or surgical procedure must inform the course instructor prior to attending any clinical experience. In such cases, the student will be required to present documentation from a

healthcare provider releasing them to participate in clinical experiences. Students are discouraged from scheduling elective surgeries during the academic semester since it would result in course and/or clinical absences. All clinical experience absences must be made up.

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

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

Responsibilities to and Within All Clinical Facilities/Sites

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 bloodborne pathogens, and communicable/airborne disease and parking policies.
- Provide the clinical facility with the information needed to clarify how, when, and where the student can be contacted.
- Dress appropriately, in accordance with the SON dress code. Wear the required SU identification badge unless the facility mandates its own name tag and identification.
- Park in the required areas designated for students.
- Bring all necessary equipment to the clinical experience, as required such as a stethoscope and wristwatch, etc.

- Meet with the faculty member (and preceptor, if any) as necessitated by need, desire, and/or faculty or clinical facility policy, to review objectives and learning experiences.
- Provide the facility with feedback on relevant studies, reports, or projects completed in conjunction with the experience, after first obtaining approval from the faculty member to share information. Maintain HIPAA confidentiality on any patient protected information (Review HIPAA and Patient Confidentiality policy).
- For cell phone use, refer to the Handheld Device Policy under the Technology in Nursing Section.
- Photography of any kind is not permitted during the clinical time. The photo settings on cell phones must be disabled/turned off during clinical at all times.
- In the case of a preceptor experience, provide the preceptor at the onset with a copy of the student's objectives for the experience, as approved by the appropriate faculty member.
- Establish, with the agreement of the faculty member (and preceptor, if any), a calendar for the commitment of time to be spent in the facility.
- Immediately notify the faculty member, preceptor (if any), and the clinical facility according to instructions/guidelines provided by your course coordinator and the course syllabus if unable to attend a clinical session because of illness or another emergency. If possible provide at least 24 hours' notice to the faculty member (and preceptor, if any) if unable to meet the pre-established commitment.
- For absence due to illness, as soon as possible prior to the clinical experience, provide the information about the illness and absence to the clinical faculty member or course coordinator. This does not guarantee an excused absence. Please note that excused absences must be made up.
- The student may not be present at a clinical site unless the faculty member or preceptor is present/available.

Students Clinical Experiences Responsibilities

- ***Students are expected to accept clinical assignments as arranged.*** Negotiations for clinical sites are conducted by Program Directors and Graduate Clinical Coordinators. At no time should a student make arrangements with any clinical site in advance of the course faculty or clinical instructor.
    - DNP and MSN students may suggest their own clinical sites to their course faculty. The Shenandoah University School of Nursing, however, will make the ultimate selection of the appropriate site and arrange the contract with the facility.
- Clinical coordinators are responsible to ensure that every student has completed and provided documentation of the orientation to the facility in which the student has been assigned. A student may not be in clinical or in a preceptor clinical assignment without meeting the orientation requirements set forth by the facility. These must be renewed annually.
- Students attend clinical conferences 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. This occurs via assignments, clinical conferences, and site/preceptor evaluations.
- Students will evaluate the entire clinical experience, including the facility and the preceptor per the SON policy.

- When students are assigned to preceptor experiences, students can expect faculty to make site visits at any time.
- Graduate students **may not** begin clinical experiences prior to the start date of their course and not until after their first clinical conference meeting with faculty.

Responsibilities to Clients in Facilities/Sites Used for Clinical Experiences

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

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.

Student Transportation

Students are responsible for arranging their own transportation to and from clinical facilities. Vehicular issues are not an excusable absence or tardiness for any nursing class or clinical. Students **may not ride** in a preceptor's vehicle to clinical sites.

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.

Simulation Suite Confidentiality Agreement and Consent

As a student in the Eleanor Wade Custer Simulation Suite, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my instructor, the Nursing Simulation Coordinator, and/or the Skills Lab Coordinator.

I understand that video surveillance is utilized at all times in a simulation suite. I acknowledge and understand that photographs and/or video recordings may be made during my training and used for learning activities related to my course of study.

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

As a student in the school of nursing, I agree to adhere to the following guidelines:

- All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of this policy.

- The simulation manikins are to be used with respect and be treated as if they were live patients.
- The simulation lab is a learning environment and situations in the lab are to be used as a learning tool only.
- 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.
- This information is privileged and confidential regardless of format: electronic, written, overheard, or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of hospital policy and may be a violation of HIPAA and other state and federal laws.

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 the 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 processes 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 the 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 the original signature of the student.
- Students will meet with the SU clinical coordinator to review universal precautions and be advised on how to minimize the 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. Students 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 place 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

Pregnancy
Should a student entering the nursing program pregnant or become pregnant during the academic year, it is their responsibility to notify the Program Director or Associate Dean(s). Students must meet the Technical Performance Standards for safety of themselves and the patients under their care.

Missed time in class, clinical, campus learning lab and simulation due to pregnancy related reasons, will need to be addressed in collaboration with faculty and Program Director or Associate Dean(s) in order to ensure that all Technical Performance Standards and Program outcomes are met.

Pregnant students and students with conditions related to pregnancy may request accommodations, however, in some cases a medical withdrawal or an academic hiatus may be appropriate. Students who pursue this option will be permitted to return to school in the same position they were upon the medical withdrawal or hiatus.

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. 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.

Any questions about pregnancy and related conditions can be addressed to the Title IX Coordinator.

Graduate Student Professional Dress Requirements
The graduate "uniform" expectation is that of professional dress to include the designated graduate SU lab coat. Scrubs are only permitted in acute care/inpatient settings and personal scrubs are not permitted unless approved by the preceptor's facility and Pediatric settings may request students not wear a white lab coat. Refer to the above professional dress and grooming guidelines.

TECHNOLOGY IN NURSING

Minimum Computer Requirements
Computer Requirements for Distance Learning
See Appendix C

Internet Access
While present on campus and in the classroom, wireless Internet access is available to all enrolled students. Graduate nursing students must have access to a reliable, stable, efficient high-speed Internet connection at a place where they study and prepare assignments. They will also need access to reliable phone connectivity to be able to access university platforms that require dual authentication. Learning assignments often include materials and learning content that must be accessed on Shenandoah University 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 either have available for their use, computer communication technology (a personal computer, computer/word processing capabilities, and e-mail and internet use or have ready access to this technology throughout the course of the program).

Handheld Device Policy
Handheld device use in clinical settings for point-of-care tools and resources has rapidly expanded. Students should discuss electronic resource use with their preceptor. Students are expected to comply with site-specific policies and preceptor preferences regarding limitations and/or restrictions for electronic resources.
In the clinical setting, use of handheld devices for email, texting, social media, or phone calls should be avoided. Urgent or Emergent communication with faculty, family, or others should be rare and only occur in the office or break room, never in clinical spaces. Students who utilize handheld devices inappropriately or excessively in the clinical setting will be in violation of this policy and subject to a professional violation and/or dismissal from the nursing program.

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 Nursing Code of Ethics, and the Student Handbook.

As a nursing student participating in the 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 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.

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 of Graduate Programs.

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

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

Student Support Services
Students with disabilities should contact the office of Student Support Services for 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: Student Support Services.

A student who feels they have not received appropriate accommodations as formally requested according to procedure may follow the Disability Grievance Procedure in the Shenandoah University Academic 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 website:
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 the 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

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. 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 that 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 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 and graduation activities.

SIGMA Nursing - Honor Society of Nursing - Rho Pi Chapter

Shenandoah University School of Nursing is pursuing excellence in nursing through the establishment of Rho Pi Chapter of Sigma . The society follows the bylaws and purposes of Sigma. The SigmaRho 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 stands for love, courage, and honor. The flower and color of the society are 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 Shenandoah University 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

Virginia Council of Nurse Practitioners (VCNP)

The VCNP, the statewide professional organization for all nurse practitioners (NPs) licensed in Virginia, is a council of the Virginia Nurses Association (VNA) Commission on Professional Practice. Meetings are held monthly and include continuing education credits. Contact the Graduate Department Chair for more information.

Virginia Association of Doctors of Nursing Practice

The mission of the Virginia Association of Doctors of Nursing Practice is to connect, coordinate, and unite DNP providers and executives in Virginia thereby increasing visibility and optimizing their overall impact to improve healthcare and healthcare outcomes of the population.

Nurses Christian Fellowship (NCF)

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

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 SON Pinning and Hooding Ceremony. Graduation application includes the release of the diploma to students. In addition, transcripts will not be released to the State Boards of Nursing, certification bodies or other organizations without the application to graduate and applying for the release of final course transcripts. There is no fee for graduation. Academic Regalia is ordered through Herff Jones.

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 hooding ceremony for graduate nursing is held in May and in December. There is no ceremony in August. Students graduating in August will be invited to participate in the upcoming December hooding ceremony. Upon completion of the program, transcripts are released by the Registrar.

National Certification Exam and License - Graduate Students

Upon completion of the MSN or Post Graduate Certificate program, students taking certification exams will meet with faculty to complete appropriate forms to make an application for national certification. Graduates are responsible to apply for national certification by completing the forms and obtaining appropriate faculty signatures. Some states require a criminal background check.

Specialty	Certification Exams
Family Nurse Practitioner (FNP)	ANCC Family Nurse Practitioner Exam AANP Family Nurse Practitioner Exam
Psychiatric- Mental Health Nurse Practitioner (PMHNP)	ANCC Psychiatric-Mental Health Nurse Practitioner (Across the Lifespan) Exam AANP Psychiatric Mental Health Nurse Practitioner
Nurse Midwifery (NM)	AMCB Certification Exam

ANCC – American Nurses Credentialing Center

AANP – American Association of Nurse Practitioners
AMCB – American Midwifery Certification Board

School of Nursing Graduation Ceremony – Hooding
The SON continues this longstanding tradition by celebrating its graduates with a ceremony. It is a solemn ceremony honoring the profession of nursing and the achievements of the graduates. At this ceremony, graduate students who complete their course of study in nursing receive their hoods. The hood is 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 graduate and undergraduate students twice a year in May and December. There is no August ceremony.
- *Academic Regalia* is worn by all graduating students to the hooding ceremony. Regalia is ordered through the Herff Jones. Sigma Theta Tau Honor Society for Nursing "Honor Cords" and NSNA Cords may be worn by members to this ceremony. Veteran and active duty students may wear cords representing service to our country. These are available through the Registrar's Office.
- Hooding of graduate students is included as part of the hooding and pinning ceremony prior to the Shenandoah University commencement ceremony.
- 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 hooded 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.
- Students receiving a Post Graduate Certificate should wear the regalia/hood from the school in which they received their MSN degree.

School of Nursing Honors and Awards

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

Graduate Awards

(Recipients are selected by the graduate faculty)

The Eleanor Wade Custer Community Nursing Award
Eleanor Wade Custer graduated in 1930 from Johns Hopkins School of Nursing with a BSN. In 1932 she graduated from the Francis Payne Bolton School of Nursing at Case Western Reserve (CWR) with a Masters in Nursing and in 1934 received a second Master's from the School of Applied Social Science at CWR. She was passionate about nursing and its influence in the community and community health.

Qualifications:

- Holds a GPA of 3.5 or higher

- Has distinguished achievement in clinical settings, nursing academics, and scholarship
- Qualifying student may be MSN or DNP student

The Mary Henkel Graduate Academic Excellence Award
Mrs. Mary Henkel was a longtime supporter and benefactor of the nursing program at the University. Despite advanced age and near blindness, Ms. Henkel participated in most special School of Nursing activities until the time of her death.

Qualifications:

- Holds the highest GPA in the graduate program with a minimum of 3.5 or higher
- Awarded to an MSN student who has demonstrated outstanding academic achievement throughout his/her academic career at Shenandoah University.
- Demonstrates exceptional character in relationships with peers, faculty, and the community.

The Dean's Outstanding Graduate Award
Awarded to the graduating master's student who most exemplifies the goals of the graduate nursing program encompassing service, leadership, and scholarship in the school of nursing.

Qualifications:

- Completed all coursework at Shenandoah University
- Holds a GPA of 3.5 or higher
- This student is selected by the Dean of the School of Nursing with input from the graduate faculty.

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

- DNP Projects are:
    1. Clinically focused impacting advanced nursing practice, health care delivery, health care outcomes, and/or health care policy.
    2. Evidence-based

Advanced Practice Awards by Specialty

The Outstanding Nurse-Midwifery (NM) Award is presented to a graduating student who exemplifies the values and ideals of this professional nursing practice. This graduate has consistently demonstrated enthusiasm, passion, and determination to improve the health status, pregnancy, and birth experience for all women and has served as an inspiration to fellow students and faculty.

The Outstanding Psychiatric Mental Health Nurse Practitioner (PMHNP) Award is presented to a graduating student who exemplifies the values and ideals of this professional nursing practice. This graduate has consistently demonstrated enthusiasm, passion, and determination to advocate and care for persons with mental illness while striving to advance and promote the importance of mental health and wellness.

The Outstanding Family Nurse Practitioner (FNP) Award is presented to a graduating student who exemplifies the values and ideals of this professional nursing practice. This graduate consistently demonstrates

enthusiasm, passion, and determination to improve the health of individuals from birth to adulthood while promoting practices that enhance and improve the quality of health care for all individuals. A

Students who successfully complete the Nurse-Midwifery (NM), Psychiatric Mental Health Nurse Practitioner (PMHNP), or Family Nurse Practitioner (FNP) programs either as a Post-Graduate (PG)/Initiative Student/s (IS), Master of Science in Nursing (MSN), or Doctor of Nursing Practice (DNP) are eligible to be considered for these awards.
A qualified candidate must:

- Have earned a GPA of 3.5 or higher
- Be recommended by the program chair/s, who provides examples of the student's accomplishments
- Receive final approval by the graduate department

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

The James A. Davis Leadership in Nursing Activism Award
(Awarded annually in May)
The James A. Davis Leadership in Nursing Activism Award was established and launched 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 student who most exemplifies the qualities of statesmanship and activism on behalf of the nursing profession.
- Holds a GPA of 3.25 or higher
- Awarded to a graduate or undergraduate student
- Awarded annually in May to one student in the School of Nursing

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

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

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

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

APPENDIX A

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.

The Code of Ethics for Nurses **https://www.nursingworld.org/practice-policy/nursing-excellence/ethic**

2026-2027

APPENDIX B

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
Situation Type: Indicate professional behavior, safety or both.	Professional Behavior	Safety
Background (Describe Situation)		
Assessment (Specific Performance expectations and/or Policies not being met)		
Recommendations 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:	
Signature: Faculty:		**Date:**
Signature: Student:		**Date:**
Signature: Advisor/Observer:		**Date:**

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 **Professional Behavior and Safety Policies** located in the *SON Student Handbook* as needed.

Program Director Follow Up:

APPENDIX C

Computer Requirements and Distance Learning

MINIMUM COMPUTER 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. 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:

Computer Hardware Requirements

	Windows	Macintosh
Operating System	Windows 11 or newer	macOS 14 (Sonoma) or Higher
Processor	Intel Core i5 processor or better	2020 Intel or better
Memory	16 GB or more	16 GB or more
Networking Hardware	Wired or Wireless connection	Wired or Wireless connection
Audio/Video	Webcam, Audio, and Microphone	Webcam, Audio, and Microphone

Computer Software & Service Requirements	
Internet Service	High Speed DSL, Cable, or Wireless (Satellite Connection not Recommended) Test your network Speed at https:// fast.com/. Our minimum recommended network speed is 10-25 Mbps
Internet Browser	Latest version of Firefox, Chrome or Safari
Office Suite	Microsoft Office Suite (Provided for full time students)
Browser Configuration	Must support JavaScript, allow cookies and pop-up blocker must be turned off.
Media Player	Windows Media Player, QuickTime Player or VLC

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 OIT Help Desk at helpdesk@su.edu or 540-665-5555