SHENANDOAH®
UNIVERSITY
Eleanor Wade Custer School of Nursing

Student Handbook
Undergraduate

2026 - 2027

Table of Contents

MISSION AND GOVERNANCE 6
- Mission 6
- Vision Statement 6
- Philosophy 6
- Inclusion, Diversity and Equity 6
- Undergraduate Program Outcomes: 7
- Course Catalogs 7
- Program Accreditation 7

BSN CURRICULUM 8

ADMINISTRATIVE POLICIES 14
- Policy Against Discriminatory Conduct And Bias 14
- Shenandoah University's Non-Discrimination Statement 14
- Sexual Harassment Policy 14
- Student Academic Appeals Procedure 14
- Student Complaint Policy 15
- Student Representation on School of Nursing Committees 15
- Technical Performance Standards for Nursing 15
- University Inclement Weather Policy 18
- The Family Educational Rights and Privacy Act (FERPA) 18

EXXAT/PRISM DATA SOFTWARE PROGRAM 18

REQUIRED DOCUMENTATION 19
- Nursing Health Records and Immunizations 19
- Health Insurance 21
- CPR Certification 22
- Criminal Background Check and Urine Drug Screening 22

ACADEMIC AND PROGRESSION POLICIES 24
- Evaluation of Learning 24
- School of Nursing Matriculation/Progression 25
  - Traditional 4 Year Track 25
  - TEAS® Test for matriculation to Nursing 26
  - TOEFL Requirement for Admission 26
  - Science Course(s) Policy for the School of Nursing 26

Request to Study Elsewhere 27
Current Shenandoah University Students Seeking Admission to Nursing 27
Transfer from Another Baccalaureate Program of Nursing 28
Undergraduate Nursing Grading Scale 29
Grading Policy 29
Course Progression 29
Clinical and Campus Learning Lab Progression 29
Withdrawal from a Nursing Course 30
Administrative Removal 31
Incomplete Grades 31
Nursing Track Curriculum Change 31
Medical Withdrawal 31
Academic Hiatus from a Nursing Program of Study 31
Degree Completion Time Frame 32
Attendance and Absences 33
Exam Policy and Testing Procedures 34
SON Final Exam Schedule 36
Medication Administration Safety Assessments 36
Exam Attendance 37
Exam Tardiness 37
Testing Accommodations 38
Undergraduate Assignments Policy 39
Academic Integrity 39
Artificial Intelligence Policy 39
Interprofessional Education & Collaboration (IPE) 40
Course, Faculty, and Program Evaluation 40
Distance Learning 41
Student Expectations for Virtual Sessions: 41
Testing in Examplify with Zoom proctoring 41
ATI POLICY 42
Assessment Technologies Institute (ATI) Assessments 42
ATI Test of Essential Academic Skills (TEAS®) 42
ATI Nurse Logic 3.0 and Learning System 3.0 RN Tutorials 43
ATI Content Mastery Series Assessments 43
Focused Review/Active Learning/Remediation 43

Scoring Table for Content Mastery Proctored Exams 44
ATI Target Testing and Dynamic Quizzes 45
ATI Comprehensive Predictor Assessment 45
ATI Capstone 45
ATI BoardVitals 45
ATI Virtual Coaching 45
ATI Summary Table 46
PROFESSIONAL BEHAVIOR AND SAFETY 49
Professional Language/Respectful Communication 49
Civility in Relationships 49
Time and Attendance 50
In-Class/Lab/Clinical Behavior 50
Utilization of Electronic Devices 51
Substance Abuse 51
Professional Attire 51
Treatment of School of Nursing Facilities and Equipment 51
Patient Safety 52
HIPAA, Confidentiality, and Patient Privacy 52
Nondiscrimination 52
Violation of the Professional Behavior and Safety Policy 53
School of Nursing Communication and Problem-Solving Procedure 54
CAMPUS LEARNING LABS (CLL), SIMULATION AND CLINICAL POLICIES AND REQUIREMENTS 55
Campus Learning Lab 55
Guidelines for Campus Learning Lab Preparation, Content Testing, and Competency Performance 56
Simulation Suite Policies 58
Clinical Experiences Policies 58
Guidelines for Patient Safety 58
Procedure for Return to Campus Learning Lab 59
Facilities Used for Clinical Experiences 60
Clinical Site - Student Responsibilities 61
Student Transportation 62
Senior Capstone 63
Community Clinical Experiences 63
Guidelines for Visiting Clients in Community-Based Settings 63
Uniform and Professional Dress Policy 65

Undergraduate Nursing Uniform Information 65
Pregnancy 67
STUDENT PROTECTION IN CLINICAL 67
Malpractice Insurance 67
Bloodborne Pathogen Student Exposure Policy and Procedure Policy 67
Bloodborne Pathogens Student Exposure Information 69
TECHNOLOGY IN NURSING 70
IM Learning – Apple Computer Program 70
Internet Access 70
Ethical Use of Technology 70
Computers as Teaching Learning Tools 71
Handheld Devices (Smart Phones, iPads, and Tablets) 71
Shenandoah University Computer Misuse 72
Social Networking Policy 72
STUDENT SUCCESS AND SUPPORT SERVICES 73
Academic Advising 73
Accommodations of Persons with Disabilities Policy 74
Student Support Services 74
ADA and Nursing Performance Standards 75
Counseling Center 75
STUDENT AND PROFESSIONAL ORGANIZATIONS 76
GRADUATION AND LICENSURE 78
Application to Graduate 78
Registered Nurses Licensure – Undergraduate Students 78
State Board of Nursing and NCLEX 78
School of Nursing Pinning Ceremony 80
History of Nursing Pins 80
School of Nursing Honors and Awards 81
Appendix A 84
Appendix B 85
Appendix C 88
Appendix D 89
Appendix E 90

SHENANDOAH UNIVERSITY
Eleanor Wade Custer School of Nursing

MISSION AND GOVERNANCE

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

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

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

Philosophy
The philosophy of the School of Nursing is in accord with the purpose of Shenandoah University and has evolved from the belief that nursing, as an academic discipline and practice profession, leads care for diverse individuals and global society as an essential part of healthcare.

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

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

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

Undergraduate Program Outcomes:

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

Course Catalogs

The undergraduate nursing curriculum as well as course descriptions can be found in the academic course catalog located on the university website:
https://www.su.edu/academics/academic-resources-information/undergraduate-and-graduate-catalogs/

Program Accreditation

All programs in the School of Nursing are approved by the Virginia Health Regulatory Boards, also known as the:

Virginia Board of Nursing (VBON)
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/

Virginia Board of Nursing (VBON) Regulations

Shenandoah University School of Nursing Undergraduate Programs utilize and apply the VBON Regulations for Nursing Education Programs to all courses. Accessible online at:
https://law.lis.virginia.gov/admincode/title18/agency90/chapter27/section90/#:~:text=%2D27%2D90.-,Curriculum.,governing%20the%20practice%20of%20nursing.

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

American Association of Colleges of Nursing BSN Essentials

Shenandoah University School of Nursing Undergraduate Programs utilize and apply "The Essentials" of nursing education to all courses as required by Commission on Collegiate Nursing Education (CCNE) accreditation. Please note that The Essentials is a copyright-protected document and has been provided, to students, for their own personal use, by permission of the American Association of Colleges of Nursing. Reference: American Association of Colleges of Nursing. (2021). 2026 Edition: The Essentials: Core competencies for professional nursing education. Accessible online at https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf

BSN CURRICULUM

Curriculum Plan for BSN Traditional 4-year program

Fall Year I

BIO 121	General Biology w/ lab	4	BIO 231	Anatomy & Physiology I w/ lab	4
ENG 101	English Composition	3	BIO 260	Microbiology w/ lab	4
FYS 101	First Year Seminar	3	MCOM 150	Principles of Public Speaking	3
SOC 101	Sociology	3	Shen Ed	Cultural Understanding	3
PSY 101	Psychology	3	Shen Ed	Creative Expression	3
Total		16	Total		17

Fall Year II

Spring Year I - Move into Nursing

BIO 232	Anatomy & Physiology w/ lab	4	N/LAB 218*	Foundations of Professional Nursing Concepts and Practice	3/1
CHEM 121	General Chemistry w/	4	N/LAB	Health Assessment	3/1

	lab			201*		
MATH 207	Intro to Statistics	3		N 272	Pathophysiology	3
BIO 201	Medical Terminology	3		N 283	Pharmacology	3
Total		14		Total		14

Fall Year III

Spring Year III

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

Fall Year IV

Spring Year IV

N/LAB 307*	Nursing Care of Children & Adolescents	3/1		N/LAB 406*	Community and Population Health	3/1
N/LAB 315*	Nursing Care of Adults III	3/2		NLAB 403	Senior Nursing Capstone	3
N 414	Leadership & Management in Professional Nursing Practice	3		N 407	Advancing to Professional Practice	3

	Nursing Elective**	3		N 415	Emergency Preparedness & Disaster Nursing	3
Total		15		Total		13

Total Program Credits: 121

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

** Nursing Electives : PH295, PH301, PH330, PH375, BA337, BIO365, ES101, SOC332, MUTH105, PSCI205, PSY222, PSY301, PSY312, PSY355, PH101, PH202, ENG302, N325, N362, All HP courses

Curriculum Plan for BSN Transfer Program

Semester 1 Semester 2

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

Semester 3 Semester 4

N 306	Theory, Research and EBP	3		N/LAB 307*	Nursing Care of Children & Adolescents	3/1
N/LAB 308*	Nursing Care of Childbearing Families	3/1		N/LAB 315*	Nursing Care of Adults III	3/2
N/LA	Nursing Care of Adults II	3/2		N 414	Leadership & Management in	3

B 314*					Professional Nursing Practice	
N319	Ethics & Genomics in Nursing Practice *(Fulfills Shen Ed Navigating Differences - Ethical Reasoning)*	3			Nursing Elective**	3
Total		15				15

Semester 5

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

Total program credits: 121

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

** Nursing Electives : PH295, PH301, PH330, PH375, BA337, BIO365, ES101, SOC332, MUTH105, PSCI205, PSY222, PSY301, PSY312, PSY355, PH101, PH202, ENG302, N325, N362, All HP courses

Curriculum Plan for Accelerated BSN (ABSN) - Program Fall Admission

Semester 1

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

Semester 3

Semester 4

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

Total program credits: 121

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

Curriculum Plan for Accelerated BSN (ABSN) Program Spring Admission

Semester 1

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

Semester 3

Semester 4

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

Total program credits: 121

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

ADMINISTRATIVE POLICIES

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

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

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

This Complaint Policy applies to student complaints that are not addressed by the Academic Appeals Procedure, Americans with Disabilities Act, the SU 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 on the Student Affairs Committee, Undergraduate Curriculum Committee, and Faculty Search Committee. Any student who wishes to serve on one of these committees must currently be enrolled in nursing courses. Students should log in to Canvas, navigate to the SON Undergraduate or Graduate Students Organization page, go to the "Student Organizations" section, then select "Committee Representation," and find the application form there. After completing the form, email it to the appropriate person listed on the application.

Technical Performance Standards for Nursing
Essential Qualifications for Candidates for Admission, Progression, and Graduation

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

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

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

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

Sensory/Observation

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

Motor Skills

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

Cognitive

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

Communication

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

Behavioral/Emotional

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

Professional Conduct

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

All students must meet the essential requirements of the program as outlined in the Technical Standards for Nursing. Reasonable accommodations will be granted to qualified students with disabilities to the extent the

accommodation will enable them to perform the essential functions of the program and will not create an undue hardship. However, no accommodations are given that will alter the essential program requirements. Therefore, all students must pass all courses at an acceptable level and master all essential clinical competencies as established by the nursing program. Questions regarding the technical standards for nursing should be directed to the Dean of the School of Nursing.

University Inclement Weather Policy

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

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

In addition, students are responsible for ensuring their own safety and should make travel decisions accordingly. Should the School of Nursing decide it is necessary to cancel class, clinical, and/or campus learning lab prior to the University cancellation decision, the course faculty will facilitate communication. All classes, clinical, and labs missed due to instructor cancellation or inclement weather will be made up.

Refer to the Academic Catalogs for the policy "Rescheduling Coursework in Event of a Campus Closure"

The Family Educational Rights and Privacy Act (FERPA)

- FERPA is a federal law, also known as the Buckley Amendment.
- FERPA protects the privacy of a student's education records.
- FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education, including Shenandoah University.
- Shenandoah is committed to protecting the privacy of your student's education records.
- FERPA records

EXXAT/PRISM DATA SOFTWARE PROGRAM

Exxat is the data tracking software used to compile student information related to health records, licensure, CPR certification, background check, and urine drug screens. Exxat will serve at the student electronic file/record for the School of Nursing. This software is also used to track clinical site information, contracts, student placement, preceptor information, clinical evaluation tools, and selected clinical related surveys.

All nursing students are **REQUIRED** to always keep all documents and immunizations current in Exxat by the month they are due and are encouraged to keep a personal copy. Reminders are sent through this system via email prior to the expiration of all School of Nursing required documents. Failure to meet these requirements will fall under the professional behavior policy.

Upon acceptance to the program, the student will receive an email from Exxat to set up an account.

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

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

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

REQUIRED DOCUMENTATION

Nursing Health Records and Immunizations
All students admitted to the School of Nursing must provide evidence of specific immunizations prior to the applicable date set forth by the School of Nursing. Undergraduate Students who fail to provide these documents and have them approved before the deadline are not permitted at clinical sites, classes, or campus learning labs until all requirements are accurately documented in Exxat. Students enrolled in nursing distance courses are not exempt from this policy. Newly admitted nursing students who fail to submit the required compliance documents to Exxat prior to the date set forth by the School of Nursing will need to have their admission deferred until the next available academic term.

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. This form is available on the university website under the Wilkins Wellness Center - SU Health Form

The University Health Form and information page must be completed and signed by the doctor or primary care provider prior to submitting the health form to the Exxat. Include your student ID number on each page. The required documentation includes:

- The initial and yearly screening for TB may include the two-step testing or Quantiferon. If opting for a two-step test, the second test must be implanted within 7-21 days from the first test/reading.
- If a positive skin test results from exposure to latent TB the student will need a radiology report from a 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 the 2 dose Heplisav-B, positive titer, or signed waiver
- Two MMR (measles, mumps & rubella) vaccinations or a positive titer
- Two Varicella (chicken pox) vaccinations or a positive titer
- Current influenza vaccination after August 1 for current flu and academic year updated annually
- A complete physical examination
- Health insurance verification through (instructions below) https://rcmdstudentbenefits.com/Shenandoah/
- A completed Shenandoah University Health Form upon admission to the program.

Additional University Requirements
Please make sure that you are up to date with the Shenandoah **University** Health Requirements, which are different from the SON requirements.

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

Students with expired and/or incomplete immunization records may not attend class, clinical, simulation, or campus learning lab until completed and uploaded and approved in Exxat. Students will be held to the absence policy and professional behavior policy outlined in the student handbook.
IMPORTANT NOTE: Health care systems may change and/or add additional requirements for students at any time.

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.

Shenandoah University may grant a request for a medical or religious exemption to one or more of the above requirements. Students in the Health Care Programs or any other Shenandoah 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 medical or religious exemption, students are required to meet with the Associate Dean/Deans to review and sign the Informed Consent Form and both documents will be uploaded to Exxat. https://www.su.edu/health-wellness/wilkins-wellness-center/health-forms/request-a-vaccine-exemption for more information.

The SON will determine and communicate deadlines for all requirements necessary before entering nursing. Failure to complete the requirements in this time frame will result in the student being withdrawn from all nursing courses. It is the student's responsibility to verify that their health records are complete, and update required immunizations each semester. The Wilkins Wellness Center will place a "hold" on students' accounts when health records are not current and complete. This will prevent the student from registering for the subsequent semester.

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 into Exxat. If the insurance carrier changes or coverage expires during the semester, the student must update the information online at https://rcmdstudentbenefits.com/Shenandoah/ and in Exxat.

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 students responsibility to ensure their insurance card is valid and uploaded annually into Exxat.

CPR Certification
All students of nursing must present evidence of Cardiopulmonary Resuscitation (CPR) Certification completion prior to beginning the program. The only course accepted is the American Heart Association (AHA) BLS for healthcare providers. This course must include adult, children, and infant rescue and AED. The course must show evidence of both written and performance components. Online AHA BLS Heart Code is accepted in collaboration with the demonstration of Part II in the presence of an AHA instructor. The American Red Cross CPR is not accepted.

It is the student's responsibility to renew the certification every two years prior to the semester it expires. Certificates for CPR are uploaded by the students into Exxat once completed. If the CPR recorded in Exxat expires, the student may not attend class, clinical, or campus learning lab. Students will be held to the absence policy.

Criminal Background Check and Urine Drug Screening
The purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and institutional staff, and property in the clinical programs of Shenandoah University.
All nursing students are required, upon admission to the nursing program, to undergo a criminal background check and a urine drug screen. A criminal background check and negative urine drug screen are university requirements for all health professions students as well as a requirement of healthcare partners. Students who participate in the care of patients are subjected to the same standards as employees in clinical settings as employees.

The student is responsible for the cost regardless of whether they cancel attendance at the program or university. Although there is a predetermined charge for these procedures, there may be a slightly higher charge for some states or international locations where students may have previously resided (Ex. New York, California). Non-compliance with the criminal background checks and/or urine drug screen may be cause for rescindment of admission or dismissal from the program of study.

In some cases, a clinical site may require a new more recent background check, a separate urine drug screen, and/or fingerprinting for students completing clinical at those locations. Students will be notified if repeat checks are required for a site. Any expense for a criminal background check, urine drug screen, and/or fingerprinting requested by a facility or institution in addition to the initial background check completed on admission to the School of Nursing is the responsibility of the student.

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

Urine Drug Screening
Failure of drug test (positive result for illicit substance), providing false information, refusal to cooperate with any aspect of this policy or any health system policy on substance abuse will result in disciplinary action up to and including dismissal, or denial of progression in the program of study.

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

A delay in testing will be considered a refusal to submit a urine drug screen. If the urine drug screen is not collected for processing within five business days of creating your e-passport at the background and drug screening company, this may result in disciplinary action up to and including 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 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 warnings and probationary period. Reports will be kept in confidential files, separate from the student's academic file. Students who wish to review a copy of their test results should contact the Dean's Office.

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

UDS Results:
Negative Sample: If confirmatory testing is not required (the sample is clearly negative in the screening procedure), a report will be sent to the 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 interpret the results and contact the 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 representative.

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 rescindment of admission, dismissal, or denial of progression in the program of study. If the student is enrolled in classes or clinical rotations, the student will be removed immediately. At the discretion of the Dean, the student may be permitted to request a referral for treatment and return to the program upon successful completion of a treatment program. There is no guarantee of readmission. If a student returns to the educational program after treatment, periodic drug screen monitoring may be required at the cost of the student.

Repeat Criminal Background Checks and Urine Drug Screen
The School of Nursing reserves the right to request that a student 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.

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

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

ACADEMIC AND PROGRESSION POLICIES

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

Evaluation of Learning
Evaluation is an ongoing process to assist the student in meeting course and program objectives. Students and faculty engage in a collaborative process of evaluating progress throughout the program. Evaluation of learning takes place in a variety of ways and is explained in each course syllabus and at the beginning of each class. Faculty will assign grades for each course based on the extent to which the student meets evaluation standards which include academic, safety, and professional behavior.
Grading criteria in all School of Nursing courses are divided into three areas, including:

- Academic Performance
- Safety
- Professional Behavior

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

School of Nursing Matriculation/Progression
Traditional 4 Year Track
Students entering as first year students must meet all admission requirements for nursing, including the required TEAS score, and completing all prerequisite and general education courses prior to entering 200 level nursing courses. Students must receive a C- or higher in all prerequisite and general education courses. Any course with a grade of less than C- must be repeated. A cumulative 3.0 grade point average (GPA) must be obtained for all prerequisite courses in order to progress to the nursing 200-level courses. Additionally, the student must attain a minimum cumulative GPA of 3.0 on all prerequisite science courses and adhere to the science policy (see science repeat policy below) in the School of Nursing for the following courses: Biology 121, Biology 231 and 232 - Anatomy and Physiology I and II, Biology 260 – Microbiology, and Chemistry 121.

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

Students admitted as first year students with transfer credit for required nursing prerequisite courses, including dual enrollment and advanced placement credits, must successfully complete a minimum of two terms as a full-time student at Shenandoah University prior to matriculation to nursing courses. Students wanting to matriculate early into nursing courses will be required to meet with the Associate Dean and will be decided upon an individual basis. Early matriculation is not guaranteed and will also depend on space availability. Once enrolled in the nursing program, all N (nursing) courses must be taken at SU.

Matriculation into 200 level nursing courses: (Four Year and Transfer Students)
- Cumulative GPA of 3.0 in the science courses
- Biology 121 with lab, Biology 231 with lab and 232 with lab - Anatomy and Physiology I and II, Biology 260 with lab – Microbiology, and Chemistry 121 with lab (refer to the School of Nursing science policy)
- Cumulative GPA 3.0 in the required prerequisites including general education courses. Any course with less than a C- must be repeated.
- TEAS exam successfully completed per policy
- All general education and required prerequisite courses must be completed prior to the start of nursing classes.

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

Freshmen students in the traditional program must complete the TEAS® prior to matriculation into nursing courses. Transfer students without a bachelor's degree must complete the TEAS® prior to admission to the nursing program. A TEAS® Adjusted Individual Total Score must be completed with a score of 65% or greater, with a maximum of two attempts allowed. All students must take the TEAS® within two years prior to entering nursing classes, or receive an exception by the Associate Dean of Undergraduate Students.

TOEFL Requirement for Admission
Language Proficiency requirements must be met. Submission of TOEFL, IELTS, PTE, or Duolingo English Test may be required. See our policy for full details: https://www.su.edu/admissions/international-students. Applicants should request official scores be sent to the Shenandoah University (SU) Undergraduate Admissions office; the SU code is 5613. More information about the TOEFL can be found at www.ets.org/toefl. The date of taking the TOEFL should be no more than 2 years prior to the date of enrollment. The minimum score acceptable for admission to the School of Nursing is 83 or higher for the Internet-based TOEFL.

Science Course(s) Policy for the School of Nursing
Students admitted to the School of Nursing who have science courses taken prior to admission are evaluated for acceptance for Shenandoah University course credit.

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

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

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

Request to Study Elsewhere
Students enrolled in the School of Nursing may take a maximum of two (2), pre-approved courses (excluding N courses) outside Shenandoah University. Only one of these courses may be a science course (refer to the science policy). Students wishing to enroll in courses outside of Shenandoah University are highly encouraged to discuss their intent with the Associate Dean of Undergraduate Programs.
Courses taken at other regionally accredited colleges or universities while enrolled as a student at SU require the completion of a course approval form prior to taking a course. The forms are available at: https://www.su.edu/departments-offices/office-of-the-registrar/registrar-forms/ and select the Request to Study Elsewhere form. Courses submitted for Shen Ed credit require approval by the Shen Ed department in the College of Arts and Sciences.

Once students are admitted into the Shenandoah University undergraduate nursing program, all nursing courses with an N prefix must be taken within the School of Nursing.

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

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

All prerequisites must be completed by the following dates. No late applications will be accepted.
Fall Entry: May 30th
Spring Entry: December 15th
Requirements to be considered:

- Enrolled as a full-time student in good standing in the university
- Documented discussion regarding the change with their current advisor
- Completion of all prerequisite courses
- Official record of a minimum overall GPA of 3.0 in all prerequisite science courses (BIO 121, BIO 231, BIO 232, Anatomy and Physiology I & II, BIO 260 Microbiology, and CHEM 121 Chemistry).

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

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

Transfer from Another Baccalaureate Program of Nursing

Shenandoah University School of Nursing will not accept undergraduate transfer credits from a previous nursing program. However, if the student left a prior BSN-accredited program in good academic and professional standing (ACEN, CNEA, or CCNE), the applicant will be required to submit a letter from their previous institution demonstrating evidence of good standing (no course failures and remain in good standing).The applicant must show evidence of good standing (no course failures and remain in good standing). *Students who have been dismissed from another program of nursing are not eligible for admission to the Shenandoah University School of Nursing.*

- Send formal transcripts to the Registrar of Shenandoah University that includes grades of all courses to be considered for the advanced placement/course transfer process.
- Provide a written request for consideration of advanced placement or course transfer along with two (2) hard copies of the appropriate nursing course syllabi/outlines for consideration. Each course will be evaluated individually by the Dean or Associate Dean/Deans. Only courses with a grade of B or higher will be considered for transfer.
- Schedule an interview with the Associate Dean/Deans in the School of Nursing.

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

Undergraduate Nursing Grading Scale

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

Grading Policy

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

- Academic expectation for success in any nursing course includes completing the course with an overall 78% or greater.
- Pluses and minuses are not applied to the grades.
- Students must achieve a minimum average of 78% on tests, quizzes, and exams in core courses, including ATI before other assignments including ATI content mastery assessments are factored into the final course grade. Core courses are defined as N201, N218, N272, N283, N209, N214, N314, N315, N307, N308, N321, and N406.
- A minimum of 78% must be achieved before grade rounding occurs. After a 78% is achieved, rounding for the final grade may only occur at 0.5% or higher at the faculty's discretion.
- All assignments and components of the assignment must be submitted before final exam week to successfully pass the course, regardless of the grade weighting of the assignment.

Course Progression

- Once matriculated into 200 level nursing courses and to progress in the nursing program, students must maintain a GPA of 2.0
- Nursing courses are designed as a sequenced curriculum. Continued progression requires completion of all courses in one semester prior to progressing to the next semester.
- Students may repeat a failed nursing course only one time.
- If two (2) nursing courses are failed, the student will be dismissed from the program.
- Students dismissed from the undergraduate nursing program for academic reasons are ineligible for readmission to the program; however, they may be eligible to apply to other programs within the university.

Clinical and Campus Learning Lab Progression

- The clinical and campus learning lab component of any undergraduate course is graded as pass/fail.

- Students must meet the established clinical evaluation tool (CET) benchmark and competencies outlined for the course.
- A student must pass both the clinical and the didactic portion of the course to successfully pass the course, including those courses where clinical may meet for one half of a semester.
- The student who fails the course or clinical scheduled during one half of a semester may not repeat the same course/clinical during the latter part of the same semester.
- If a student fails a clinical course, both didactic and clinical portions of the course must be repeated before progressing to another nursing, clinical, or lab course.
- If a student fails a campus learning lab, both the didactic and campus learning lab portions of the course must be repeated before progressing to another nursing, clinical, or lab course.
- To support clinical progression, the SON expects student flexibility if unforeseen circumstances occur that impact faculty and or clinical site availability.
- Clinical can occur at any time including days, evenings, and weekends. The SON expects student flexibility and attendance at their assigned clinical sections.
- Attendance at all scheduled clinical experiences is mandatory, as these hours are essential for meeting course objectives and licensure requirements. Because the School of Nursing cannot guarantee the availability of makeup clinical experiences, any absence—regardless of the reason—may delay a student's academic progression.

Withdrawal from a Nursing Course

- IMPORTANT*: The School of Nursing withdrawal date is different from the university withdrawal date.*
- Students who withdraw from a nursing course during the School of Nursing withdrawal period will receive a 'W' on their university transcript, which will have no impact on their grade point average. Students who wish to withdraw after the School of Nursing withdrawal period will be required to complete the course or receive a failure for the course.
- The School of Nursing withdrawal period ends the following Friday after Fall Break and the Friday after Spring Break or as designated on the School of Nursing Calendar. During the 12-week summer session, the withdrawal period ends the Monday following week 6 of the session.
- Students are limited to two withdrawals from N (nursing) courses. More than 2 withdrawals from nursing courses will result in dismissal from the nursing program.
- Students may only withdraw from a nursing course once and may only repeat the course once.
- Following the add/drop period, students, in consultation with their advisor, may withdraw from a nursing course in which they are formally registered. In doing so, students must consider the pre/co-requisite relationship to other nursing courses in which they are currently enrolled and additionally withdraw from those affected nursing courses. Sequencing of a student's future program of study may be altered by course withdrawals. Continued progression in the program depends upon space availability.

Administrative Removal
Any student who 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, the student may request the assignment of an "I" (incomplete) for the course. If the instructor in the course and the school's dean approves the request, then the student and the instructor shall enter into a written contract for the completion of the course work. This contract is available through an Etrieve form. The contract shall stipulate what work is required for completion of the course, the date that the work must be completed (in no case later than one full academic semester after the incomplete is assigned), and the grade to be given if the course work is not completed. Once a contract is received by the Registrar's Officer, the "I" incomplete grade will be entered by the Registrar's staff. If no grade has been submitted by the drop/add date of the next academic semester, the registrar will change the grade from "I" to "F" (or the grade indicated on the contract). Please refer to the university catalog for policy on incomplete grades.

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

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

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.

Academic Hiatus from a Nursing Program of Study
Students who are in good academic standing may request an Academic Hiatus for a Nursing Program of Study. This allows students to maintain access to their student records, Hornet Hub, and email accounts

while they are away. During a hiatus, the student's program will remain active but the student will not be classified as enrolled. Students considering a hiatus should meet with the Associate Dean and Financial Aid. Requests for 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.

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

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

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

Note the following procedural requirements:

- Students seeking reinstatement after an absence of one semester must provide a written request to the appropriate Associate Dean, or Deans.
- The student must have left the program in good academic standing (GPA/passing) to be considered.
- Reinstatement or readmission depends on program space availability.
- **If the student misses more than one term, reinstatement or readmission depends on the student demonstrating mastery of previously learned content, including but not limited to medication calculation, and nursing competencies.**
- The student must repeat the criminal background check and urine drug screen after an absence of one term.
- The student must update their CPR, immunizations, health insurance, and health records
- A returning student may be required to attend new student orientation.

Degree Completion Time Frame
Undergraduate

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

Attendance and Absences

The School of Nursing faculty supports the University attendance policy (Refer to the *University Course Catalogs*). The School of Nursing faculty believe that attendance in class, clinical, campus learning laboratory (CLL), and simulation experiences cannot be made up by means of outside assignments. Attendance to class, clinical, CLL, and simulation experiences is mandatory. Absences and tardiness will be dealt with under this policy and the Professional Behavior Policy.

Two absences from the campus learning lab (CLL) or two absences from clinical will result in a deduction of one course letter grade. Three or more absences from the campus lab and three or more absences from clinical experiences will result in failure of the course. Leaving early from the CLL and clinical is disruptive to faculty/students and is considered unprofessional behavior. If a student leaves early for any portion of the CLL or clinical for personal reasons, such as sporting events or appointments, etc., it will be counted as an absence in that course.

Three absences from a didactic course will result in a deduction of one course letter grade. Four absences or more from a didactic course will result in failure of the course. Leaving early from the didactic is disruptive to faculty/students and is considered unprofessional behavior. If a student leaves early for any portion of the didactic for personal reasons, such as sporting events or appointments, etc., it will be counted as an absence in that course.

Attendance is required for all simulation experiences. Leaving early from a simulation is disruptive to faculty/students and is considered unprofessional behavior. If the student leaves the simulation early for personal reasons, sporting events, appointments, etc., it will be counted as an absence in that course.

Clinicals, simulations, and campus learning labs have to be made up at a 1:1 hourly ratio. If not completed, then all components of the assignments are not completed, and this will result in failure of the course.

Course, clinical, and lab absences will be tracked separately.

In all cases, it is the **student's responsibility** to notify and provide documentation to the appropriate faculty member concerning absences or tardiness. Additionally, the student is responsible for making arrangements for obtaining missed class information and communicating with the course and clinical faculty to arrange for makeup experiences, including those from class, clinical, CLL, or simulation, immediately upon returning to School. Students are required to schedule medical and other appointments around their class, CLL, clinical, and simulation schedules. Illness occurring during school activities must be brought to the attention of the faculty at the time of the illness.

In the event of a clinical absence, the student must call the clinical faculty or preceptor, and notify the course coordinator and clinical coordinator a minimum of one hour before the clinical experience. All clinical, CLL, and simulation experience absences must be made up. The School of Nursing will attempt to

assist the student to make up these hours. Clinical, CLL, and simulation make-ups will depend on space and instructor availability, and under no circumstances is the student to arrange their own make-ups. Make-up clinical, CLL, and simulation that require commitment of a faculty member beyond the currently enrolled semester may incur additional costs to the student for the additional faculty supervision.

Tardiness

Students are expected to arrive on time and be prepared to begin their class, campus learning lab (CLL), simulation, and clinical experience at the time designated by the faculty. If the student has a situation beyond their control, they may be permitted to attend class, clinical, or CLL and simulation if they arrive within a 30-minute time frame, and have notified the faculty member. If a student does not notify their faculty member and is more than 30 minutes late, the student will receive an absence and be sent home. Repeated tardiness or leaving early in class, clinical, and CLL and simulation is disruptive to faculty/students and is considered unprofessional behavior. A pattern of tardiness (more than one occurrence) will be held to the SON Professional Behavior Policy outlined in the SON Handbook and will be documented on the professional behavior violation form. (Appendix C)

Exam Policy and Testing Procedures

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

Faculty reserve the right to adjust the test/exam dates in the event of holidays, illness or unforeseen events. Under no circumstances should students plan trips or other engagements prior to or immediately following scheduled holidays or breaks.

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

- Examsoft is a program used in the School of Nursing to administer tests and exams. Students must conform to the technology required for exams/tests via an electronic platform.
- Students are expected to download the exam prior to the scheduled exam time.
- Failure to download the quiz or exam prior to arrival to the scheduled exam/test or quiz will result in a zero (0) on the quiz or exam/test.
- Testing time is based on 1.3 minutes per question. Med calculation assessments will allow for 2.5 minutes per question.
- Students are not permitted to take examinations prior to the scheduled test date.
- All belongings must be placed as directed prior to the testing session. These items include all backpacks, cell phones, smart watches, water bottles, purses, and other personal belongings.
- All electronic devices must be set to the off position and placed with the belongings in

the front of the room. Any student found to have an electronic device in their possession during a test/exam will receive a zero (0) grade for that test/exam.

- The faculty oversees the use of calculators in exam settings. Students may use only basic function calculators for exams provided by the course instructor. Calculators are not permitted for standardized assessments such as ATIs. Drop-down computer screen calculators are built into the assessments for use by students. Scientific calculators, smartphones, or other handheld devices are not permitted in testing situations.
- Students are not permitted to use test banks associated with the course required textbook for study purposes.
- Use of textbook associated test banks is a serious breach of academic integrity and will be dealt with according to the SU Academic Integrity Code.
- Faculty will randomly assign student seating.
- All students will be given a blank piece of scrap paper by the exam proctor after the exam has started. Paper will be collected by the proctor at the end of the exam.
- All software programs must be closed on the computer during testing using Examsoft and ATI testing.
- Students are expected to use the restroom prior to testing. If an emergent need arises you must notify your instructor prior to leaving the room and your exam/test and scrap paper will be given to the instructor and returned to you upon return from the restroom.
- Students experiencing technical difficulties at any time during the quiz or exam/test, should raise their hand for instructor assistance.
- Students are not allowed to ask questions during the exam. Students may comment on the provided scrap paper that is returned to the instructor at the end of the exam.
- Students who complete their exam/test prior to the scheduled exam/test time must quietly leave the room. Students must refrain from being loud outside of the testing room and will be allowed back into the room once the exam is completed. All exams/tests will be taken and completed during the scheduled exam time.
- Students will be given notice when there are ten (10) minutes remaining in the testing period. At the end of the testing period, all remaining students will be instructed to close their computers and stop.
- Students should not close their computer at the end of the exam until the quiz or exam/test uploaded completion is verified by the exam proctor.
- Students may only discuss test questions within the classroom environment and under the direction of the faculty.
- Students found to be sharing any part of the exam/test including questions, passwords, and images, will be considered a violation of the Professional Behavior Policy and the SU Academic Integrity Code.
- Students who are not present in class at the same time the entire class is taking the exam/test or quiz in the classroom, may not take the same quiz or exam/test online from another location at the same time unless a proctor has been arranged in advance with the course faculty. Making up a missed quiz or exam/test is at the discretion of the faculty.

- Violation of these policies will result in a zero (0) for the exam. Other sanctions may apply according to the School of Nursing Professional Behavior and Safety policies and/or SU policy.
- A faculty member may, at their discretion, implement collaborative test review following an exam. In this situation, students may be awarded points depending on the grade assigned (93-100%- 2 points; 85-92%- 1 point). Points will only be added to an individual student's test grade after achieving a minimum individual grade of 78%. Collaborative Test Review is not offered for final exams.
- Grades will be released no later than one week from the date of the exam.
- Select All That Apply (SATA) – Faculty will use +/- partial credit scoring for multiple response SATA questions.
- Students who disagree with the keyed answer to an exam item after review may complete a Student Exam Item Inquiry (see Appendix A) to explain the rationale for their chosen answer, citing appropriate course resources (textbooks and class notes). These forms must be submitted to the faculty within 3 days of the exam review.
- Individual reviews will be conducted by appointment and faculty may provide a printed copy of results for the review. Printed copy to be left with faculty.
- Students earning less than 78% on any exam are strongly encouraged to make an appointment for individual exam review with faculty.

SON Final Exam Schedule

The SON will post the final exam schedule on the Undergraduate Canvas page for the Winchester and Loudoun SON students. Any requests for exceptions must go first to the associate dean who will make a recommendation to the provost. The final examination period is part of the instructional time of the semester. If no final examination is administered, the time will be used for other educational activities for the members of the class.

Medication Administration Safety Assessments

- Medication Administration Safety instruction will occur across the curriculum, with assessments occurring in the following courses: N218, N321, N314 (traditional and transfer curriculum only), N307, and N403.

- For each assessment, if the student fails the first time, they may retake it. After the second failed test, they will fail the course. The original grade from the first test will be recorded as the assignment grade. If any red rules are omitted during the first NLAB403 simulation a 78% is added to the grade book and on the second attempt if any red rules are omitted a 0% will be entered into the grade book

- The following assessment scores will be required to pass the course:

  N218: 85%,

  N321: 85%,

N314 (Traditional/Transfer curriculum only): 90%,

N307: 95%,

NLAB403: 100%

- Remediation expectations:

Students will schedule an appointment with the course instructor within one week to develop an individualized remediation plan. The individual student plan will consist of reviewing missed items with the professor, including demonstrating competency of the problem with the faculty and, if needed, completing additional practice examples. ***For N218 and N321, if a retake is required, students must retake the entire exam and achieve an 85%. For the N314 and N307, if a retake is required, students must accurately complete the questions missed on the initial exam (with numbers revised) and if more than one question is missed, the student will fail the course.

Retake will occur within two weeks of the failed test or as determined by course faculty.

Exam Attendance
The number of absences from exams/tests will be monitored throughout the program. If an absence pattern is identified the student must meet with the Associate Dean/Deans. An identified pattern of absences will result in a Behavior Violation.

- It is the student's responsibility to notify the instructor at least 1 hour prior to the scheduled class time if the student will be absent for a scheduled quiz or exam/test. Making up a missed quiz or exam/test is at the discretion of the faculty. Failure to notify the instructor within the appropriate time frame will result in a failure of the quiz or exam/test and the student will receive a zero (0) and will not be able to make up the quiz or exam/test.
- Documentation of an illness from a provider may be requested from the faculty/course instructor for absences occurring during exams, Campus Learning Lab, simulation and clinical.
- All students must be prepared to take the exam/test or quiz upon the day of return to school at a time determined by the faculty or the recorded grade will be zero (0).
- If a student is absent for the scheduled make-up exam/test or quiz, the student will receive a zero (0) for that exam/test or quiz.
- To ensure academic integrity and consistent attendance, students who are absent from any scheduled class on the same day as an examination in another course will be ineligible to sit for that examination.

Exam Tardiness
Tardiness or being late for an exam/test is very disruptive to students who are already seated and in the process of taking their exam/test.The student is required to notify the course faculty of the need for lateness, before the scheduled quiz, test, or exam. The faculty will decide whether the student may begin the exam. If

the student is allowed to begin the exam, they will only have the time remaining on the exam to complete it. The faculty will review the situation with the student to determine if a make-up exam can be permitted and scheduled for another time.

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

Testing Accommodations

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

- Accommodations are recognized and provided only when the student provides the faculty of the course with official documentation from the Student Support Services.
- Students with testing accommodations are responsible for scheduling their own appointment for the quiz/exam with the testing center before the quiz/exam day.
- Students should consult the course faculty for appropriate scheduling of time with the testing center.
- If a student with accommodations requires a paper test, the faculty member will provide a paper test with no more than three (3) questions per page.
- The paper test will either be emailed or hand delivered to the testing center by the course faculty. The student will not be allowed to have the entire paper test during the exam period. The student will only receive one page of the test at a time. After the student has completed that page, the proctor will collect that page or have the student turn the page over and repeat this process until the exam is completed. The student will not be allowed to go back and review or change their answers after a page is completed.
- Upon completion, the student will sign the statement verifying the instructions of the test that are sent over to the testing center by the instructor prior to the start of the exam. The written exam will be collected from the testing center by the course faculty once it is completed.
- A student may decline testing accommodations. Students wishing to do so must notify the course faculty and adhere to the regular testing time and environment.
- All students must write a time in and a time out at the testing center on the main campus.
- All students will be given a blank piece of scrap paper by the exam proctor after the exam has started. Paper will be collected by the proctor at the end of the exam.
- All coats, hoods on sweatshirts, hats, backpacks, phones, earbuds, meta glasses and smartwatches are to be placed away from the testing area.
- All students must show the completed exam screen on Examsoft to the exam proctor before leaving the testing area.
- All students must sign the instruction sheet sent over by the faculty and return it to the exam proctor at the testing center on the main campus.

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

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

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

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

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 Shenandoah University Academic Integrity Code.

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

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

Artificial Intelligence Policy

While generative artificial intelligence (AI) and writing, art and music assistive tools [including but not limited to: ChatGPT, GPT-4, GrammarlyGO, Dall E-3, Google Translate, My AI by Snapchat and/or other large language models] are an emerging innovation and have a growing influence in the practical tasks of everyday life, this kind of technology has a limited scope. Generative AI tools rely on predictive models to

generate content that may appear correct, but may be incomplete, inaccurate, taken without attribution from other sources, and may also be considered biased.

Faculty may find ways to utilize AI in class activities or assignments. In these cases, faculty will clearly specify when and for what purposes AI and writing assistance tools may be used as an aspect of the learning. The threshold for how much AI should be allowed will be determined by course faculty. When AI usage is allowed, this information shall be found in the course syllabus or in the instructions for the particular assignment.

It is imperative for students to understand that any work written, developed (edited/revised), paraphrased from, or created by AI and submitted or presented for a grade or credit as the student's own work constitutes plagiarism and is a violation of the SU Academic Integrity Code. In all cases, use of AI must be acknowledged in students' work and AI-generated material must be clearly referenced.

Interprofessional Education & Collaboration (IPE)

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

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

Location/Timing: IPE activities will take place in various locations, depending on the number and type of students participating in the event. Some events may take place in a virtual environment, and some may be in-person. Students may be required to travel to a different location to participate in these activities including but not limited to: the Winchester campus; Health Professions Building, Winchester; Loudoun Site, Leesburg; Programs will notify students of their obligations to participate in IPE activities at the start of each semester, with dates, times, locations, and expectations for each event.

Course, Faculty, and Program Evaluation

The faculty of the School of Nursing value constructive student feedback as it works to continually improve the program. Therefore, students at all levels are asked to participate in a variety of evaluation activities:

- Course evaluations are completed at the end of every term 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 term.
- All programs are evaluated by post-graduation surveys of employers and graduates. Continued participation in program evaluation after graduation is very important and essential to ensuring ongoing program improvement.

Distance Learning
Student Expectations for Virtual Sessions:
Students must meet the following expectations for virtual synchronous distance learning in the School of Nursing:

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

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

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

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

- Zoom must be successfully downloaded on the student's iPad or phone for use for exam monitoring. The camera/video must be turned on and left on throughout the exam.

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

ATI POLICY

Assessment Technologies Institute (ATI) Assessments

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

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

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

Due to the continued evolution of Next Generation NCLEX with emphasis on complex new item types that apply clinical judgment skills, as of January 2024, ATI will not offer paper/pencil testing formats.

ATI Test of Essential Academic Skills (TEAS®)

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

Four year and transfer students must complete the TEAS ®prior to matriculation into nursing courses. A TEAS® BSN Adjusted Individual Total Score must be completed with a score of 65% or greater, with a maximum of two attempts allowed. All students must take the TEAS® within two years from entering nursing classes. Registration information and testing dates are scheduled and posted on the SON's website.

ATI Nurse Logic 3.0 and Learning System 3.0 RN Tutorials
Four tutorial modules are provided in ATI's Nurse Logic 3.0 to promote student success in the nursing program. ATI's Nurse Logic provides introductory modules on knowledge & clinical judgment, nursing concepts, priority setting frameworks, and testing & remediation. ATI's Learning System RN provides practice tests associated with nursing content areas. These are introduced to undergraduate students (in all tracks) in N201: Health Assessment. Students are encouraged to access these throughout the nursing program for curricular support and remediation.

ATI Content Mastery Series Assessments
The Content Mastery Series (CMS) assessment examines a student's knowledge of content related to the NCLEX test plan. Both non-proctored (practice) and proctored assessments are used throughout undergraduate courses in the curriculum.

Focused Review/Active Learning/Remediation
Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual assessment report will contain a listing of the Topics to Review. A tutorial for completing a focused review can be found in Nurse Logic 3.0.
ATI establishes proficiency levels (<1, 1, 2, & 3) based on scores of all CMS proctored assessments to assist educators in determining student readiness for the NCLEX. The SON has established level 2 as the expected benchmark. These CMS assessments are implemented as follows:

- In applicable courses, points are awarded for completion of practice assessments, remediation, and earned proficiency levels on proctored assessments. Total points awarded will account for 5% of the course grade for each exam.
- Students initially take two online practice assessments. This may be assigned as a non-proctored and open book to encourage a concentrated study of content. Practice assessments must be completed prior to the scheduled proctored assessment as outlined on the course syllabus.
- Students will then complete the proctored assessment and earn points based on the proficiency level achieved (see table below).
- Proctored exams cannot be administered on mobile devices (iPad, iPhone)
- All students are required to complete a focused review of their proctored assessment results for remediation purposes

- Students achieving a level one or below a level one will be required to repeat the proctored assessment. This repeat proctored exam will be administered at least one week following the first proctored exam. The achieved level on the second proctored test is the basis for total points awarded.
- The following table outlines total points possible based on the student's completion of practice tests, focused review remediation, and earned proficiency levels.
- Failure to complete practice tests, focused reviews, or proctored exams by the date outlined in the course syllabus will result in zero points assigned.

Scoring Table for Content Mastery Proctored Exams

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

** Required to complete another proctored exam for grade*

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

Proficiency Level on ATI Proctored Assessments Points awarded for Achievement on 2nd ATI Proctored Assessment	**TOTAL POSSIBLE POINTS AWARDED (converts to a percentage when multiplied by 10)**
Level 3 = 4 points	8 or 80%

Level 2 = 3 points	7 or 70%
Level 1= 2 points	6 or 60%
Below Level 1 = Zero Points	4 or 40%

ATI Target Testing and Dynamic Quizzes
Adult Health nursing courses have content mastery series target tests or dynamic quizzes that will be graded. Each target test is worth 0.5% of the course grade, and each dynamic quiz is worth 2% of the total course grade.

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

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

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

ATI BoardVitals
NCLEX style questions are provided to assist the student in preparing for taking their NCLEX exam.

ATI Virtual Coaching
A coach is assigned by ATI to help facilitate the student's progress and preparation for passing NCLEX, including online assessments, weekly progress reports, and feedback from their coach after each assessment.

This coach remains with the student until they take their board exam. Students are encouraged to achieve a green light from their coach, indicating a high probability of passing the NCLEX.

ATI Summary Table

ATI Content Mastery Series (CMS) Assessments (2023)	**Associated Course**
RN Mental Health	N 209: Psychiatric Mental Health Nursing
RN Maternal Newborn	N 308: Nursing Care of Childbearing Families
RN Nutrition	N 314: Nursing Care of Adults II
RN Fundamentals	N 321 Advancing Nursing Practice and Clinical Judgment
RN Nursing Care of Children	N 307: Nursing Care of Children and Adolescents
RN Adult Medical-Surgical	N 315: Nursing Care of Adults III
RN Pharmacology	N 315: Nursing Care of Adults III
RN Community Health	N 406: : Community and Population Health
RN Leadership	N 415: Emergency Preparedness/Disaster Nursing-

Other ATI Assessments/Resources	**Associated Course**
Test of Essential Academic Skills (TEAS) (Total score 65%)	Four-year and Transfer Students: Taken prior to entry into nursing courses. (Please refer to SON student handbook for policy)
Health Assess 3.0	N201: Health Assessment N307: Nursing Care of Children & Adolescents
Engage Fundamentals 2.0	N218: Foundations of Professional Nursing Concepts and Nursing Practice
Engage Adult Med Surg	N214: Nursing Care of Adults I N314: Nursing Care of Adults II N315: Nursing Care of Adults III
Engage Community and Public Health :	N406: Community and Population Health
Engage Maternal, Newborn, and Women's Health	N308: Nursing Care of Childbearing Families

Engage Mental Health	N209: Psychiatric Mental Health Nursing
Engage Pediatrics	N307: Nursing Care of Children & Adolescents
Engage Adult Med Surg	N214: Nursing Care of Adults I N314: Nursing Care of Adults II N315: Nursing Care of Adults III
Engage Community and Public Health :	N406: Community and Population Health
Engage Maternal, Newborn, and Women's Health	N308: Nursing Care of Childbearing Families
Engage Mental Health	N209: Psychiatric Mental Health Nursing
Engage Pediatrics	N307: Nursing Care of Children & Adolescents
Skills Modules 4.0	NL218: Foundations of Professional Nursing Concepts and Nursing Practice NL321: Advancing Nursing Practice & Clinical Judgment
ATI Live Test Taking Strategies Seminar	N 218: Foundations of Professional Nursing Concepts and Practice (Four-year, Transfer students, ABSN)
Comprehensive Predictor x 2 (2023)	N 407: Advancing to Professional Practice
Capstone/Board Vitals/ Virtual Coaching	N 407: Advancing to Professional Practice
Target Practice Tests	N 214: Nursing Care of Adults I 1. Cardiovascular, (2) Respiratory, (3) Perioperative, (4) Fluid, Electrolytes & Acid Base Balance N314: Nursing Care of Adults II 1. Renal & Urinary, (2) Gastrointestinal, (3) Endocrine N315: Nursing Care of Adults III 1. Neurosensory & Musculoskeletal, (2) Immune

Dynamic Quizzes	N 315: Nursing Care of Adults III 1. Cardiovascular and Hematology 2. Respiratory and Oncology 3. Gastrointestinal and Endocrine 4. Renal and Urinary
Nurse's Touch: (Practice Tests)	N 218: Foundations of Professional Nursing Concepts and Nursing Practice 1. Professional Communication (Suggested Reading) N 319: Ethics and Genomics in Nursing Practice 1. Wellness & Self Care N 414: Leadership and Management in Professional Nursing Practice 1. Nursing Informatics & Technology 2. Becoming a Professional Nurse
The Communicator 2.0	N 403: Senior Nursing Capstone 1) Role as an Interprofessional Team Member 2) Respecting Clients Cultures 3) Clients Displaying Aggressive Behavior
ATI Comprehensive Live Review	N 407: Advancing to Professional Practice
Dosage Calculation and Safe Medication Administration 4.0	Various Courses
EHR- Tutor	Various Courses
Video Case Studies RN 3.0	Various Courses
Claire AI	Various Courses

ATI Tutorials	**Course Tutorials Introduced (used throughout the program)**
Nurse Logic 3.0 Knowledge & Clinical Judgment Nursing Concepts Priority Setting Frameworks Testing & Remediation	N 201: Health Assessment
Student Orientation 3.0 Video	N 218 : Getting Started with ATI
Achieve	N 218: Challenges for ESL Students Classroom Skills

	Preparing for Clinical Experiences Study Skills Test-Taking Skills

Approved by SON UGND, March 5, 2021; Revised by Associate Deans July 2026

PROFESSIONAL BEHAVIOR AND SAFETY

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

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

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

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

Professional Language/Respectful Communication
Respectful and professional language is expected at all times when interacting with faculty, staff, peers, patients, and others. Profanity and other disrespectful language will not be tolerated in the academic, clinical, and/or professional environment. This incorporates all forms of communication including, but not limited to, forms of electronic communication such as email and social media. Students are expected to check their email every 24 hours and respond to an email from their faculty within 24-48 hours.

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.

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

In-Class/Lab/Clinical Behavior
While in class, campus learning 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, tables, laser pointers, Bluetooth devices, and music players. If allowed while in class,campus learning 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 Urine Drug Screen 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 School of Nursing 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 participating in clinical practice, the School of Nursing uniform should be clean, pressed, and well maintained. Students are expected to wear the uniform in its entirety unless otherwise directed. In some cases, such as professional conferences and presentations, students will be instructed to wear professional dress. Students are expected to display their ID badges while in the clinical and campus learning environment.

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

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

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

Confidential patient information means information that identifies the patient, relates to the patient's diagnosis or condition, the patient's care, treatment, or other services provided to the patient, or the patient's billing and payment information. Health records or related information may not be removed from a healthcare institution. Students may extract information from the record to direct care. At no time may any identifiable patient information be removed from records or shared with others.

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

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

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

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

Misconduct or infringement of these guidelines may result in a violation of standards resulting in a Professional Behavior and/or Safety Violation.

Violation of the Professional Behavior and Safety Policy
The School of Nursing reserves the right to suspend or dismiss any student for failure to maintain a satisfactory academic record, unacceptable personal and/or impaired behavior, unacceptable standards of academic conduct, and/or failure to meet accepted standards of professional behavior and safe clinical practice. A violation of the Professional Behavior and Safety Policy will be placed in the student's record in the form of a document, Violation of the Professional Behavior and Safety Policy (Appendix C).

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

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

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

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

- Verbal counseling for a **minor** offense will be documented in the student's electronic file. A verbal warning will be documented in the student's electronic file and include a plan for improvement. 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 electronic 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 electronic file at the time of occurrence. Students must comply with any specific requirements identified by the School of Nursing faculty and/or administration regarding corrective measures for the unacceptable behavior. Failure to comply with corrective measures will result in failure of the nursing course. Severe violations will be reviewed by the School of Nursing administration and may result in dismissal from the program. Faculty may elect a letter grade reduction of the final course grade or failure of the course for the unacceptable behavior that has occurred.

- A Third Violation results in dismissal from the program.

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

- Course Faculty member involved
- Course Coordinator (Primary Faculty in Charge of Course)
- Undergraduate Associate Dean who notifies the Advisor (when appropriate)
- 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 every other day.

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

Campus Learning Lab

- Safety
  - Students may not perform any invasive procedures on one another
  - Sharps must be disposed of properly in sharps container
  - Injuries must be reported immediately to your lab instructor and lab coordinator.
- Student appearance
  - Adherence to the clinical dress codes related to hair, nails, and jewelry is expected (See School of Nursing Uniform and Professional Dress Policy)
  - Uniform and SU ID name tag is to be worn during Campus Learning Lab
- General use of the lab
  - Students may not eat in the labs. Covered drink containers are acceptable.
  - Care of equipment
    - All equipment is the property of the School of Nursing and is not to be removed from the lab
    - All equipment should be returned to its proper containers or carts following use
    - Please report broken equipment immediately to the lab coordinator or instructor.
  - Clean-up of labs
    - Beds should be left flat in the low position, with top rails up and with sheets/mannequins tucked in.
    - Soiled linens and trash should be placed in proper containers
    - Chairs, stools, and over-bed tables should be returned to their original positions
    - Chairs should be pushed neatly into the round desk. If you bring other chairs into the lab, return them following lab time.
- Use of Manikin Simulators
  - Students may practice with simulators when there is a work study student or graduate assistant present
  - No liquids should be introduced to the manikin simulators.
  - Always make sure the computer equipment is completely turned off when leaving simulators.

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

- Student Preparation for Lab
    - Complete the readings, online materials, and assigned online quizzes prior to coming to the lab.
    - Bring appropriate equipment for the laboratory experience:
        - Watch with a second hand
        - Stethoscope
        - ID
        - Fundamentals book, computer, materials for note taking.
    - If a student comes to class without appropriate supplies, he/she will not be prepared to test and may be dismissed from class. It may, at the discretion of the faculty, count as a failed performance test.
    - If the lab can 'loan' a supply that the student needs from the equipment blue bag, it must be turned in to the course coordinator at the next lab – no exceptions.
- Practice for lab
    - Students are encouraged to practice competencies during the supervised practice time after having been presented in class. Consider your faculty a coach and use this time to your learning advantage.
    - Students are encouraged to practice previously mastered competencies as needed during the practice lab or by appointment with the lab coordinator throughout the nursing program.
    - An open lab may be available. The purpose of this lab time is to allow students additional practice. Students are encouraged to partner and practice together. Work study students and graduate assistants may be available at announced times throughout the week for students to practice.

- Policies related to testing
    - Performance testing
        - Timing: In order to keep the labs functioning in a timely manner and to ensure equal testing situations, performance testing will be limited to an allotted time based on the nature of the competency evaluation and will be determined by the lab coordinators.
        - Students taking longer than the allotted time will not earn points for the remaining items not performed in the performance checklist.
        - Students who are not adequately prepared may be stopped and will need to schedule a time to retest with the lab or course coordinator, or other nursing faculty as appointed by the course coordinator and will be counted as a failed performance.
        - Evaluation: Performance is evaluated according to performance competency checklists and the School of Nursing's Professional Behavior Criteria.

- Retesting
  - Students should strive to pass the competency during the initial testing opportunity.
    - Students who do not successfully complete the testing activity either because of lack of mastery, inability to complete the activity in a timely manner, or violation of safe practice, will be required to repeat the activity. This will take place with either the lab coordinator, course coordinator or other nursing faculty as appointed by the lab coordinator.
    - The assessment must occur on a different day than the first one.
    - The student is responsible to practice the unmastered competency. Appointments may be made with the lab coordinator for practice prior to the day of a retest.
    - Students may only retest two assessments one time each during a semester.
    - The maximum score achieved on retesting will be 78%.
    - Students must successfully demonstrate all competencies to pass the course.
- Red Rules: Red Rules are designed to reinforce policies and procedures that are intended to keep patients safe and prevent errors that have the potential to be life threatening.
- Red Rules are used within the context of clinical and campus learning laboratory teaching and evaluation of clinical and campus learning laboratory performance. The Red Rules include:
  - Prior to any action or procedure (including medication and blood administration, treatments, etc.), the student will verify patient identity using a minimum of two identifiers. In alert patients, you may check their name band and ask them their name and birth date. If they are confused, check their name badge and the medical record number.
  - The student will verify the correct action (ex. drug administration, dose calculation, treatment, procedure, preparation) BEFORE beginning every patient-oriented action or nursing procedure.
  - The student will follow the Guidelines of the Institute of Safe Medical Practices Regarding the Use of Error-Prone Abbreviations, Symbols, and Drug Designations. http://www.ismp.org/Tools/errorproneabbreviations.pdf
  - Red rule violations in the Campus Learning Lab may result in the following :
    - First violation: written warning, & skill must be repeated per the Guidelines for Campus Learning Lab Performance Testing
    - Second Violation:

    a. if the Second Violation occurs during a retest of a Lab Performance Competency Test, this will result in failure of the course

    b. if the Second Violation occurs during a Lab Performance Competency Test within the same course as the First Violation, this will result in a letter grade reduction in the course

- Third Violation: Failure of the course
  Significant Red Rule violations may at the discretion of the course faculty result in letter grade reduction and/or failure of the course without benefit of written warning

Red Rule Violations in the clinical setting may result in the following:

- First violation: written warning
- Second Violation: Letter grade reduction in course
- Third Violation: Failure of the course
- Significant Red Rule violations may at the discretion of the course faculty result in letter grade reduction and/or failure of the course without benefit of written warning

Simulation Suite Policies
See also the Simulation Manual located in the Undergraduate Nursing Student Canvas page.

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

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

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

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

Unsafe clinical practice is defined as any behavior determined by faculty to be actually or potentially harmful to the patient. Unsafe clinical practice includes but is not limited to behaviors related to physical or

mental health problems; use of alcohol, drugs, or chemicals; lack of preparation for clinical practice; or deficits in problem-solving ability.

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

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

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

Procedure for Return to Campus Learning Lab

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

- The instructor will complete and review the written contents of the Return to Campus Learning Lab form outlining in detail the skill(s)/competency(ies) the student is to be retested on. The student and faculty will both sign it. The faculty will give this to the student who will then give it to the Campus Learning Lab Coordinator.
- The student may not independently perform any skill that he/she has had to repeat during practicum/clinical rotation until the skill is repeated satisfactorily in the campus-learning laboratory.

- The student will be responsible for scheduling time with the Campus Learning Lab coordinator or their designee and performing a successful return demonstration of the skill before the next clinical day.
- Failure to do so will result in a professional behavior violation and is counted as an absence in clinical due to the missed clinical day. Students may repeat a previously mastered skill once. Failure to demonstrate mastery of a previously tested skill at this time, may, at the discretion of the faculty, result in failure of the clinical course. After successfully mastering the skill, the Campus Learning Lab Coordinator will make comments and sign the Return to Campus Learning Lab form. This form will be returned to the clinical instructor. A copy of this Return to Campus Learning Lab Form will be kept in the student file, and forwarded to the course faculty, program director and/or appropriate Associate Dean (See Appendix D).

Facilities Used for Clinical Experiences

The School of Nursing uses a wide range of healthcare facilities for clinical experiences to provide students with opportunities to observe and function in a variety of settings. Clinical sites are selected to best meet the objectives of a particular course. The faculty member responsible for the course makes the final arrangements in collaboration with the School of Nursing Clinical Coordinator. Under no circumstances may a student directly arrange with a health care facility for their clinical experiences.

Students can expect to have possible clinical experiences in a variety of sites and in locations 50 miles or more away from their assigned campus over the course of their program. Students are expected to accept their clinical assignments. Clinical experiences may be scheduled on varying shifts during the week, including nights and weekends.

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

Students are responsible for providing their own transportation to and from clinical sites.

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

Clinical Site - Student Responsibilities

Each student must:

- Complete the required orientation for the assigned clinical facility. This must be completed annually (once per year) if a student is assigned to the same facility for subsequent courses. Provide the instructor with documentation as proof of completion.
- Be informed about and comply with the facility's policies and contractual obligations related to assigned clinical sites, including its policies such as medical or physical reportable conditions, exposure to blood borne pathogens and communicable/airborne disease, and parking policies.
- Provide the clinical facility with information needed to clarify how, when, and where the student can be contacted.
- Dress appropriately, in accordance with the School of Nursing dress code.Wear required Shenandoah University identification badge unless the facility mandates its own name tag and identification. Undergraduate students must wear their Shenandoah University photo identification badge.
- Park in the required areas designated for students
- Bring all necessary equipment to the clinical experience, as required such as a stethoscope and wristwatch, calculator, etc.
- Meet with the faculty member (and preceptor, if any) as necessitated by need, desire, and/or faculty or clinical facility policy, to review objectives and learning experiences.
- For cell phone use, refer to the Handheld Device Policy under the School of Nursing Technology Guidelines
- Photography of any kind is not permitted during clinical time. The photo settings on cell phones must be disabled/turned off during clinicals at all times.
- 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, course coordinator, and clinical coordinator.
- The student may not be present at a clinical site unless the faculty member or preceptor is present/available. The student must notify the clinical faculty if they are leaving the unit for any reason.
- Students are expected to accept clinical and preceptorship assignments as arranged. Refusal to participate in arranged clinical experiences may result in failure of the course, affect student academic progression, and will be subject to professional behavior violations. Negotiations for clinical sites are conducted by relevant faculty members who in turn collaborate with the School of Nursing Clinical Coordinator. At no time should a student make arrangements with any clinical site in advance of the course faculty or clinical instructor.

- Once clinical sections are published on Canvas and in Hornet Hub the students are expected to attend their assigned time and location. There will be no complaining or request to change clinical days/sections to the Clinical Coordinator or Course Coordinator. This causes disruption to clinical sites and other student schedules. Failure to comply may result in a Professional Behavioral Violation.
- Students must meet with the faculty member on a regular basis (frequency to be determined by the course objectives, faculty member, department policy, and student needs) in order to discuss details of the assigned clinical experience, assess progress toward objectives, receive feedback regarding assignments and learning experiences, and identify and communicate the need, if any, for additional faculty involvement and assistance.
- Undergraduate students may not begin clinical experiences prior to the start date of their course.
- Students are required to complete the Clinical Evaluation Tools (CET) in Exxat at both midterm and final for each clinical course. Successful completion of the clinical course is contingent upon meeting the required CET benchmark.
- In accordance with §54.1-3001 of the code of Virginia, a student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which they have been assigned.

Capstone Specific:

- Students with preceptor experiences must prepare and submit a copy of their objectives for the experience and other materials to the faculty member and/or course coordinator for approval, prior to sharing them with the facility preceptor.
- Establish, with the agreement of the faculty member (and preceptor, if any), a calendar for commitment of time to be spent in the facility.
- When students are assigned to preceptor experiences, students can expect faculty to make site visits at any time.

Student Transportation

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

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

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

Community Clinical Experiences
Guidelines for Visiting Clients in Community-Based Settings
Community-based clinical settings may pose challenges because of the absence of an institutional infrastructure or the characteristics of the neighborhood in which the clinical site is located. Therefore, students must take special precautions when assigned to community-based settings.

- Students are expected to inform themselves of and observe the policies of the relevant institution and its professional codes of conduct.
- Home visits must be made with the assigned nurse preceptor.
- Student visit plans, such as departure time and expected time of return, must be developed and shared with faculty. Students are responsible for informing faculty of any change in original plans. Students must provide their own transportation to clinical sites. Students may not ride together with a preceptor. It is recommended the student follow in their own car to make clinical site visits.
- Students must become familiar with the geographic area via maps and observation, so travel to and from the client's home is by the safest direct route.
- Student safety is of highest priority. If a student feels unsafe for whatever reason, withdrawal from the situation is required.
- Students must abandon a home visit when an altercation develops or is in progress.
- Students must avoid areas where loitering occurs.
- Students must avoid secluded areas, such as basements and dark stairwells.
- Students will follow the School of Nursing Uniform and Professional Dress policy when making home visits or any other community assignments. Students should discuss the type of appropriate dress, i.e., uniform or street clothes, with faculty prior to participation.
- Students should practice automobile safety precautions including:
    - Never operate a vehicle while impaired or under the influence of any substance
    - Looking into the automobile before entering to ensure no one has accessed the vehicle
    - Keeping doors locked when traveling,
    - Parking as close to the home/facility setting as possible, and using protected parking if available,
    - Keeping enough gas in the fuel tank so stops at gas stations can be planned and selected for safety of location

- Not stopping for stranded motorists but instead, calling for help from appropriate parties such as police
- Having automobile keys ready when reaching their vehicle
- Not leaving valuable possessions in view (including computers)
- Not sitting in the car to complete paperwork
- Not opening automobile door or window to strangers, particularly if feeling threatened

Clinical Illness Reporting

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

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

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

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

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

    - Rubella (if not immune)
    - Tuberculosis
    - Conjunctivitis (pink eye)
    - Meningitis
    - Covid 19
    - Any communicable disease if the student is unsure of
- Diagnosed with a positive culture, which prevents or limits the student's ability to render patient care
- Recent injury, hospitalization, or surgical procedure

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

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

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

Guidelines While in Uniform
- ID Badge
    - Students must wear their Shenandoah University Hornet Identification (ID) Badge above the waist at all times while in uniform and for clinical/professional appearances. Students may be

required to wear the ID of the clinical facility in addition to their Shenandoah University ID badge.

- Hair
    - Hair and buns must be clean and neatly styled, off the collar and away from the face. Ponytails and braids that fall in the face or below the shoulder are not permitted.
    - Beards and mustaches must be clean, trimmed, and well groomed.
- Fingernails
    - Fingernails and cuticles harbor bacteria, therefore nails must be kept scrupulously clean and trimmed no longer than the tips of the finger to promote safety during patient care.
    - No nail polish is permitted.
    - Artificial nails, including acrylics, gels, or wraps, are not permitted at any time.
- Cosmetics
    - Cosmetics, if worn, should be light, natural, and subdued.
- Perfume/Cologne Products
    - Due to sensitivities and allergies of patients and staff, perfume and cologne products are not permitted at any time.
- Jewelry
    - A wristwatch with a second hand or timer is required to be worn in clinical and lab experiences.
    - Plain wedding bands without stones are permitted. No other type of ring (including engagement ring) is to be worn while in uniform.
    - One pair of small solid stud earrings may be worn on the lower lobe. No hoops or additional earrings are permitted. No other piercings (nose, tongue, face jewelry) may be visible while in uniform. A clear retainer may be worn if needed to maintain a piercing.
    - Necklaces and bracelets are not permitted while in uniform. The exception is a Medic Alert bracelet or chain, and nonvisible necklaces worn for religious purposes. Your clinical faculty should be informed if you require medic alert jewelry.
- Headbands
    - A solid matching headband (white, red, blue, or black) if necessary to assist in keeping hair off face may be worn. Headbands can harbor germs and must be cleaned often. Headbands can be wide or narrow.
- Tattoos
    - All visible tattoos must be covered while in uniform.
- Tobacco
    - Tobacco third hand smoke and odor on hair, skin, clothing, or breath can be offensive to patients/others and is not permitted.
- A stethoscope is required and must be brought to all clinical experiences.
    - Stethoscopes must be regularly cleaned and in between each patient, especially the earpieces and bell.

- Uniforms with the School of Nursing embroidered logo are to be worn in the campus lab per campus learning lab Guidelines.

Pregnancy
Should a student entering the nursing program pregnant or become pregnant during the academic year, it is their responsibility to notify the 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 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.

STUDENT PROTECTION IN CLINICAL

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

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

Definitions
For the purposes of this procedure, the term “clinical faculty” will mean the individual who provides instruction and direction at the site where clinical services are provided. Other terms considered

synonymous include preceptor, (approved) clinical instructor, and fieldwork educator. The term “clinical coordinator” will mean the Shenandoah University faculty or staff member assigned responsibility for directing the clinical curriculum. Other terms considered synonymous include fieldwork coordinator and director of clinical education.

Procedure

- Students must immediately report any occupational exposure to blood or body fluids to their clinical faculty.
- The clinical faculty will ensure that the student cleans/flushes wound, mucous membranes, and eyes, or otherwise provide necessary palliative measure to the contaminated area at the time of exposure
- The clinical faculty initiates the process to determine the source patient’s HIV, HBC, or HCV status and to evaluate whether the source and/or exposure are considered high risk. Confidentiality to the student and patient will be maintained according to HIPAA during this process.
- The clinical faculty will complete an incident report and any other documentation required by the agency where the student is assigned. The student shall contact the clinical coordinator within 24 hours to report the incident, and immediately contact the Director of the Wilkins Wellness Center at 540-665-4530 to discuss evaluation and a treatment plan. The student will be responsible for all costs associated with the follow-up treatment.
- The clinical faculty will inform the clinical coordinator of the policy for the host institution in which the injury occurred, and treatment performed according to the host institution’s policy.
- If the exposure occurred in an institutional setting, the Infection Control Officer of that facility will determine the follow-up course of treatment per their policy, including documentation of the incident.
- If the exposure occurred in a clinic setting not associated with a licensed hospital and there is no policy, the Director of the Wilkins Wellness Center will determine if the exposure requires follow up with a medical professional according to the Center for Disease Control's standards.
- The clinical coordinator will assist the student in completing the Bloodborne Exposure Worksheet which will be faxed a copy to the Wilkins Wellness Center at 540-665-5576 within 48 hours of the occurrence. The worksheet will remain in the student’s permanent medical record. The clinical coordinator will ensure a copy is placed in the student’s clinical file.
- Copies of any lab results shall be sent directly to the Director of the Wilkins Wellness Center in a sealed envelope marked confidential. The record will remain in the student’s permanent medical record and only be released to a third party with written consent and original signature of the student.
- Students will meet with the Shenandoah University clinical coordinator to review universal precautions and be advised on how to minimize risk of exposure. Other educational interventions may be implemented if a student demonstrates a pattern of exposure. This may include suspension from clinical training activities or sanctions determined to be appropriate by the educational program.
- Students will be offered counseling services through Wilkins Wellness Center.

Bloodborne Pathogens Student Exposure Information
Explanation of Terms

1. Exposure

a. Type

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

b. Body Fluids Associated with HIV or HCV.

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

c. Body Fluids Associated with HBV or HCV.

1. See HIV Body Fluids listed above.
2. Saliva, sputum, or vomitus.

2. Post Exposure Prophylaxis

Students who need Post Exposure follow-up will be sent to an Infectious Disease physician as soon as possible for counseling and treatment protocols. 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

TECHNOLOGY IN NURSING

IM Learning – Apple Computer Program

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

Internet Access

While present on campus and in the classroom, wireless Internet access is available to all enrolled students. Undergraduate nursing students must have access to a reliable, stable, efficient high-speed Internet connection at a place where they study and prepare assignments. Learning assignments often include materials and learning content that must be accessed on 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. Students are responsible for ensuring functional online access for timely submission on Canvas for assignments and quizzes. Poor or broken internet connection will not be accepted.

Ethical Use of Technology

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

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

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

Computers as Teaching Learning Tools
The faculty of the School of Nursing view technology as important adjuncts to effective teaching and learning. Technology is integrated in a variety of ways throughout the curriculum and in learning exercises students are expected to complete in the classroom and/or at home. How and when computer technology is used in the classroom and clinical setting is at the individual faculty member's discretion. Faculty will communicate using email via the SU email accounts assigned. Students must use their Shenandoah University email accounts to communicate with their faculty and administrators.

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

Handheld Devices (Smart Phones, iPads, and Tablets)
As nursing and the healthcare environment move to an age of increasing use of technology in the delivery of care, some textbooks are available electronically, facilitating their availability to students and faculty in the form of a handheld device for use at the bedside. These devices can be carried more easily into the learning environment providing students easy access to resources needed to support the learning experiences. Handhelds may be used in the classroom, directed laboratory experiences, and in clinical experiences under the direction of the course instructor. The device used by the student may be loaded with software recommended by the faculty. Examples include pharmacology, diagnostic and lab reference books, and a medical dictionary in place of hard copy books. Software may be purchased in the bookstore and also loaded on the student's computer. The electronic books automatically up-date on the devices for one year with the option of annual renewal.

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

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

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

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

Social Networking Policy
Students enrolled in the School of Nursing should be concerned with any behavior that might reflect badly on themselves, their families, their academic program, and/or Shenandoah University. Such behavior includes any activities conducted online/social platforms.

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

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

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

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

- Postings about yourself, your peers, faculty, staff, or clinical instructors, your respective program, or Shenandoah University that are inaccurate, unprofessional, or could be interpreted to negatively alter professional reputations. These postings may be information, videos, photos, music, or other online items.
- Posting any online materials that could be interpreted as a violation of the Health Insurance Portability and Accountability Act (HIPAA) or Family Educational Rights and Privacy Act (FERPA).
- Malicious use of online social networking programs. This includes derogatory language directed at Shenandoah faculty, staff, and students; demeaning statements about or threats to any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other behaviors considered inappropriate and unprofessional for health professions students or providers.

Failure to agree and adhere to this policy will result in actions ranging from reprimand to dismissal from the program. It is the School of Nursing's intention to achieve a level of behavior that reflects positively on all of us. Violations of this policy or evidence of such violations in the content of social networks or digital platforms may be subject to investigation and sanction under the *School of Nursing Student Handbook.* Any behaviors considered to be illegal will be referred to the appropriate law enforcement agency for investigation and potential prosecution.

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.

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

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

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

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 Undergraduate Catalog.

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

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

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

Email - wwcenter@su.edu

Counseling Center
Clinicians provide short-term personal and confidential counseling on both an individual and group basis and services are free to all matriculating, degree-seeking students enrolled in 7 or more academic credits in their undergraduate programs. Our clinicians provide teletherapy for distance learners. Please note that SU students taking online courses may be limited in the type of direct services employed if they reside out of the state of Virginia due to state law licensure restrictions.

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

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

STUDENT AND PROFESSIONAL ORGANIZATIONS

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

Student Nurses Association (SNA)

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

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

Student Nurses Mentors

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

SIGMA Nursing
Honor Society - Rho Pi Chapter

Shenandoah University School of Nursing is pursuing excellence in nursing through the establishment of Rho Pi Chapter of Sigma. The society follows the bylaws and purposes of Sigma. The Sigma Rho Pi Chapter at Shenandoah University was chartered on April 26, 2002.

Sigma Theta Tau was founded at the Indiana University Training School for Nursing in 1922 by six nurses dedicated to improving health care. They chose the Greek words Sigma Theta Tau which stand for love, courage, and honor. The flower and color of the society is orchid.

Sigma provides to its members opportunities and responsibilities to make definite contributions to the school of nursing, to the profession, and to the health of the public worldwide. Sigma's mission is: developing nurse leaders anywhere to improve healthcare everywhere. Sigma's vision is: connected, empowered nurses transforming global healthcare.

Membership is by invitation and/or application for 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

Nurses Christian Fellowship

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

Shenandoah University Fundraising Policy
For Events On and Off Campus

Individuals and student organizations planning to conduct sales, solicitations, and fundraising activities on or off campus and/or requiring a contractual agreement with non-Shenandoah agencies, must obtain the written approval of the director of student engagement for Shenandoah University (or designee). Non-student and non-Shenandoah-related individuals and organizations may not sell or solicit on Shenandoah University property without permission from the director of student engagement. Door-to-door solicitation is prohibited.

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

of the Shenandoah University. Any profits derived from sales, solicitations, and fundraising activities on and off campus must be used for a purpose consistent with Shenandoah University policy and with the purpose of the sponsoring student organization.

GRADUATION AND LICENSURE

Application to Graduate

All students must apply for graduation even if they have no plans to attend the commencement ceremony and/or the School of Nursing Pinning Ceremony. Graduation application includes the release of the diploma to students. In addition, transcripts will not be released to the State Boards of Nursing without the payment of outstanding university balances and applying for release of final course transcripts. There is no fee related to applying for graduation.

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

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

Registered Nurses Licensure – Undergraduate Students

State Board of Nursing and NCLEX

Upon completion of the BSN program, students must complete the National Council Licensure Examination (NCLEX-RN) and be licensed by a State Board of Nursing in order to practice nursing as a Registered Nurse. Graduates are responsible for filing their own State Board and NCLEX applications. The cost of application for testing and license varies from state to state and may cost as much as $600. Many states may require a criminal background check and fingerprinting prior to granting approval to take the exam. The guidelines are set forth by each state Board of Nursing. Students applying for licensure outside of the state of Virginia must meet the regulatory requirements of the appropriate licensing state. Please refer to that state's Board of Nursing for additional information.

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

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

Legal Limitations of Licensure

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

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

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

§ 54.1-3007. Refusal, revocation or suspension, censure, or probation.

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

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

(From *Laws Governing the Practice of Nursing and Health Professions in General Code of Virginia as of July 1, 2014*)

Students must be aware that any of the above examples may prevent them from being eligible to take the licensure exam as well as receive the RN licensure. This also applies to those seeking licensure as an APRN (Advanced Practice Registered Nurse. Nursing regulations and laws for Virginia are located in the guidance document ***90-55 Criminal Convictions*** which provides a more complete list at**:**
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/http://www.dhp.virginia.gov/media/dhpweb/docs/nursing/guidance/90-55.pdf

School of Nursing Pinning Ceremony

Pinning is an ongoing tradition in the nursing profession. Upon completion of an undergraduate nursing program, graduates may purchase a pin that represents the School of Nursing. The School of Nursing continues this long-standing tradition by celebrating its graduates with a ceremony. It is a solemn ceremony honoring the profession of nursing and the achievements of the graduates.

- The Student Affairs Committee is responsible for the ceremony. This committee works in concert with representatives of the graduating class in planning and implementing the ceremony.
- The ceremony is held for graduating undergraduate students twice a year in May and December.
- Shenandoah University School of Nursing pins are purchased by senior undergraduate nursing students and are optional. Orders and purchases are placed with the bookstore company representative who makes campus visits at the beginning of the fall and spring semesters that the students graduate.
- *Academic Regalia* is worn by all graduating students, at the pinning ceremony. Sigma Honor Society for Nursing "Honor Cords" and NSNA and Mentor Cords may be worn by members to this ceremony. Veteran and active-duty students may wear cords representing service to our country. These are available through the Registrar's Office.
- The printed program for the ceremony is prepared by the School of Nursing.
- The keynote speaker for the ceremony is invited and/or designated by the Dean of the School of Nursing.
- Students will be pinned by the Dean of the School of Nursing or the School of Nursing designee.
- Tickets for the ceremony will be distributed to graduates. The number of tickets per student will be determined based on the class size and the site of the event.

History of Nursing Pins

Nursing faculties value the nursing pin and strongly encourage students to purchase their pin at graduation. The nursing pin is a 1,000-year-old symbol of service to others. The earliest ancestor of the pin dates back to the Maltese cross, adopted by crusaders and worn on their habits as a symbol of service to Christianity. By the Renaissance, guilds had adopted coats of arms, symbolizing masterful service to the community.

The most recent ancestor of the pin is the hospital badge of 100 years ago. It was given by the hospital school of nursing to students to identify them as nurses who were educated to serve the health needs of society. Furthermore, the hospital that awarded badges to these nurses was seen by the public as an excellent care provider.

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

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

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

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

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

The James R. and Mary B. Wilkins Nursing Award
(Awarded annually in May)
Mr. and Mrs. Wilkins were long-time benefactors of Shenandoah University. Mr. and Mrs. Wilkins were instrumental in moving the University here from Dayton, Virginia, and helped guide the development and growth of the University. This tradition is being carried on by their son, James R. Wilkins, Jr. This award has a monetary component.

Qualifications:

- Holds a GPA of 3.5 or higher
- Demonstrates the highest level of academic and practice achievement
- Has committed to continuing toward a graduate nursing degree at Shenandoah
- Awarded to one student per year in the School of Nursing in May

The Mary Henkel Undergraduate Academic Excellence Award
(Awarded biannually in May and December)
Mrs. Mary Henkel was a longtime supporter and benefactor of the nursing program at the University. Despite advanced age and near blindness, Mrs. Henkel participated in most special School of Nursing activities until the time of her death. This award is given to a graduating senior who has demonstrated outstanding achievement throughout his/her academic career at Shenandoah University.

Qualifications:

- A graduating senior with the highest GPA who has demonstrated outstanding achievement throughout his/her academic career at Shenandoah University.

The Mary Jane McCone Nursing Practice Award
(Awarded biannually in May and December)
Miss Mary Jane McCone was a long time Director of Nursing Service at Winchester Memorial Hospital as well as Director of the WMH School of Nursing. She was passionate about nursing and established, as well as maintained, a very high standard for professional nursing care and behavior among the students and nurses at the hospital.

Qualifications:

- Holds a GPA of 3.25 or higher
- Awarded to a student who has consistently demonstrated outstanding nursing practice and honorable, behavioral/professional image.

The Dean's Outstanding Undergraduate Award
(Awarded biannually in May and December)
This award is given to the graduating senior who most exemplifies the goals of the undergraduate program encompassing service, leadership, and scholarship in the school of nursing.

Qualifications:

- Holds a GPA of 3.25 or higher
- Selected by the Dean of the School of Nursing with input from the undergraduate faculty

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

Qualifications:

- A graduate or undergraduate nursing student who most exemplifies the qualities of statesmanship and activism on behalf of the nursing profession.
- Holds a GPA of 3.25 or higher

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

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

The School of Nursing Service Award
(Awarded biannually in May and December)

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

Appendix A

Student Exam Item Inquiry

Submit to faculty within 3 days of exam review

Student Name: _____Course/Exam_____

Item # _____

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

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

Appendix B

SHENANDOAH UNIVERSITY

ELEANOR WADE CUSTER SCHOOL OF NURSING

Undergraduate Writing Standards

* Writing Standards can be adapted to meet course specific requirements.

Plagiarism Check Submitted (Turn-It-In)	**Total Points**
PART I: Introduction	**10**
● Addresses the purpose of the report ● Provides overview of topics to be covered	
PART II: Content	**60**
● Adequately answers all prompts from assignment directions	
PART III: Summary	**10**
● Summary is clear and concise ● Synthesis, not restatement of information already presented	
PART IV: APA Mechanics & Formatting	**20**
APA (5 points) ● Meets page requirements ● Uses consistent font appropriate font (Calibri, Arial, Times New Roman) throughout the paper ● Document is correctly formatted o Double spaced with no blank pages o Margins, indentations correct o Pages numbered correctly (top right)	
Language (5 points) ● Spelling, grammar, punctuation, sentence and paragraph structure correct ● Language consistent throughout	

Title Page (1 point) ● Course Number and Name, Student(s) Name(s), Professor Name	
Headings (1 point) ● Level I and II headings are correct ● Does not occur back-to-back or as last line of a page	
References & Reference Page (8 points) ● Author information cited correctly within body of paper ● Author information cited correctly on reference page ● Reference list on separate page ● Reference list in alphabetical order using appropriate format ● Publication information cited correctly and includes DOI number ● References cited in paper are cited on reference page ● References cited on reference list are cited in the paper ● No references older than five years without permission or of historical relevance	
Comments	
Total Points: 100	

Appendix B
SHENANDOAH UNIVERSITY
ELEANOR WADE CUSTER SCHOOL OF NURSING
Undergraduate Presentation Standards

* Presentation Standards can be adapted to meet course-specific requirements.

Plagiarism Check Submitted (Turn-It-In)	**Total Points**
PART I: Presentation Content	**80**
● Body of presentation clearly articulated with supporting evidence.	
PART II: APA Mechanics & Formatting	**20**
Professional Visual Aid (5 points) ● Follows the Rule of 7 ● Spelling, grammar, punctuation	
Professional Dress, Language, Behavior (2 points) ● Business casual attire (school uniform is acceptable) **o** **Full 10-point deduction for lack of appropriate attire** ● Does not simply read slides and/or notecards **o** Demonstrate knowledge of material in engaging way	
Professional Presentation (8 points) ● Presentations should demonstrate o Thorough preparation o Punctual start and completed within time allotted o Relevance and appropriateness o Clarity, conciseness, creativity o Maintains audience attention with dynamic approach ● Leads and facilitates critical discussion with audience	
References & Reference Page (5 points) ● Author information cited correctly within body of presentation ● Author information cited correctly on reference slide ● Reference list on separate slide ● Reference list in alphabetical order using appropriate format ● Publication information cited correctly and includes DOI number ● References cited in presentation are cited on reference slide ● References cited on reference list are cited in the presentation ● No references older than five years without permission or of historical relevance.	
Comments	
Total Points: 100	

Appendix C

Shenandoah University School of Nursing:

Professional Behavior and/or Safety Policy Violation Documentation Form

<table>
<tr><td colspan="3">Document may be completed by hand or electronically.</td></tr>
<tr><td colspan="2">STUDENT NAME:</td><td>Violation 1 2 3 (CIRCLE NUMBER)</td></tr>
<tr><td colspan="2">FACULTY NAME:</td><td>ADVISOR/OBSERVER</td></tr>
<tr><td><u>S</u>ituation Type:
Indicate professional behavior, safety or both.</td><td>Professional Behavior</td><td>Safety</td></tr>
<tr><td><u>B</u>ackground (Describe Situation)</td><td colspan="2"></td></tr>
<tr><td><u>A</u>ssessment (Specific Performance expectations and/or Policies not being met)</td><td colspan="2"></td></tr>
<tr><td rowspan="3"><u>R</u>ecommendations Actions to be taken for improvement(adherence to policies, support services (tutoring, return to CLL, wellness).</td><td colspan="2">Recommendation:</td></tr>
<tr><td colspan="2">Consequences of not complying with recommendations:</td></tr>
<tr><td colspan="2">Date to improve performance by:</td></tr>
<tr><td colspan="3">Signature: Faculty: Date:</td></tr>
<tr><td colspan="3">Signature: Student: Date:</td></tr>
<tr><td colspan="3">Signature: Advisor/Observer: Date:</td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td colspan="3">Program Director Follow Up:</td></tr>
</table>

Appendix D

SHENANDOAH UNIVERSITY
Eleanor Wade Custer School of Nursing
BSN Program

RETURN TO CAMPUS LEARNING LAB (CLL)

Date: _____

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

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

Clinical Faculty Signature: _____

Date: _____

CLL Faculty Signature: _____
Date of Successful Completion of Skill: _____

CLL Coordinator Signature: _____
Date_____

Student Signature: _____
Date _____ (upon successful completion)

Appendix E
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.

Appendix F
Skills Check List

Skills Competency Checklist

NLAB 201

Listed are skills in which students have received instructions and have been found proficient by the instructor.

Student: **Fall/Spring Year:**

Evaluator:

Skill	Date	Verbal (V) or Demonstration (D)	Initials of Evaluator
Physical Assessment			
Head-to Toe Assessment		**D**	
Neurological assessment		**D**	
Cardiovascular/Peripheral vascular assessment		**D**	
Respiratory assessment		**D**	
Gastrointestinal assessment		**D**	

Genitourinary assessment		**D**	
Musculoskeletal assessment		**D**	
Integumentary assessment		**D**	
Vital Signs			
Use of pulse oximetry to obtain oxygen saturation (SpO2)		**D**	
Obtain accurate blood pressure via manual sphygmomanometer		**D**	
Obtain apical rate		**D**	
Obtain radial pulse rate		**D**	
Obtain oral temperature		**D**	
Obtain tympanic temperature		**D**	
Obtain respiratory rate		**D**	
Perform pain assessment		**D**	

Skills Competency Checklist

NLAB 218

Student:	**name**	**Fall/Spring Year:**	**SP26**

Evaluator:

Skill	Date	Verbal (V) or Demonstration (D)	Initials of Evaluator
Electronic Health Record (EHR) usage and Documentation		**D**	
Sterility and Asepsis			
Handwashing		**D**	
Donning and doffing personal protective equipment (PPE)		**D**	
Asepsis		**D**	
Sterile gloving		**D**	
Sterile field		**D**	
Opening an item on a sterile field		**D**	
Adding solution to a sterile field		**D**	
Donning and doffing sterile gloves		**D**	
Hygiene and Comfort			
Assisting with a shower or tub bath		**V**	
Providing a bed bath		**D**	

Oral care		**D**	
Hair care		**D**	
Shaving a patient		**D**	
Nail care		**V**	
Use of bedpan		**D**	
Use of fracture pan		**D**	
Use of urinal		**D**	
Intake and output measurements		**D**	
Making an occupied bed		**D**	
Making an unoccupied bed		**D**	
Back rubs		**V**	
Activity and Mobility			
Assisting a patient to turn in the bed		**D**	
Moving patient with assistance		**D**	
Range of motion exercises		**D**	
Assisting a patient with feedings and aspiration precautions		**D**	
Environmental safety		**D**	
Fall prevention		**D**	
Non-Skid sock application		**D**	

Restraint use and monitoring		**D**	
Assisting with Ambulation		**D**	
Walker Walking		**D**	
Cane Walking		**D**	
Crutch Walking		**D**	
Lift-assist devices		**V**	
Gait belt usage		**D**	
Assisting patient on/off bedside commode		**D**	
Donning/doffing compression stockingse		**D**	
Sequential compression devices		**D**	
Skin Integrity and Wound Care			
Wound assessment		**D**	
Cleaning a wound with sterile technique		**D**	
Cleaning a wound with clean technique		**D**	
Collecting a wound culture		**D**	
Irrigating a wound		**D**	
Drain care		**D**	
Emptying a drain		**D**	

Suture removal		**D**	
Staple removal		**D**	
Hot and cold therapy administration		**V**	
Medications			
Oral medication administration		**D**	
Removing medication from an ampule		**D**	
Removing medication from a vial		**D**	
Administering an intradermal injection		**D**	
Administering a subcutaneous injection		**D**	
Administering an intramuscular injection		**D**	
Topical medication administration		**D**	
Administering eye drops		**V**	
Administering eye irrigation		**V**	
Administering ear drops		**V**	
Administering ear irrigations		**V**	
Administer nasal spray		**V**	
Administering nasal drops		**V**	

Administering vaginal cream/suppository		**V**	
Administering rectal suppository		**V**	
Mixing medications in one syringe		**D**	
Administering insulin		**D**	
Medication Calculation			
Oral Medication calculations		**D**	
Parenteral medication calculations		**D**	
Oxygenation			
Incentive spirometry usage		**D**	
Nasal cannula oxygenation		**D**	
Mask oxygenation		**D**	
Airways			
Oropharyngeal airway use		**D**	
Nasopharyngeal airway use		**D**	
Suctioning of oropharyngeal airways		**D**	
Suctioning of nasopharyngeal airways		**V**	
Respiratory Medications			

Administering metered dose inhalers		**D**	
Administering dry powder inhalers		**D**	
Administering nebulizers		**D**	
Urinary Elimination			
Use of bladder scanner		**V**	
Use of external catheters		**D**	
Insertion and care of indwelling catheters - female		**D**	
Insertion and care of indwelling catheters - male		**D**	
Insertion and care of intermittent catheterization - female		**D**	
Insertion and care of intermittent catheterization - male		**D**	
Suprapubic catheter care		**V**	
Bowel Elimination			
Administration of rectal enemas		**V**	
Administration of retention enema		**V**	
Digital removal of stool		**V**	

Insertion and care of a rectal tube		**V**	
Fecal collection devices		**V**	
Perioperative Patient Care			
Patient education of deep breathing exercises, coughing, and splinting		**D**	
Preoperative assessment of patient		**D**	
Preoperative skin preparation		**D**	
Post operative care of a patient		**D**	
Post Mortem Care		**D**	

Skills Competency Checklist

NLAB 321

Student:	**name**	**Fall/Spring Year:**	**FA26**

Evaluator:

Skill	Date	Verbal (V) or Demonstration (D)	Initials of Evaluator
Intravenous Catheters and Intravenous Medications			
Initiating a peripheral intravenous (IV) infusion via an IV pump		**D**	
Initiating a peripheral intravenous infusion via administration set		**D**	
Insertion of peripheral venous catheter		**D**	
Changing IV solution containers		**D**	
Changing IV administration sets		**D**	
Monitoring an IV site		**D**	
Administering IV medication		**D**	
Flushing IV catheters		**D**	
Blood Transfusions			
Administering a blood transfusion		**D**	
Monitoring and assessing for blood transfusion complications		**D**	

Central Venous Access Devices			
Accessing existing central venous access devices		**D**	
Central venous access devices dressing changes		**D**	
Accessing and de-accessing an implanted port		**V**	
Discontinuing a central venous access device		**V**	
Blood sampling techniques-central and peripheral		**D**	
Medication administration in central venous access devices		**D**	
Gastric Tubes and Enteral Feedings			
Initiating and discontinuing a nasogastric tube insertion		**D**	
Nasogastric tube placement verification		**D**	
Administering a tube feeding via nasogastric tube via gravity		**D**	

Administering a tube feeding via a nasogastric tube via a feeding pump		**D**	
Medication administration via a nasogastric tube		**D**	
Decompression of stomach via a nasogastric tube		**D**	
Monitoring of nasogastric tube after placement		**D**	
Care of a gastrostomy tube		**D**	
Ostomy Care			
Emptying an ostomy appliance		**D**	
Care of ostomy site		**D**	
Changing an ostomy appliance		**D**	
Irrigation of a colostomy		**V**	
Endotracheal and Tracheostomy Tube Care			
Suctioning of endotracheal tube via open suction system		**V**	
Suctioning of endotracheal tube via closed suction system		**D**	

Securement of endotracheal tube		**D**	
Oral care of patients with endotracheal tube		**V**	
Care of Ventilated Patients			
Endotracheal tube care		**D**	
Open suctioning of a tracheostomy		**D**	
Closed suctioning of a tracheostomy		**D**	
Care of a tracheostomy tube		**D**	
Site care and dressing change of tracheostomy site		**D**	
Tracheostomy cannula insertion and change		**D**	
Cleaning and care of non-disposable tracheostomy cannula		**D**	
Securement methods of tracheostomy tubes		**D**	
Chest Tubes and Chest Drainage Systems			
Assessment of chest tubes		**D**	

Care of closed chest drainage systems		**D**	
Securement of closed chest drainage systems		**D**	
Changing of closed chest drainage systems		**D**	
Assisting with removal of chest tube		**V**	
Medication and IV Fluid Calculations			
Intravenous medication administration calculations		**D**	
Intravenous bolus fluid administration calculations		**D**	
Intravenous continuous fluid administration calculations		**D**	
Critical care medication calculations		**D**	
Obtaining 12-lead EKG		**D**	