



**THE UNIVERSITY OF SCRANTON
DEPARTMENT OF NURSING
UNDERGRADUATE STUDENT HANDBOOK
2022-2023**

The policies, procedures and contents of this handbook were last reviewed and revised in July 2022

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Department of Nursing
IMPORTANT PHONE NUMBERS**

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Dr. Teresa Conte [Chairperson]	570-941-7647
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Dr. Mary Jane DiMattio	570-941-7628
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Dr. Sharon Hudacek	570-941-4197
Professor Shannon Kaspriskie [Nursing Lab Educator]	570-941-7761
Dr. Mimi Kovalski	570-941-5832
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Professor Jason Phillips	570-941-6168
Professor Laurie Valunas	570-941-5833
Dr. Cristen Walker	570-941-7928
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Mrs. Donna Cochrane-Kalinoski [Secretary]	570-941-6658
Mrs. Jill Lear [Administrative Assistant, Nurse Anesthesia]	570-941-5530
Ms. Dawn Mazurik [Secretary]	570-941-7673
Bookstore	570-941-7454
Cafeteria	570-941-7456
Campus Ministry	570-941-7419
Career Services	570-941-7640
Center for Teaching and Learning Excellence [CTLE]	570-941-4038
Counseling Center	570-941-7620
CPS Academic Advising	570-941-6390
Financial Aid Office	570-941-7700
Library	570-941-7451
Security	570-941-7888
Security - Emergencies	570-941-7777
Student Health Center	570-941-7667
Tech Support	570-941-4357

WELCOME

The purpose of this handbook is to provide you with guidelines for policies, procedures and core information that will be needed while you are enrolled as a student in the Department of Nursing at the University of Scranton.

PREAMBLE TO THE POLICIES OF THE DEPARTMENT OF NURSING

The academic policies of the University of Scranton are published in the Undergraduate Catalog and the University Student Handbook. The policies governing admission of students to the University are also found in the Catalog. The University's policies regarding the advisement and counseling of students are in both the Catalog and in the University of Scranton Student Handbook.

The following policies are those specific to the Department of Nursing and have been approved by the Nursing Faculty Organization and by the Dean of the Panuska College of Professional Studies. The policies of the University of Scranton and the policies in the Undergraduate Nursing Handbook will be the basis for decision-making with regard to student matters. Students are also governed by the policies at the agencies where they receive their clinical education.

Every undergraduate nursing student is responsible for adhering to the policies and procedures contained in this handbook. Upon admission to the program, the undergraduate student is expected to read and review all policies. Receipt of the Undergraduate Student Handbook must be signed and returned to the Department of Nursing Administrative Assistant located in 315 McGurkin Hall on the date directed by the Faculty. Should you have any questions regarding these policies, please see the Undergraduate Program Director.

The Department of Nursing reserves the right to change any provision, policy or requirement at any time within the student's term of attendance. Such changes will be communicated to students via email. Students may find the current undergraduate handbook on the Nursing Department website.

MISSION STATEMENT

The Mission of the Department of Nursing at The University of Scranton is to prepare nurses at the baccalaureate, masters, and doctoral levels, who are grounded in the Catholic and Jesuit tradition, and committed to excellence in practice for the 21st century. Our graduates will have the knowledge and competencies to deliver high-quality, evidence-based, holistic person-centered care.

PHILOSOPHY

The Department of Nursing is an integral part of the J. A. Panuska College of Professional Studies of The University of Scranton and reflects the heritage, mission, values, and goals of the University and of the College. The philosophy of the Department of Nursing is based on a holistic view of the person who has inherent worth, dignity, and human rights. The individual is recognized as a total entity, with consideration given to the interdependent functioning of the physiological, psychological, cognitive, social, cultural, and spiritual domains. Every person is unique and demands the respect of free choice. The person is in constant interaction with a changing environment. The integrity of an individual's potential for growth is maintained and supported.

Each person has the right and responsibility to determine and participate in decisions affecting health and deserves access to health care. Health is viewed on a continuum, as a dynamic state of physiological, psychological, sociocultural, and developmental adaptation. One's state of health is influenced by genetic endowment, sociocultural background, environmental forces, and lifestyle. The primary responsibility for health lies with the individual, and secondarily with the family and community.

The professional nurse accepts responsibility and accountability for the practice of nursing based upon sound clinical judgment. Nurses collaborate with members of the interprofessional healthcare team to promote optimal health. The professional nurse responds to the changing needs of individuals, families, communities, and populations within society. Professional nurses are guided by ethical principles, legal regulations, and standards of practice, and use clinical judgment to provide high quality, safe and competent care. The professional nurse uses knowledge of the research process and evidence to advance nursing practice. Grounded in faith, evidence-based practice, and clinical expertise, graduates are prepared to advocate for individuals, families, communities, and populations; and provide leadership in the delivery of safe, comprehensive, person-centered care.

Learning involves a dynamic interaction between students and faculty. Self-directed learning is expected. The faculty guides, instructs and facilitates student learning by encouraging development of intellectual curiosity, stimulating self-direction and enhancing involvement both in professional activities and service to society. Faculty members serve as role models for the students as educators, leaders, researchers, clinicians, and advocates.

PURPOSE OF THE BACCALAUREATE PROGRAM IN NURSING

The purpose of the baccalaureate program is to prepare professional nurses, who as generalists, possess clinical competence to function in a variety of settings. Patient-centered care, quality and safety, collaboration and teamwork, the use of evidence-based practice, informatics and ethics are emphasized. The program prepares graduates to deliver holistic nursing care to individuals, families, communities and populations, and to participate in the advancement of the nursing profession.

BACCALAUREATE PROGRAM OUTCOMES

Upon completion of the baccalaureate program the graduate is prepared to:

1. Integrate a personal philosophy into nursing practice and service to others, based on the uniqueness, worth, dignity and diversity of human beings.
2. Synthesize concepts of leadership, quality improvement and safety in the provision of evidence-based, person-centered care
3. Assess, plan, implement and evaluate professional nursing practice through the integration of scientific evidence, and the application of clinical judgment.
4. Utilize informatics and other patient care technologies to inform, improve, and create an environment for safe and effective delivery of quality nursing care.
5. Advocate for patient's rights using an understanding of healthcare systems, regulation policies, and scope of practice.
6. Apply interprofessional communication and collaboration to deliver safe, evidence-based, person-centered care.
7. Synthesize evidence to promote health and prevent disease in individuals, families, communities, and populations across the lifespan.
8. Demonstrate responsible and accountable behavior that reflects standards of professional nursing practice.
9. Engage in critical thinking, ethical reasoning and lifelong learning to support excellence in professional nursing practice.

Undergraduate Progression of Student Learning Outcomes and Program Outcomes

AACN Essentials	LEVEL I Outcomes	LEVEL II Outcomes	LEVEL III Outcomes	Program Outcomes
I. Liberal Education for Baccalaureate Generalist Nursing Practice.	Apply knowledge from prerequisite courses to support critical thinking and independent/interdependent decision making in patients with predictable outcomes.	Deliver nursing care congruent with one's personal philosophy and professional values to culturally diverse populations.	Integrate a personal philosophy for nursing practice and service to others, based on the uniqueness, worth, dignity and diversity of human beings.	Integrate a personal philosophy into nursing practice and service to others, based on the uniqueness, worth, dignity and diversity of human beings.
II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety.	Demonstrate beginning nursing leadership roles in the provision of safe, quality health care.	Practice leadership roles in the provision and coordination of safe, quality health care through collaboration with other health professionals in a variety of settings.	Synthesize leadership concepts, quality improvement and patient safety in the provision of safe, evidence-based, patient centered care.	Synthesize concepts of leadership, quality improvement and safety in the provision of evidence-based, person centered care.
III. Scholarship for Evidence-Based Practice.	Develop a knowledge base and fundamental skills for evidence based practice in a variety of settings in the role of caregiver.	Apply research evidence and theoretical principles in the delivery of nursing care as they relate to individuals, families, and communities in the role of caregiver, advocate and teacher.	Integrate current evidence and clinical reasoning in the use of the nursing process for the delivery of care.	Assess, plan, implement and evaluate professional nursing practice through the integration of scientific evidence, and the application of clinical judgement.
IV. Information Management and Application of Patient Care Technology.	Use the nursing process and patient care technologies in promoting health and providing care for individuals.	Use the nursing process and information technology in promoting and restoring health for individuals, families, and communities.	Utilize informatics and other patient care technologies to inform, improve, and create an environment for the safe and effective delivery of quality patient care.	Utilize informatics and other patient care technologies to inform, improve, and create an environment for safe and effective delivery of quality nursing care.
V. Healthcare Policy, Finance, and Regulatory Environments.	Describe the impact of health care delivery system on patients and families.	Articulate an understanding of healthcare systems, regulation policies, standards of practice and patient's rights.	Articulate an understanding of healthcare systems, regulation policies, scope of practice and patient's rights.	Advocate for patient rights with the understanding of healthcare systems, regulation policies, and scope of practice.
VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes.	Develop communication skills to collaborate with patients and the health care team.	Demonstrate communication skills to facilitate collaboration with individuals, families and communities to promote physiological and psychological adaptation to dysfunctional health patterns.	Use Interprofessional communication and collaboration to deliver safe, evidence-based, patient-centered care.	Apply interprofessional communication and collaboration to deliver safe, evidence-based, person centered care.
VII. Clinical Prevention and Population Health	Demonstrate an understanding of health promotion and disease prevention in promoting health and wellness for individuals.	Use promotion and restoration principles to prevent and treat illness and promote wellness for individuals, families and groups.	Integrate evidence-based practices to promote health and prevent disease in individuals, families, communities, and populations across the lifespan.	Synthesize evidence to promote health and prevent disease in individuals, families, communities, and populations across the lifespan.
VIII. Professionalism and Professional Values	Identify the roles, functions, and values [altruism, autonomy, dignity, integrity, and social justice] of the professional nurse in the health care system.	Demonstrate responsibility and accountability for personal and professional growth, attributes of leadership and service to others within an ethical and legal framework.	Consistently demonstrate responsibility and accountability for one's own personal and professional growth in relationship to standards of nursing practice and the roles, functions and values that reflect excellence in nursing practice.	Demonstrate responsible and accountable behavior that reflects standards of professional nursing practice.
IX. Baccalaureate Generalist Nursing Practice.	Perform nursing skills and interventions safely and with compassion.	Practice caring, competent and holistic care grounded in critical thinking, ethical reasoning and lifelong learning that supports and maintains excellence in professional nursing practice.	Engage in critical thinking, ethical reasoning and lifelong learning to support excellence in professional nursing.	Engage in critical thinking, ethical reasoning and lifelong learning to support excellence in professional nursing.

ORGANIZING FRAMEWORK OF THE BACCALAUREATE NURSING PROGRAM

The Organizing Framework provides direction for the nursing curriculum. The major concepts upon which the framework is based are Person, Health, Nursing, Environment and Functional Health Patterns. These concepts are the foundation of the curriculum. The curriculum progresses from simple to complex and from the awareness of concepts to the implementation of these concepts in clinical practice.

Person: Person is a holistic being that reflects developmental, physiological, psychological and sociocultural dimensions, who is simultaneously an individual, a family member, part of a constantly changing environment and an actual or potential recipient of health care. The concept of person includes the individual, family, community and populations.

Health: Health is a dynamic state of physiological and psychological adaptation that constitutes a patient's well-being. The concepts of health are promotion, restoration and maintenance.

Environment: Environment is all internal and external factors, i.e., physiological, sociocultural, psychological and developmental, with which the individual, family, community and populations interact.

Nursing: Nursing is the treatment of human responses to actual or potential health problems. It is defined within the curriculum through the nursing process and nursing role. The nursing goals of promotion, restoration and maintenance of health are achieved through use of the nursing process. The professional nursing role is that of caregiver, advocate, teacher, and leader/manager.

Functional Health Patterns: Health patterns as described by Marjory Gordon are the framework for the health history of the person. A systems approach organizes physical assessment data. A health pattern is defined as a complex of human behaviors forming inconsistent and/or characteristic forms of adaptation to the environment occurring in sequence, across time. Behaviors refer to the developmental, physiological, psychological and sociocultural dimensions of human functioning. These patterns form the basis for the assessment and identification of altered health in patients and assist the student in the analysis of data. The health patterns are health perception/health management; sleep/rest; self-perception/self-concept; activity/exercise; nutritional/metabolic; sexuality/reproductive; role/relationship; elimination; cognitive/perceptual; coping/stress tolerance, and value/belief.

LEVELS OF THE CURRICULUM

Level One of the nursing curriculum focuses on the person as an individual. Critical thinking is used to identify knowledge from the natural and behavioral sciences and humanities as it relates to professional nursing practice with individuals. Level one introduces the steps of the nursing process and physiological and psychological alterations in functional health patterns. The focus in level one is on adaptation of the person with a focus on health promotion.

Foundation nursing courses in this level are taken in the first year and sophomore years (N140, N250, N250L, N251, N251L & N262, N293)

Level Two of the nursing curriculum builds upon the concepts of level one. Critical thinking is used to identify knowledge from the natural and behavioral sciences and humanities as it relates to professional nursing practice with individuals, families and communities. Level two uses the steps of the nursing process in the care of the individual, families and communities experiencing dysfunctional health patterns. The focus in level two is on adaptation of the person to illness with an emphasis on promotion and restoration of health.

Nursing courses in this level encompass both semesters of the junior year and the first semester of the senior year and include three courses in adult-geriatric health nursing (N350, 350L, N371, 371L, N450, 450L), mental health nursing (N352, N352L), nursing care of the child bearing family (N373), nursing care of children and adolescents (N452, N452L), pharmacology (N360, N361) and nursing research (N493).

Level Three of the nursing curriculum synthesizes the major concepts of adaptation. Critical thinking is used to identify knowledge from the natural and behavioral sciences and humanities as it relates to professional nursing practice with individuals, families, communities and populations experiencing wellness and critical illness. Synthesis of the nursing process in the care of patients with complex dysfunctional health patterns is emphasized. The focus in level three is on adaptation of the individual, family, community and populations with emphasis on promotion, restoration and maintenance of health.

Nursing courses in this level, which consists of the last semester of the program, include community health nursing (N471), synthesis of advanced nursing concepts (N472) and senior seminar (491).

BSN CURRICULUM PLAN OF STUDY

FIRST YEAR			FALL	SPRING	SECOND YEAR			FALL	SPRING
	Dept. and No.	Descriptive Title of Course	Credits			Dept. and No.	Descriptive Title of Course	Credits	
FYOC/FYDT MAJOR ⁶	NURS 140 ^{1,2,6}	Introduction to Nursing Concepts		3	MAJOR	NURS 250 ²	Physical and Health Assessment	2	
GE NSCI	CHEM 110	Introduction to Chemistry I	3		MAJOR ⁸	NURS 250L	Physical and Health Assessment Clinical Lab	1	
GE NSCI	CHEM 111	Introduction to Chemistry II		3	MAJOR	NURS 251 ²	Fundamentals of Nursing		2
GE NSCI	BIOL 110	Human Anatomy and Physiology I	3		MAJOR	NURS 251L	Clinical Experience in Fundamentals of Nursing		2
GE NSCI	BIOL 110L	Human Anatomy and Physiology Lab I	1		MAJOR	NURS 262	Pharmacotherapeutics for Nurses I		1
GE NSCI	BIOL 111	Human Anatomy and Physiology II		3	COGNATE	NUTR 220 ¹	Nutrition for Health Professions		3
GE NSCI	BIOL 111L	Human Anatomy and Physiology Lab II		1	COGNATE	BIOL 210	Introductory Medical Microbiology	2	
FYW GE ⁷	WRTG 107 ⁷	Composition	3		COGNATE	BIOL 210L	Introductory Medical Microbiology Lab	1	
GE ELECT	FREE ELECTIVE	Free Elective		3	GE QUAN	EDU 120 ⁴ or PSYC 210	Statistics	3	
GE PHIL	PHIL 120	Introduction to Philosophy	3		GE PHI	PHIL 210	Ethics		3
GE S/BH	PSYC 110	Fundamentals of Psychology	3		GE PHIL-T/RS	T/RS 121-122	Theology I-II	3	3
GE HUMN	HUMN ELECT	Humanities Elective		3	GE HUMN	HUMN ELECT	Humanities Elective	3	
GE/FSEM		First Year Seminar			MAJOR ⁸	NURS 293	Principles of Research and Evidenced-Based Practice		3
		First year total credits	16	16			Second year total credits	15	17
THIRD YEAR			FALL	SPRING	FOURTH YEAR			FALL	SPRING
	Dept. and No.	Descriptive Title of Course	Credits			Dept. and No.	Descriptive Title of Course	Credits	
MAJOR	NURS 350	Nursing Care of Adults I	3		MAJOR	NURS 450	Nursing Care of Adults III	3	
MAJOR	NURS 350L	Clinical Exp. in Nursing Care of Adults I	2		MAJOR	NURS 450L	Clinical Experience in Nursing Care of Adults III	2	
EPW ⁸	NURS 352	Nsg. Care in Psychiatric and Mental Health	3		MAJOR	NURS 452 ³	Nursing Care of Children and Families	3	
MAJOR	NURS 352L	Clinical Exp. in Psychiatric and Mental Health	2		MAJOR	NURS 452L	Clinical Exp. in Nursing Care of Children and Families	1.5	
MAJOR	NURS 360	Pharmacotherapeutics for Nurses II	2		MAJOR	NURS 471	Nursing Care in Community Health		2
MAJOR	NURS 361	Pharmacotherapeutics for Nurses III		2	MAJOR	NURS 471L	Clinical Exp. in Nursing Care in Community Health		2
MAJOR	NURS 371	Nursing Care of Adults II		3	MAJOR	NURS 472 ⁵	Adv. Nsg. and Transition into Professional Practice		3
MAJOR	NURS 371L	Clinical Exp. in Nursing Care of Adults II		2	MAJOR	NURS 472L	Clinical Exp. in Adv. Nursing/Transition to Prof Practice		3
MAJOR	NURS 373 ³	Nsg Care of the Childbearing Family		3	MAJOR	NURS 491	Senior Seminar		2
MAJOR	NURS 373L	Clinical Experience in Nursing Care of the Childbearing Family		2	GE S/BH MAJOR	PSYC ELECT	Psychology Elective	3	
GE PHIL	PHIL 212 ⁴	Medical Ethics	3		GE ELECT	FREE ELECT	Free Elective	3	3
GE HUMN	HUMN ELECT	Humanities Elective	3	3					
		Third year total credits	18	15			Fourth year total credits	15.5	15
							TOTAL PROGRAM CREDITS	127.5	

¹Fall or spring semester

²Community based learning

³Junior Spring or Senior Fall semester

⁴Recommended by the department

⁵ROTC option available

⁶FYOC = First-year Oral Communication/FYOD = First-year Digital Technology

⁷FYW = First-year Writing

⁸EPW = EP Level II Writing

Students must save a 3-credit elective of the fall semester 4th yr to maintain full time status

Students with a Psych minor should take PSYC 210 instead of EDU 120

ADMISSION TO THE NURSING MAJOR

Applicants seeking admission to the Panuska College of Professional Studies (PCPS) and enrollment in the Nursing Program will be admitted through the Undergraduate Admissions Office according to the requirements and standards described in the Admissions section of the University Catalog. The Chair of the Department of Nursing may consider applicants that have unique circumstances.

One class is admitted each year for a start in the fall. All students enrolled in the nursing program through PCPS must be full time students, i.e., carry a minimum of 12 credits each semester. Exceptions to this policy must be approved by the Dean of PCPS in consultation with the Chair of the Department.

EXPECTATIONS OF STUDENTS IN THE NURSING PROGRAM

All students must be able to perform the following functions while enrolled in the nursing program at the University of Scranton:

<ul style="list-style-type: none">• Detect changes in skin color or condition• Collect data from recording equipment and measurement devices used in patient care• Detect a fire in a patient area and initiate emergency action• Draw up the correct quantity of medication into a syringe• Clearly observe a person and objects at a near and far distance• Read fine print (Ex. medication or nutrition labels)	<ul style="list-style-type: none">• Detect changes in skin temperature.• Detect unsafe temperature levels in heat-producing devices used in patient care.• Detect anatomical abnormalities (i.e. subcutaneous crepitus, edema, or infiltrated intravenous fluid).• Detect changes in surfaces (e.g. skin)• Feel pulses	<ul style="list-style-type: none">• Hear sounds within normal range• Effectively listen with a stethoscope• Hearing faint body sounds (i.e. blood pressure sounds, assess placement of tubes)• Hear auditory alarms (i.e. monitors, fire alarms, call bells)• Hear normal speaking level sounds (i.e. person-to-person report)• Detect odors from patient and environment	<ul style="list-style-type: none">• Evaluate response to treatment and interventions.• Prioritize tasks• Process information.• Use long- and short-term memory.• Evaluate outcomes.• Transfer knowledge to accomplish application of theory information to the practice setting.
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<ul style="list-style-type: none">• Give clear oral reports.• Provide clear and concise written documentation.• Direct activities of others by providing clear written and oral instructions to others.• Utilize effective communication with various devices (mobile phones, electronic health records, computers, pagers, etc.)• Read and comprehend graphs and tables (ex. Lab reports, vital signs sheets).• Read and comprehend documents.• Use cognitive (thinking) abilities to measure, calculate, reason, and analyze	<ul style="list-style-type: none">• Speak, read, write and comprehend the English language written at the 12th grade level.• Professionally express and exchange ideas in verbal or written form using the English language.• Read measurement marks.• Count rates (Ex. Heart and respiratory rates)• Calculate intake and output.• Read digital displays.• Tell and measure time (ex. count duration of contractions).• Accurately calculate medication dosages.• Perform math calculations	<ul style="list-style-type: none">• Working 8 or 12-hour shifts, days, evenings or nights, weekends, holidays.• Standing, walking, bending, squatting, lifting or moving objects weighing 25 to 50 pounds or more. Moving, transferring and lifting patients safely.• Stand and walk without assistance for long periods of time• Promptly respond to emergencies.• Provide active nursing care over an entire shift (8-12 hours).• Have sufficient strength to push, pull, turn and position equipment and	<ul style="list-style-type: none">• Manipulate small equipment and containers• Manipulate syringes, vials, ampules, pills, capsules and medication packages) to administer medications.• Function within the ethical and legal standards of nursing practice settings.• Effectively function in stressful situations.• Safeguard and maintain privacy of patient information.• Use social media platforms in a responsible manner.• Respond professionally and interact therapeutically to angry or challenging persons.
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<p>information and data.</p> <ul style="list-style-type: none"> • Prioritize data to make decisions. • Establish therapeutic relationships and communicate in a supportive manner. • Deal with the unexpected (ex. Change in patient status, patient crisis). • Handle strong emotions. • Adapt to changing environment/stress. • Maintain focus on tasks. • Monitor and maintain control own emotions. • Negotiate interpersonal conflict. • Establish positive rapport with patients, other students and member of the University including faculty and staff. • Interact with others effectively and appropriately 	<p>(basic algebra).</p> <ul style="list-style-type: none"> • Adapt to change. • Assume responsibility for own actions. • Interact with persons from various cultural, spiritual and sexual orientation in an open and compassionate manner 	<p>persons.</p>	<ul style="list-style-type: none"> • Work effectively in a group or as part of a team. • Concentrate on a task without being distracted. • Effectively manage time and respond to schedules/deadlines. • Manage two or more activities or sources of information without becoming confused. • Utilize problem-solving and decision-making skills.
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PROGRESSION IN THE NURSING MAJOR

- Students must successfully complete all NURS courses in the major as indicated in the undergraduate nursing baccalaureate plan of study.
- Each student enrolled in the Nursing Program must achieve a grade of "C" or better in the following prerequisite or corequisite courses: BIOL 110, BIOL 110L, BIOL 111, BIOL 111L, CHEM 110, CHEM 111,
 - BIOL 210, BIO 210L, Statistics (EDU 120 or PSYC 210) and NUTR 220. If a grade of less than a C is earned
 - in any of these courses, students must repeat the course and achieve a grade of "C" or higher.
 - Students that earn a grade below a C in two prerequisite or corequisite science courses in their
 - first semester (BIOL 110, BIO 110L and CHEM 110) will be dismissed from the nursing program. Students may request to be readmitted to the program by following the Readmission Policy
 - detailed in this Handbook.
 - A grade below C in BIOL 110, BIO 110L, BIOL 111, BIOL 111L will prevent students from admission into NURS 250 and therefore they may not advance to sophomore level fall nursing courses until
 - the minimum C grade is earned. This may cause a delay in graduation.
- Students must earn a grade of C or above in all nursing courses (NURS). Failure to attain a minimum grade of "C" in a single nursing course will result in dismissal from the nursing program. Students may request to be readmitted to the program by following the Readmission Policy detailed in this Handbook
 - Nursing students may only repeat one course with a grade below a C.

- If a student receives two grades of C the student will be dismissed from the nursing program without the opportunity to apply for readmission.
- If, after being readmitted to the program, a student fails to earn a minimum grade of C a second time, the student will be dismissed from the nursing program without the opportunity to apply for readmission.
- In the case where a student fails to earn a C in a lecture course with a concurrent clinical course, the pair of courses must be repeated. This will be considered to be only one course as lecture courses with clinical components must be taken concurrently.
- Note: Repeating a nursing course may affect a student's ability to continue with their original class cohort and delay the expected date of graduation.
- In the event a student earns a grade of less than a C in NURS 360 and is readmitted to the nursing program, they will be permitted to take NURS 361 prior to repeating NURS 360. This is the only out of sequence course exception.

GRADING

- The clinical laboratory courses are graded on the basis of "S", Satisfactory (Pass) or "U", Unsatisfactory (Fail). If a student obtains an S in the clinical laboratory course, the final grade in the course entered on the permanent transcript will be the grade assigned for the lecture portion of the course. If a student does not obtain an S in the clinical component, the final grade in the course, which is entered on the permanent transcript, shall be an F no matter what grade was assigned for the lecture portion of the course. If a student does not pass the lecture portion of the course, the final grade in the course which is entered on the permanent transcript, shall be an F no matter what grade was assigned for the clinical portion of the course.
- Students must complete all required assignments and pass the components of a nursing course in order to receive a passing grade of C or higher.
 - Students in NURS 250L and NURS 251L must pass all of the required return demonstrations in order to proceed to the clinical component of the course. Failure to pass the return demonstrations in these courses will result in failure of both the lab and didactic course.

GPA REQUIREMENTS

The GPA requirements for BSN students are:

Overall GPA of 2.5

Nursing GPA of 2.7

Students with a GPA less than 2.5 (overall) and 2.7 (major) at the end of a fall or spring term while enrolled in the nursing program will be placed on academic probation by the Nursing Department for one semester (fall or spring).

Requirements of academic probation by Nursing Department:

- The student will normally be allowed only one semester to achieve the required GPA.
- The student will limit their schedule of four courses with accompanying labs.
- The student is advised to limit their extracurricular activities.
- The student must complete a student success plan and share it with the Undergraduate Nursing Program Director via email. If at the end of the probationary period the student has not met the GPA requirements the student will be permanently dismissed from the nursing program.

In accordance with the University of Scranton Academic Policies and Regulations-Probation and Dismissal, the Dean of PCPS may dismiss a student without granting probation when the student's performance is so poor that academic probation would not be in their best interest.

REQUIREMENTS TO MATRICULATE TO SOPHOMORE, JUNIOR, AND SENIOR LEVELS

- Successfully complete all nursing prerequisite courses
- Achieve a grade of C or better in all science (including associated labs), and nursing courses
- Receive a grade of "S" on all end-of-semester nursing clinical evaluations
- Maintain a University cumulative GPA of 2.5 or higher (The student will normally be allowed only one semester to achieve the required GPA. See previous section, GPA Requirements)
- Maintain a Nursing cumulative GPA of 2.7 or higher (The student will normally be allowed only one semester to achieve the required GPA. See previous section, GPA Requirements)
- Demonstrate maturity, integrity, honesty, and professionalism in all settings
- Maintain the essential functions and safety as outlined in this handbook
- Maintain compliance with all health and clinical agency requirements
- Submit all University/Clinical agency requirements on time as directed by staff and/or faculty

GRADE/NO GRADE OPTION

The University of Scranton allows certain courses to be taken as a credit/no credit option. Nursing students should not opt to take any nursing-related courses (NURS) or cognate courses as no credit as they will not receive credit for those courses toward their program requirements.

INCOMPLETE

Refer to the University of Scranton Undergraduate Student Handbook for the complete policy.

If a student receives an incomplete grade in a prerequisite, corequisite or a nursing course, the incomplete course must be successfully completed prior to proceeding with the next course to allow progression into subsequent nursing courses. Incomplete grades must be successfully completed prior to the start of the next semester. If the unfinished coursework is not completed within the designated time frame, the incomplete grade will revert to a failing course grade. *Please note* For students that have received an incomplete grade in a prerequisite, corequisite, or nursing course, the course must be completed and a grade of C achieved at least 4 weeks prior to the start of the next semester so that placement in clinical sections can occur.

PROCEDURES FOLLOWING A DEFICIENT GRADE IN A NURSING COURSE:

Students will not be allowed to continue taking additional nursing courses until the repeated course is successfully passed with the minimum grade of C with the exception of N360. This typically results in a 5-year plan of study.

- Any student that receives a midterm deficiency in a nursing course is required to meet with the corresponding course faculty and the Undergraduate Nursing Program Director.
- Students that receive a mid-term deficiency, notice of academic difficulty or deficient grade (less than a C) in a nursing course must prepare a detailed Student Success Plan, described below and in Appendix A, and must meet with their course faculty and Undergraduate Program Director to review the plan at a date and time directed. The student must email the plan to their PCPS Academic Advisor and the Undergraduate Nursing

Program Director. The Student Success Plan must identify the difficulties the student is having in each course in which they received a deficiency and how they plan to mitigate these challenges. For students that received a deficient grade in a course, the Student Success Plan should include how they will be successful through their probation period. The plan must also include the resources the student will use (including those available at the University of Scranton). See Appendix A for the Student Success Plan.

- Students are not permitted to take more than two nursing courses with clinical components within a semester.

READMISSION

A student who has been dismissed from the undergraduate nursing program may have an opportunity to apply for readmission within one calendar year after dismissal. Students may be dismissed from the nursing program if they do not maintain a satisfactory level of scholarship, cannot remain in the Nursing Program without detriment to the health of self or others, or who fail to meet University and/or professional standards and regulations. Any nursing student that has received a suspension from the Office of Conduct at the University of Scranton will be automatically dismissed from the Nursing major and will need to reapply through the Readmission Process.

Nursing students who have been charged by federal, state or local authorities with a violation of law while enrolled in the University of Scranton's nursing program (regardless of where the violations occurred) may be dismissed from the program and depending on the severity of the violation, may be ineligible for readmission. Any such violation will be referred to the University of Scranton Office of Student Conduct.

The readmission process for the sophomore, junior and senior level student who has been dismissed from the Department of Nursing is comprised of the following steps:

1. The student must initiate the process a minimum of four weeks prior to pre-registration or the start for the semester the student is seeking readmission. The student will submit a letter of intent to petition for readmission to the program to the Undergraduate Program Director and Chairperson of the Nursing.
2. The student must obtain two (2) written recommendations from nursing faculty members and submit them to the Chairperson of the Nursing Enrollment Management Committee. In the event the student has not taken nursing classes, one letter should be from their BIOL 110/BIO111 or CHEM 110/111 faculty.
3. The Student must have an overall University GPA of 2.5 when they are initiating the readmission process.
4. The student will complete a Student Success Plan and submit it to the Chairperson of the Nursing Enrollment Management Committee.
5. The members of the Nursing Enrollment Management Committee will review the student's academic file, Student Success Plan, and letters of reference. The Committee will meet with the student and make a recommendation to the Chair of the Department of Nursing.
6. A final decision for readmission is made by the Dean of PCPS.

There is no guarantee that the student will rejoin the cohort they belonged to at the time of their dismissal from the program.

If a student is unable to meet the time constraints identified in this policy because of the scheduling of a course that needs to be repeated and the waiting period for a grade (e.g. a summer course that finishes early August) the student may petition the Chair of the Department of Nursing to initiate the readmission process.

The student must complete the steps of the readmission process and the Chair of the Department of Nursing may review the case in consultation with the Chairperson of the Nursing Enrollment Management Committee.

STUDY ABROAD OPTION

Nursing majors have an option to study abroad in the spring of the sophomore year. First year majors will be notified of this option during advisement. STUDENTS WHO INTEND TO STUDY ABROAD MUST COMPLETE THE INTENT TO STUDY ABROAD FORM OBTAINED FROM THE PCPS ADVISING CENTER BY THE END OF THE SECOND SEMESTER OF THEIR FIRST YEAR OF STUDY.

The following are eligibility requirements for the study abroad program:

- An overall GPA of 3.0
- Students must successfully complete BIO 110, 111 and Chem 110, 111 with a grade of “C” or higher
- Students will not be permitted to study abroad if they are on deferred suspension at the time of application or departure.
- University reserves the right to deny study abroad participation to students who have disciplinary histories.

Students are required to enroll in the following courses during the fall semester of their sophomore year. Completing the sophomore nursing requirements prior to the study abroad experience is necessary so the student’s progress in the nursing program will not be interrupted.

Sophomore Fall

- Nursing 250 (3) Physical Assessment Related to Health Patterns
- Nursing 250L Clinical Experience in Physical Assessment Related to Health Patterns
- Nursing 251(4) Fundamentals of Nursing
- Nursing 251L Clinical Experience in Fundamentals of Nursing
- Nursing 262 (1) Pharmacology I
- Biology 210 (3) Microbiology
- Nursing 293 (3) Principles of Research and Evidenced-Based Practice
- EDU 120 or PSYC 210 (3) Statistics

Total 17 credits

*Students who study abroad are advised to take NUTR 220: Nutrition for Health Professions in fall of junior year.

NURSING HONOR SOCIETY OF THE UNIVERSITY OF SCRANTON SIGMA THETA TAU, IOTA OMEGA CHAPTER

Sigma Theta Tau is the international honor society for nursing. The mission of *Sigma* is to advance world health and celebrate nursing excellence in scholarship, leadership, and service.

Undergraduate Student Membership Criteria include all of the following:

1. Completed at least ½ of the nursing curriculum.
2. Rank in the upper 35% of the graduating class.
3. Attainment of a cumulative GPA of at least 3.0 on a 4.0 scale.
4. Meet the expectation of academic integrity.

Students who meet all of the criteria are reviewed and invited to join Sigma Theta Tau in their senior year.

STANDARDIZED TESTING

Preparation for Registered Nurse National Council Licensing Examination:

Students enrolled in the baccalaureate program leading to initial licensure as registered nurses are required to take the National Council Licensing Exam (NCLEX-RN) after completion of the baccalaureate degree. To prepare students for this examination, standardized tests are administered beginning in the sophomore year. Kaplan is the NCLEX-RN preparation platform. Test costs are assumed by the student. Most standardized Kaplan tests will be administered at the end of the semester. Students may be required to complete a remediation plan following each test as directed by the faculty. The Kaplan Diagnostic A exam will be administered to seniors at the beginning of the Spring semester. Scores on the Kaplan Diagnostic A exam will determine whether students are required to complete any additional tutoring. Other tests may be required at the discretion of the faculty.

STUDENTS RE-ENTERING THE NURSING PROGRAM AFTER A LEAVE OF ABSENCE

Students who take a leave of absence must contact the Chair of the Department of Nursing 8 weeks prior to the start of their planned reentry to discuss a timeline to return. Students are not guaranteed a place in a specific semester and placement is dependent upon resources and clinical availability.

Students returning from an approved leave of absence will retain the same catalog requirements in effect upon return as long as their leave does not extend beyond a year.

Returning students may be asked to demonstrate competency in prior nursing courses. This may occur as a lab practicum or a content mastery examination. If the leave of absence was in response to a medical condition, the student must contact the University's Center for Teaching and Learning Excellence (CTLE) (570-941-4038) prior to returning to clinical or class. A student who interrupts their education without an approved leave of absence must apply for readmission and will be subject to the catalog requirements in effect at the time of readmission.

Students will not be required to reapply to the nursing program at the time of their re-entry provided it is within the originally requested time frame. However, if a student does not return to the University within one year of the request for the leave of absence, the student will be required to reapply to the nursing program using the readmission process outlined above. Re-entry into the program, after the originally requested time frame, is not guaranteed and approvals are dependent upon resources and clinical availability.

*In cases of illness or injury that preclude a student from performing the Essential Functions found on Table 1 of this handbook, the student must contact the CTLE (570-941-4038) and request a clearance form for their health care provider to complete prior to returning to class or clinical.

TRANSFER

Transfer students who are currently enrolled at the University of Scranton are admitted into the Nursing program on a space available basis and must meet the admission requirements of the Department of Nursing.

In addition to the statement on Transfer Students published in the current catalog of the University of Scranton, the following are applicable to candidates desiring to transfer into the Nursing program:

- The courses being transferred, especially courses in the sciences and courses in nursing are equivalent to the courses in the Nursing program at the University of Scranton
- Credit will be given to equivalent science courses with a grade of "C" (2.0) or better
- Credit will be given to equivalent nursing courses with a "B" (3.0) or better, following approval by the Department of Nursing.

Students, who have been admitted to PCPS and desire to change their major to Nursing, must meet the admission requirements of the Department of Nursing.

STUDENTS SEEKING TRANSFER INTO THE NURSING PROGRAM FROM ANOTHER INSTITUTION

- Students who are seeking admission into the Nursing Program at the University of Scranton must contact the Admissions Office to begin the application process. Applicants that meet admission requirements are admitted to the Nursing program on a space-available basis.
- Applicants transferring from other accredited nursing programs who do NOT take NURS 140, NURS 250, and/or NURS 251 are still responsible for completing a total of 40 Community Based Learning hours prior to graduation. Typically, 20 hours are completed NURS 140, and 10 in NURS 250 and NURS 251. If the student does not take NURS 140, NURS 250, and/or NURS 251, the student must develop and discuss a plan for completion of the appropriate number of hours with the Undergraduate Program Director who will monitor for completion. Students may transfer other nursing credits from an accredited baccalaureate nursing program under two conditions: 1) The course is, in the judgment of one of more faculty members from the University of Scranton, equivalent in content to the University course, and 2) The course(s) to be transferred must carry a grade of B or higher.

ESSENTIAL FUNCTIONS AND SAFETY STANDARDS FOR COMPLETION OF PRE-LICENSURE, GRADUATE AND DOCTORAL NURSING PROGRAMS

These essential functions establish performance levels required to provide safe patient care.

All skills taught and evaluated in the nursing program are required for successful completion of the program. Qualified applicants to the University of Scranton Department of Nursing are expected to meet all admission criteria, including these essential functions.

No qualified individual with a disability shall, on the basis of that disability, be excluded from the University of Scranton Nursing Program. In accordance with the applicable law and University policy, the University shall provide reasonable accommodation to a qualified individual with a disability. To request accommodations, individuals must contact the University's CTLE.

To enroll in the pre-licensure nursing courses, a student must meet the essential functions for the nursing major, with or without reasonable accommodations, and maintain related satisfactory demonstration of these functions for progression through the program. Reasonable accommodations must be arranged through the University's CTLE. The essential functions to meet nursing curriculum performance standards include the information in Table I: Essential Functions and Safety Standards for Pre-Licensure and Nurse Practitioner Students.

The University of Scranton, Department of Nursing or its affiliated agencies may identify additional critical behaviors or abilities.

Table 1: Essential Functions and Safety Standards for Admission, Progression, and Completion of Pre-Licensure and Nurse Practitioner Programs

Essential Functions	Related Examples
I. General Abilities: Functional use of the senses of vision, touch, hearing, taste, and smell.	<p><u>Visual Ability</u></p> <ul style="list-style-type: none"> Sufficient to independently assess patients and their environments. <p><u>Tactile Ability</u></p> <ul style="list-style-type: none"> Sufficient to independently assess patients and implement the nursing care developed from such assessment. <p><u>Auditory Ability</u></p> <p>Sufficient to independently assess patients and implement the nursing care developed from such assessment.</p> <p><u>Olfactory Ability</u></p> <ul style="list-style-type: none"> Sufficient to detect environment and odors.
II. Observational Skills: Functional use of vision, hearing and somatic sensations.	<p><u>Critical Thinking/ Clinical Judgement Ability</u></p> <ul style="list-style-type: none"> Sufficient to collect, synthesize, analyze, integrate, and prioritize information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.
III. Communication Skills: Functional speech, language, reading, writing and computer literacy (including keyboarding skills).	<p><u>Communication Ability</u></p> <ul style="list-style-type: none"> Sufficient ability to speak, comprehend, and write legibly in English at a level that meets the need for accurate, clear, and effective communication. <p><u>Reading Ability</u></p> <ul style="list-style-type: none"> Sufficient to comprehend the written word. <p><u>Math Ability</u></p> <ul style="list-style-type: none"> Sufficient to do accurate computations.
IV. Psychomotor Skills: Ability to sit, stand, and/or walk, for up to 12 hours daily. Sufficient motor function for patient/client examination, by palpation, auscultation, percussing, and other examination maneuvers. Ability to twist, bend, stoop and/or squat to provide general and therapeutic care, such as positioning, lifting, transferring, exercising or transporting patients; to perform or assist with technical procedures, treatments, administration of medications, and emergency interventions.	<p><u>Gross Motor/Physical Endurance</u></p> <ul style="list-style-type: none"> Sufficient physical endurance, strength and mobility to perform required care activities in a safe and effective manner for the entire length of the clinical experience. <p><u>Fine Motor</u></p> <ul style="list-style-type: none"> Sufficient to perform manual psychomotor skills integral to patient care.

<p>IV. Behavioral and Social Abilities: Psychological ability for the prompt completion of responsibilities inherent to the diagnosis and care of patients/clients, and for the development of mature, sensitive, and effective relationships with patients.</p>	<p><u>Psychological/Social/Cultural Functions</u></p> <ul style="list-style-type: none"> • Function within the ethical and legal standards of nursing practice settings. • Effectively function in stressful situations. • Safeguard and maintain privacy of patient information. • Use social media platforms in a responsible manner. • Respond professionally and interact therapeutically to angry or challenging persons. • Work effectively in a group or as part of a team. • Concentrate on a task without being distracted. • Effectively manage time and respond to schedules/deadlines. • Manage two or more activities or sources of information without becoming confused. • Utilize problem-solving and decision-making skills. • Adapt to change. • Assume responsibility for own actions. • Interact with persons from various cultural, spiritual and sexual orientation in an open and compassionate manner <p><u>Emotional Stability</u></p> <ul style="list-style-type: none"> • Sufficient to assume responsibility/accountability for actions. <p><u>Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Sufficient to interact with individuals, families and groups respecting social, cultural, gender, sexual and spiritual diversity.
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* Indicates that the examples provided are not comprehensive.

EXPECTATIONS OF STUDENT CONDUCT IN THE LEARNING AND CLINICAL ENVIRONMENT

Students in the nursing programs are engaged in preparation for professional practice. Students are expected to adhere to the American Nurses (ANA) Code of Ethics for Nurses (<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>), and the National Student Nursing Association (NSNA) (file:///C:/Users/R94683~1/AppData/Local/Temp/Code%20of%20Ethics.pdf) and the ANA Standards of Professional Practice. Students who are disruptive or uncivil may be asked to leave the classroom, lab or clinical site. Students are not permitted to bring a guest to class without the permission of the faculty member. Electronic equipment or devices shall not be used without the expressed permission and consent of faculty.

Any student who violates expected behaviors or engages in disruptive or uncivil behavior may face disciplinary action. All acts of this nature may be reported to the Undergraduate Program Director and/or Chair of the

Department of Nursing and may advance further to the University Office of Student Conduct, which may impose further sanctions.

Online conduct reflects the same requirements as classroom conduct. Certain issues pertain to online education, these include written or audio discussion and email are assured the same civility as an on-site classroom situation.

Students must arrive to an online class or appointment on time and refrain from disruptive behavior with verbal or written side conversation or background noise when connected to a live online class. The written communication for online learning deserves the same amount of formality and respect as face-to-face communication.

ACADEMIC INTEGRITY

Nurses engage in professional practice that requires action, responsibility, and accountability of the highest standards. Students in the University of Scranton nursing program are held to these standards, which are mirrored in the standards of honesty and integrity in the University's Academic Integrity Code located in the Undergraduate Student Handbook.

Examinations, quizzes, simulations, return demonstrations and laboratory clinical are proctored or otherwise administered in a secure manner. Each instructor specifies, as appropriate, what materials students may use during a written or practical exam, where students sit, or any other instructions. Unauthorized communication or use of unauthorized materials during the examinations, quizzes, simulations, return demonstrations and laboratory experiences constitutes academic misconduct and is a violation of the code.

Violation of the University of Scranton Academic Integrity Code may be grounds for suspension or expulsion, from the University.

ATTENDANCE

CLASSROOM/CLINICAL/LABORATORY/SIMULATION ATTENDANCE:

- Students are expected to attend all scheduled classroom and related activities. This includes regular participation in course discussions/activities for online learning.
- Students are responsible for all material presented in their absence and for meeting all course requirements (e.g. quizzes or presentations) that occurred in their absence.
- Students who will be absent from any class or related activities must notify the course instructor prior to the class start time.
- Opportunities to complete course requirements make up activities will be at the discretion of the faculty.
- Prolonged or frequent absences may make it impossible for students to achieve program and class objectives, which may result in a course failure.
- Students should not miss class, clinical or final examinations due to interviews for jobs, work, vacations, travel or job orientation activities. It is the students' responsibility to arrange for these activities outside of class and clinical times. Faculty are not obligated to arrange for alternate assignments, exams or clinical activities if students are not present for scheduled class, clinicals or final exams.
- Students may incur additional fees for clinical or simulation makeup days.

CLINICAL ATTENDANCE

All clinical absences must be made up in-person. When a make-up day is built into the clinical calendar, the student will be assigned that day for the first absence. If there is no make-up day built into the calendar or for absences beyond the first, the Director of the Nursing Education and Simulation Center will explore alternative in-person options within the semester for the student to make-up the day. If the Director of the Nursing Laboratory in consultation with the Chairperson have exhausted alternative options, the student will receive an Incomplete for the clinical course and makeup the absences in-person after the end of the semester as delineated by the Director of the Nursing Laboratory. All clinical absences must be made up 4 weeks prior to the next semester. Students may incur additional fees for clinical or simulation makeup days.

EXAMINATIONS/QUIZZES ATTENDANCE

Students are expected to be present and arrive on time for all examinations and quizzes. There are no make-up exams without appropriate documentation of the rationale for absence. Documentation from a health care provider is required without exception for absences due to medical reasons. In the event of an excused absence, a missed exam/quiz will be rescheduled at the convenience of the professor. An unexcused absence or arriving late for an exam/quiz may result in a grade of zero for that exam/quiz. The format of the make-up exam/quiz will be at the professor's discretion. All phones and smart watches are to be turned off and placed faced down on the desk.

STUDENT ATHLETE ABSENCES

- Student-athletes shall not miss any regularly scheduled classes or clinical for any practice activities.
- Missed class time by student-athletes for competitions may not be excessive. For purposes of this policy, excessive is defined as: For a class that meets once per week, more than one absence; For a class that meets two or more times per week, more than three absences.
- It is expected that student-athletes will be responsible for submitting all assignments on time.

All missed clinical days will require to be made up as directed by the Department of Nursing faculty/Department Chair. Students may incur additional fees for clinical or simulation makeup days. Please refer to the University of Scranton Undergraduate Handbook for the complete policy.

NURSING LICENSURE RESTRICTIONS

Please note that the PA state Board of Nursing may refuse to issue a license to an individual based on a violation according to the Board's standards. Please refer to the PA Board of Nursing for further information.

STUDENT EMPLOYMENT

Those students who are employed in health agencies may not be employed as professional or practical nurses unless they are currently licensed in the state in which they are employed. Students employed as nurse aides or nursing assistants or as nurse externs prior to the completion of the baccalaureate nursing programs work under the supervision of a professional registered nurse. Students are strongly encouraged to seek nurse externships or other similar learning experiences. Students employed in this capacity may not wear their student uniforms nor be specifically identified as students enrolled in the nursing program of the University of Scranton. Students must work within the job description outlined by the individual health agency. Students are responsible for their own acts and should not accept

assignments beyond their level of competence.

COMMUNICATION

University of Scranton email and D2L emails are the official method of communication. Students are responsible for checking their Scranton and Bright Space emails at least daily, including over scheduled breaks, Intercession and the Summer. It is expected that students respond to all communication from faculty and staff within a reasonable period of time. Failure to respond to faculty and staff may result in disciplinary action. Students are expected to establish and maintain their email accounts so that they will receive important communications in a timely manner.

ADMISSION TO CLOSED SECTIONS OF COURSES

Students will not be permitted to enroll in closed sections of a course. Exceptions to this rule will be made only by the Chair of the Department of Nursing and only when a student must enroll in the specific section to complete requirements which are necessary for progression in the program or graduation.

DEPARTMENT OF NURSING GRADING SYSTEM

Letter Grade	Quality Points	Numerical Points
A	4	96-100
A-	3.67	92-95
B+	3.33	89-91
B	3	86-88
B-	2.67	83-85
C+	2.33	80-82
C	2	77-79 *
C-	1.67	74-76
D+	1.33	72-73
D	1	70-71
F	0	Below 70

*lowest grade considered passing for nursing and nursing related courses.

Any mid-term or final grade of 76 or lower may be forwarded to the Undergraduate Program Director or Chair of the Department of Nursing.

STUDENT APPEAL PROCEDURES

APPEAL OF A COURSE GRADE

A student who believes the grade received for a course is inaccurate should first appeal the matter to the professor, whose decision is normally final. The student has the right, however, to appeal to the faculty member's chairperson, who will make a recommendation in writing to their Dean. The student may request the Dean to review the matter. The decision of the Dean is final. Ordinarily, no grade change will be considered unless it has been reviewed by the Dean's office within one month from the time the original grade was available to the student.

COMPLAINTS

A student who has a complaint in the Nursing program should first appeal the matter to the faculty member involved. If the issue cannot be resolved at this level, students should next bring the matter to the attention of the Undergraduate Nursing Program Director.

If the issue cannot be resolved at this level, the student has the right to appeal to the Chair of the Department of Nursing. If the issue cannot be resolved at this level, the student may make a request in writing to the Dean of PCPS for a review of the matter. The decision of the Dean is final.

(Note: Procedures set forth in the University of Scranton Academic Code of Honesty, Change of Grade and Sexual Harassment Policies will be followed where applicable.) Students who believe they may have a complaint pursuant to the University's Sexual Harassment and Sexual Misconduct Policy or the University's Non-Discrimination Policy may skip the above complaint process and contact the Title IX Coordinator, Elizabeth M. Garcia (elizabeth.garcia2@scranton.edu) in the Office of Equity and Diversity, which is located in the IMBM Building, Suite 315, and can be reached at 570-941-6645.

STUDENT EDUCATION RECORDS

The University of Scranton recognizes the privacy rights of students and former students as guaranteed by the federal Family Educational Rights and Privacy Act (FERPA). FERPA affords students the right to inspect and review their education records within 45 days of the day The University receives such requests. Students should submit to the Registrar or the Chair of the Department of Nursing written requests that identify the record(s), maintained by the University or the Department of Nursing that they wish to inspect. University officials will plan for access and notify requesting students of the time and place where their records may be inspected.

CONFIDENTIALITY

Students must be aware and understand that the verbal or electronic disclosure of any assignments, examination materials or simulation scenarios including the nature or content of examination items, before, during, or after the examination is prohibited. Copying of examination items and related rationales during test review is also prohibited. Students who are aware of or have observed an attempt to compromise examination materials or processes should report the incident to the faculty immediately. The student who has violated the confidentiality policy may face potentially serious consequences, up to and including dismissal from the program.

VIDEO AND AUDIO RECORDING

Videotaping and audio recording of students of the Department of Nursing may be a required component for successful completion of courses offered in the nursing programs. The recordings may be viewed by course faculty and peers as appropriate. Some courses use video monitoring systems for proctoring exams.

SOCIAL MEDIA

Students are expected to adhere to the ANA Code of Ethics for Nurses and the National Council of State Boards of Nursing's (NCSBN) Guide to the Use of Social Media. Students should be aware that posting certain information and/or images on social media sites may be viewed as unethical, unprofessional, and in some cases, illegal.

- Students should monitor their online presence as well as online site policies and privacy settings.

- All postings (information, photos, and videos) should be considered public and potentially visible to anyone at any time.
- Students should represent themselves in a mature, professional, and responsible manner. Uncivil or disrespectful language used in communications is considered unprofessional and therefore not acceptable. Potential employers, licensing boards and healthcare facilities may screen social networking sites.
- Students may not post patient information. Removal of an individual's name does not constitute proper "de-identification" of protected health information.
- Students are not permitted to post class, program, or curriculum information.
- Students are not permitted to record the discussion or review of quiz or exam questions. Permission to record or stream a lecture is at the discretion of the faculty who is providing the course content. All recorded material is for the individual student's studying purposes only. Any other use, duplication, sharing, or posting of the lecture material is prohibited.
- Picture taking of any type without the faculty's authorization is also prohibited. Students are prohibited from taking photos of learning materials.
- When posting information on social networking sites, students may not present or represent themselves as official representatives or spokespersons for the University of Scranton or the Department of Nursing.
- The Department of Nursing and the University of Scranton prohibit discrimination or harassment in any form, including social media posts, on the basis of race, color, national origin, religion, sex, sexual orientation, disability age, gender identification or expression or other legally prohibited characteristic.
- All social media activities involving use of the University's computer and network resources, including all electronic communication systems and equipment, must comply with the University Acceptable Use Policy in the Undergraduate Student Handbook.
- It is considered unethical to establish non-professional relationships with patients or families including inviting them to social network groups or accepting invitations from them. Such activity is a violation of the Essential Functions expected of undergraduate nursing students outlined earlier in this handbook.
- Students may be held personally responsible for proprietary, defamatory or libelous material posted on any form of social media.
- Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.
- Students must immediately report any actual or potential breach of confidentiality or privacy in regard to self, other nursing students, faculty, staff or clinical agencies.
- Students may not transmit any electronic media of any patient-related information or image that violates patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient and/or families. This includes patients in the clinical, community or service/travel trip settings.
- No University or Department marks, such as logos and graphics may be used on personal social media sites.
- No personal phone conversations or texting are allowed at any time while in patient areas, University classrooms or campus labs.
- Use of computers or any electronic devices in the classroom setting is at the discretion of the instructor.
- Students may not record (audio or video) professors, guest speakers, or fellow students for personal or social media use without the expressed written permission of the faculty, guest, or fellow student.

Any violation of applicable University of Scranton or Nursing Department policies and regulations may result in disciplinary action and dismissal from the program.

DRESS CODE

*Note: Agency policies that are more stringent will supersede the University of Scranton policies.

- It is expected that students will attend clinical sites in clean and presentable uniforms as indicated per the clinical setting and adhere to the uniform policy. Failure to do so will result in the student being sent home, require the student to make up the clinical day, and assume additional clinical fees.
- Students will wear the school uniform in designated clinical agencies. Students must change from their uniforms to street dress as soon as possible following completion of their clinical shift.
- During the sophomore year, students will purchase two sets of the uniform scrubs, two oxford shirts, two navy uniform pants and a lab coat to be worn in the clinical setting where applicable. Students will wear the school nursing uniform in all medical-surgical and adult nursing settings, unless otherwise specified. Students must wear their nursing uniform, as well as their lab coat when required for clinical preparation. If students are required to do clinical preparation at an agency without a faculty member on site, they are required to use business casual dress and their lab coat.
- Students will wear a designated uniform in all in-patient clinical settings. Students may wear a white t-shirt under their scrubs. The sleeves may be short or $\frac{3}{4}$ length only. In the maternity clinical setting students must wear appropriate dress for travel to and from clinical and change into their scrubs in the clinical setting. The attire for community health and mental health clinical rotations is a white oxford shirt with University of Scranton embroidered logo, navy pants, and a lab coat.
- The Nursing uniform and badge are only to be worn by students in structured clinical, lab, volunteer experiences, or special events determined and approved by the Department of Nursing. Students are only allowed at their assigned agency during approved clinical hours or University sanctioned events when representing the Department of Nursing.
- Faculty and staff have the responsibility to inspect and approve uniforms. Students who fail to abide by the uniform guidelines will be asked to leave clinical and will be required to make up the day. Upon return, a professional behavior violation will be issued to the student.
- Students are expected to be neat, clean and well groomed. Hair must be kept off the face. If hair length is longer than shoulders it must be neatly pulled back. Facial hair must be well groomed. No jewelry is allowed except a wedding band and small pierced ear studs (two studs per ear lobe). For infection control purposes, fingernails must be short (no longer than $\frac{1}{4}$ inch beyond the tip of the finger) and filed. No polish, wraps, gel coverings or artificial nails of any kind are permitted in any clinical, lab or simulation setting. Students must wear a non-skid nursing shoe or plain white leather sneakers. A stethoscope and wristwatch with a second hand is required for some clinical experiences. Students need to abide by policies set by the institution where they are placed for clinical experiences.
- If uniforms are not required for a particular experience, students are to dress in a professional manner. The entire torso must be covered including the shoulders and abdomen. If students are picking up a clinical assignment at an agency, they are expected to be in professional dress with their University lab coat and

identification.

INCLEMENT WEATHER

- If the University cancels day or evening class because of inclement weather on a day that is scheduled for clinical, the clinical for that day is canceled. The faculty will notify the agency to which they are assigned as soon as possible. If there is an afternoon clinical scheduled, and evening classes are not canceled, it is expected that clinical will be held as scheduled.
- If, in the judgment of the faculty, the weather would impede safe travel to an agency in which a clinical laboratory is scheduled, the faculty may cancel the clinical laboratory for that day. The faculty should notify the agency and the students assigned to the canceled clinical, as well as the course coordinator.
- Clinical that is cancelled by faculty members will be made up. If clinical cannot be rescheduled within the agency, faculty will provide alternate learning experiences to meet the objectives for the canceled day. If the University closes, clinical is cancelled and no make-up will be required. In the event the University cancels classes, clinical will be cancelled. If classes are delayed, the Compressed schedule will be followed.
- There is a compressed day schedule in effect each semester posted on The Registrar's page on the University of Scranton website. On compressed days, morning clinical may be cancelled. Students must confirm with their clinical instructor.
- If clinical faculty and students are at the clinical facility when classes are cancelled, then the students will be dismissed from the clinical site.
- If the University has not cancelled classes, clinical may be cancelled if hazardous travel conditions exist.
- Clinical faculty will be evaluating the weather and travel situation related to their specific clinical facility/location and have a student notification process in place.

PROFESSIONAL BEHAVIOR VIOLATIONS

Students are expected to adhere to the policies and procedures in the Undergraduate Nursing Handbook, the University of Scranton Student Handbook and the University of Scranton Academic Policies and Regulations. Students that have received a professional behavior violation are required to meet with the faculty (class or clinical) or staff member that issued the violation within 7 days if appropriate.

Nursing students are expected to consistently demonstrate the following Professional Nursing Behaviors:

- Ethical behavior according to the ANA Code of Ethics for Nurses and the NSNA Code of Ethics
- Maintenance of a safe environment for the patient in clinical settings
- Punctuality for classroom, clinical and campus labs
- Consistent preparation for classroom, clinical and campus labs
- Completion of assignments within allotted parameters
- Positive relationships with peers, faculty, staff and patients
- Completion of clinical requirements within allotted parameters
- Acceptance and incorporation of faculty and staff feedback
- Adherence to policies and standards established in the University of Scranton Student Handbook and the Undergraduate Nursing Handbook.

If a concern is raised regarding the professional behavior of a student, the faculty or staff member will complete a Professional Nursing Behaviors Violation Form. The form will be reviewed with the student and a copy will be placed in the student's file. The faculty or staff member completing the form will notify the student's course coordinator where applicable, and the Undergraduate Nursing Program Director. Professional behaviors policy violations will be reviewed in executive session of the Faculty Organization meeting and in Course Coordinator meetings when applicable.

Any student that receives a Professional Behavior Violation may be required to submit a Student Success Plan to the Undergraduate Nursing Program Director. Multiple violations may result in the student being dismissed from the nursing program.

The Undergraduate Nursing Program Director will be notified by staff, course and clinical faculty of any academic, professional, conduct or clinical violations.

Students with recurrence of behaviors that yielded violation(s) and/or the first incidence of a serious violation may result in permanent dismissal from the program.

Students who receive a Professional Behavior Violation may be required to meet with the Undergraduate Nursing Program Director and complete a Student Success Plan.

RESOURCES FOR QUESTIONS OR CONCERNS

Plan of Study:

Students who have concerns related to their plan of study or courses should contact their Academic Advisor in the PCPS Advising Center. If further assistance is needed, the student and/or Academic Advisor will contact the Program Director or Chair.

Courses:

Students who have any concern related to coursework should first discuss the identified concerns with the course faculty. If further assistance is required, the student/faculty should contact the Course Coordinator. If further assistance is required the student/Course Coordinator will contact the Undergraduate Program Director and possibly the Chair

Clinical:

Any non-urgent concerns related to clinical should first be addressed to the clinical instructor. If further assistance is needed, the student and/or clinical faculty should contact the course coordinator. If necessary, the course coordinator will notify the Undergraduate Program Director. The Undergraduate Program Director may notify the Chair of the Department of Nursing.

Clinical issues of an urgent nature should be addressed immediately by the clinical faculty/ Director of NESD/Undergraduate Program Director and Department Chair.

CLINICAL POLICIES AND PROCEDURES

(Please note: “Clinical” refers to any clinical, laboratory or simulation experience)

REGULATIONS FOR THE NURSING EDUCATION AND SIMULATION CENTER (NESC)

The NESC is designed for the use of students enrolled in clinical nursing courses in PCPS. The Director of the NESC is responsible for the security and maintenance of all equipment and supplies for independent assignments, practice or review. In view of this, the following regulations are to be followed:

- The NESC may be used only when the Director of the NESC or a designee is present.
- The Director of the NESC shall limit the number of students allowed in the NESC at any time to provide order, safety and security of equipment and supplies.
- No equipment or supplies may be removed from the NESC without permission from the Director of the NESC and after submitting assigned responsibility form.
- No eating, drinking, or smoking is allowed in any lab space.
- Any student found maliciously defacing or damaging laboratory equipment will incur the cost to replace the equipment and may face disciplinary action.
- If a student cannot make their assigned appointment, it is important for that student to call the lab (570-941-4196) and cancel, so that the time becomes available to another student.
- Students must adhere to the Department of Nursing dress code on assigned clinical simulation lab days. Uniforms are required for simulation days and other days as directed.

SKILL COMPETENCY

Students are encouraged to utilize the nursing lab to practice their skills on a routine basis and to reach out to faculty and lab staff if they are experiencing any concerns or difficulties.

Students who fail to maintain skill competency are in danger of failing clinical and the respective course.

CLINICAL ABSENCE WITHOUT NOTIFICATION (also known as “no call/no show”)

- A clinical absence without notification is defined as a student who neglects to notify the clinical faculty that the student will not be attending clinical.
- If the clinical faculty has not heard from the student within one hour of the scheduled start of the clinical day, the clinical instructor will contact the student to ensure their safety. If the student has not responded to the faculty, The Undergraduate Nursing Program Director, Director of the NESC or the Chair of the Department of Nursing will attempt to contact the student by phone and email. If the student cannot be reached within the hour, University Police and the Dean of Students will be notified.
- The student must meet with the course coordinator after the first clinical absence without notification before returning to clinical. They will receive a Professional Behavior Violation as a result of the absence. A second clinical absence without notification while the student is in the nursing program will result in a clinical failure for the course in which the second clinical absence without notification occurred.

SAFE CLINICAL PRACTICE

A student who does not demonstrate safe clinical practice is subject to immediate review by the faculty/staff member(s). The outcome of the review may be immediate dismissal from the program. Safe clinical practice is defined as:

- Performing therapeutic nursing interventions (procedures, medications, and other treatments) consistent with the ANA Standards of Clinical Nursing Practice and the Pennsylvania Nurse Practice Act.
- Taking nursing actions to correct, minimize and/or prevent risks to patients/clients.

The faculty member(s) during each clinical course will complete both a mid-semester (when applicable) and final clinical evaluation and discuss them with the student. The student will have the opportunity to comment in writing on the form.

UNUSUAL OCCURENCE

An unusual occurrence is any event of which a faculty or staff member is made aware and that has potential to result in harm to a student, patient or to others while on University of Scranton campus or at a clinical site while the student is functioning in the capacity of a student nurse.

The student is responsible for informing the faculty or staff member of the occurrence as soon as possible after the occurrence. The faculty/staff member, the student, preceptor(s), and witnesses must document such occurrences.

Examples of such occurrences are, but not limited to the following:

- Medication errors (actual or near miss)
- Treatment errors (actual or near miss)
- Needle stick or other exposures
- Student illness/injury requiring medical attention
- Issues with incorrect medication counts
- Violation of confidentiality (HIPAA, compliance standards)
- Other events that may reasonably affect patient care quality or student safety
- Falsification of client records, clinical activities and/or assignments
- Failure to report life-threatening changes in patient's condition
- Inappropriate handling of clients (e.g. physical or verbal abuse, neglect)
- Threats to the safety of client/self/peers/instructor/staff
- Participation in clinical experiences under the influence of drugs and/or alcohol
- Unpreparedness for clinical/lab or simulation experiences

UNUSUAL OCCURENCE PROCEDURE

- Upon recognition by the faculty or staff or notification by the student of an unusual occurrence that involves potential or actual harm to the student, another person, or to agency product/property, the faculty or staff member will meet with the student to determine the nature of the occurrence. If indicated, the faculty or staff member will then contact the nursing supervisor at the clinical site to complete the appropriate agency incident report.
- The student is responsible for all healthcare costs for themselves incurred in treatment of said injury. The student's healthcare costs cover both immediate care and any necessary follow-up care. The University is not financially responsible for any costs incurred by the student. The faculty or staff will notify the staff of the facility or University as soon as possible in the event that there is harm or potential harm to the patient/others.

- The student will complete an Unusual Occurrence Remediation Reflection and will identify contributors to the occurrence and lessons learned/corrective action. The reflection is to be submitted to the Undergraduate Nursing Program Director. The student may be required to complete additional remediation or follow up meetings.

EMERGENCY DISMISSAL FROM A CLINICAL COURSE

When a faculty or staff member observes or otherwise learns of an infraction such as those listed in the behavioral criteria for unethical or unsafe practice defined in the Clinical Evaluation Tool warranting dismissal from the clinical setting, the student will immediately be suspended from all clinical activities pending review of the matter. The student shall cease all contact with all off-campus clinical settings.

- The student will be suspended from all clinical coursework. At the discretion of the faculty or staff member and Director of the Undergraduate Nursing Program, the student may be required to spend time remediating in an on- campus laboratory. The student will be required to successfully complete remediation prior to reentry into any clinical setting.
- Students may continue in all non-clinical nursing coursework and complete these courses in the current semester unless it is determined that the student has failed the clinical course.
- In the event that a student is emergently removed from a clinical course for unethical or unsafe behaviors, they may fail both the clinical and theory courses.

RETURN TO THE LEARNING ENVIRONMENT (CLASSROOM AND CLINICAL)

Documentation of the student's ability and appropriateness for class and clinical work will be necessary prior to the student's return. The Chair, Undergraduate Program Director and NESC Director may request documentation as to the student's ability to return to the class or clinical site and enact the required essential functions through the CTLE Office, or if disciplinary in nature- from the Office of Student Conduct.

The student must sign a release of information to enable the evaluator to inform CTLE of the student's ability to return to the clinical site and render safe care to patients. Students will need to provide a letter from their treating provider stating they are fit to return to classes and fit to return to the clinical site and perform the nursing assignments as expected.

Failure to comply with the requested assessment, recommended treatment and/or monitoring may result in dismissal from the nursing program.

RETURN TO CLINICAL/SPECIAL HEALTH CIRCUMSTANCES

If a student needs reasonable accommodations during their time in the nursing program, they must contact the Center for Teaching and Learning ("CTLE") as soon as possible to begin the process of securing them.

Students who have an illness, injury, hospitalization, or surgery must be cleared to return to class and clinical activities by their health care provider. It will be necessary for students to provide a letter from their treating provider stating they are fit to return to classes and fit to return to the clinical site and perform the nursing assignments as expected to CTLE.

The essential skills and functional abilities for nursing students' policy should be reviewed by the health care provider.

Students who are temporarily unable to perform the essential skills or functional abilities should notify CTLE in writing at the earliest possible date. A written medical release from a health care provider outlining any

specific classroom or clinical limitations must be submitted for review CTLE in advance of the scheduled return.

In some circumstances students may be prohibited from attending class or clinical activities due to environmental risks (ex. radiation, communicable diseases).

It is the responsibility of CTLE to communicate reasonable accommodations to faculty and to follow-up on documentation to return. Faculty are under no obligation to create alternate learning/testing environments without proper documentation requested. Clinical agency policies for return to clinical supersede University clearances.

CLINICAL AND SIMULATION LABORATORY PRACTICUM PERFORMANCE

A Professional Behavior Violation may be issued for violations of accepted clinical practices, principles or standards. Students receiving a professional behavior violation are required to meet with the appropriate faculty or staff member to discuss the violation and are required to develop a Student Success Plan to remediate the infraction. Faculty and staff will notify the Undergraduate Program Director of any Professional Behavior Violations.

Students may be dismissed from the nursing major for a serious actual or potential violation of safe medication administration or practices that jeopardize the safety of others.

The course faculty will complete the clinical evaluation and will assign the grade. If a student's clinical performance for any nursing course is deemed unsatisfactory and awarded a Fail in the Pass/Fail system, the grade for that course will be an F regardless of any grades earned in other components of the course. A clinical failure in a course will result in dismissal from the program.

Students who fail to achieve a passing grade on any simulated laboratory (including but not limited to: skills demonstration or simulation) will be required to remediate any identified deficiencies. The student may be required to meet with a faculty or staff member to review the deficiencies prior to remediation if necessary.

All re-demonstrations/remediation of skills must be completed by date determined by course or clinical/ lab faculty for successful completion of the course. If remediation has not been demonstrated prior to the end of the semester an incomplete will be issued for the course until successful completion has occurred.

Please note For students in the nursing program, incomplete grades must be completed at least 4 weeks prior to the start of the next semester so that placement in clinical sections can occur. Students who do not meet this deadline will receive an F for the course.

REMOVAL FROM LAB/SIMULATION

Student behaviors that are unprofessional, unethical, or unsafe, warrant student removal from lab/Simulation. These behaviors include but are not limited to:

- Participation in simulated learning experiences under the influence of substances.
- Inadequate preparation for simulated learning experiences.
- Arriving late for simulation-based experiences without permission of the instructor prior to the simulated learning experience.
- Multiple missed appointments for learning experiences.
- Failure to adhere to the Dress Code. Any student not complying fully with the dress code will be sent home and will need to make up the day.

- The simulated learning experiences may be similar for each group. Students may not share the content or events of the simulation with anyone. If a student is discovered having shared any details of simulation or lab experiences, it will be considered a violation of the University of Scranton Academic Code of Honesty and handled in accordance with the process described in the Code.
- Many clinical scenario-learning experiences require the student to complete preparatory work. All preparatory work must be completed to participate in the simulated learning experience.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Every University of Scranton nursing student has a legal and ethical responsibility to safeguard the privacy of patients and to protect the confidentiality of their health and social information in all clinical settings.

University of Scranton nursing students will be informed of the HIPAA regulations and their role in maintaining patient privacy and confidentiality as delineated by the HIPAA regulations. Students will sign a Confidentiality Policy stating that they are informed of the HIPAA regulations and that they will comply with all of the terms of the Confidentiality Policy. This form is contained in the paperwork given to the student during their first year in the nursing program. Failure to comply with the Confidentiality Policy can result in clinical failure, and subsequent dismissal from the nursing program.

PREGNANT STUDENTS

Pregnant students should be aware of potential risks associated with some learning experiences such as, but not limited to, caring for clients with infectious diseases, strenuous activity, toxic substances, including radiation and chemotherapy, and the potential for bodily harm. Nursing student requiring pregnancy accommodations should contact the Office of Equity and Diversity. Neither the University of Scranton nor its affiliating clinical agencies assume responsibility for any harm that might occur to the fetus or pregnant student.

CLINICAL SITE ASSIGNMENTS

Students enrolled in the Undergraduate program are assigned to clinical experiences during the daytime or evening hours (between 6am to 11:30pm). Students may be placed in a weekday, Saturday or Sunday clinical rotation. Clinical sites are assigned to students starting in the fall semester of Sophomore year and each subsequent semester through a student registration process. The NESC Director will communicate the lab and clinical placements via Scranton email. After clinical rosters have been completed, no changes to the rosters will be made.

Students are asked to submit special requests to the Director of the NESC by date requested regarding any limitations to attend clinical experiences during evening hours based on the following: childcare; honors students; ROTC or athlete schedules. Work schedules do not apply to special requests. The Director of the NESC, and Chair of the Department of Nursing have the right to change a clinical site, days students are assigned, instructor and distributions of students as needed. Examples include cancellation of a clinical site or clinical faculty that impact a posted clinical schedule.

CLINICAL TRANSPORTATION

Students are responsible for travel to and from assigned clinical sites and experiences and must have access to transportation for community-based experiences during the semesters that clinical takes place.

For clinical experiences that occur close to campus, students are advised to avoid walking alone. Students should work with each other to arrange transportation or organize groups of students to walk together. If a situation develops that necessitates walking alone, students should call University Police, identify as a nursing student, and request an escort to or from the hospital. If a student has carpooled with another student and needs to return to their residence before the end of clinical, the student is responsible to find transportation to their residence unless otherwise indicated.

GUIDELINES FOR SELECTIONS FOR NON-TRADITIONAL CLINICAL EXPERIENCES, TRAVEL AND NURSING SERVICE TRIPS

The following guidelines outline the selection process for non-traditional clinical experiences, travel courses and service trips. Students will be responsible for providing and paying for their own transportation and accommodations for these experiences.

Some experiences require an application or interview. Not all students are guaranteed a spot for an experience.

Students must meet the following requirements to be considered eligible for an experience:

- No repeated violations of The University of Scranton, Department of Nursing policies, or University Code of Conduct
- Clinical clearances without infractions

LOTTERY PROCESS

In the event where there are more qualified student applicants (students) interested in participating in an experience than there are available slots, selection will occur via a lottery. Students whose names were drawn will typically be notified within two weeks and will receive further directives regarding the experience from the Nursing Lab Staff and/or the Faculty Coordinator. Five additional names will be drawn and these students will be placed on a waiting list. There may not be a need to utilize the wait list. Although selected via lottery for the experience, the selection is conditional. If any of the following occur after the selection process has taken place, the student may be in jeopardy of being removed from the experience:

- Violation of a University of Scranton or Department of Nursing policy
- Academic difficulty
- Any unprofessional behavior as outlined in the Department of Nursing's Undergraduate Student handbook and course specific policies when applicable.
- Failure to hand in required documentation and clearances on time or do not complete specific learning requirements within directed deadlines.

ALTERNATE CLINICAL EXPERIENCES FOR JUNIORS AND SENIORS

Alternate clinical experiences may provide students with the opportunity to participate in a course-specific area of interest in lieu of a clinical day. Pre-approval by the Undergraduate Program Director is required prior to any alternate experience. Students must submit requests electronically for alternate clinical experience within the first week of the semester in which the experience is planned. If the experience is to occur within the first 3 weeks of the semester, the student is required to submit the request for permission to participate in the experience 2 weeks before the start of the semester. Requests are to be submitted electronically to the Course Coordinator and the Undergraduate Program Director for the course during which the experience will take place.

- Only students that are in good academic and disciplinary standing in the Department of Nursing and University may apply for an alternate clinical experience. Students may only request an alternate clinical experience in their Junior and Senior years and are limited to a total of two days of alternate experiences-one each academic year.
- The alternate clinical experience may not be part of or counted towards community-based learning hours but may include structured volunteer work performed above community-based learning hours (e.g., peer education).
- The alternate clinical experience must be related to nursing course work.
- The alternate clinical experience must be reviewed by the Course Coordinator who will consult with the Undergraduate Program Director for final approval. The decision will be communicated via email to the student within 5 business days after the request was received. The decision of the Undergraduate Program Director is final.
- Examples of allowable experiences include professional or student nursing conferences.
- Two weeks before the student participates in the experience, they will write three objectives for the day and submit them electronically to the Course Coordinator and clinical instructor. The objectives must be linked to one or more course or program learning outcomes as found in the course syllabus and Undergraduate Nursing Handbook.
- The student will write a one-page (250 words) reflection detailing how the objectives were met through the alternate clinical experience and submit it electronically to both the course coordinator and the clinical instructor within 5 days of the alternate clinical experience.
- The student may be asked to discuss the experience with fellow students at the discretion of the faculty.

STUDENTS AS LEGAL WITNESSES

The nursing students of the University of Scranton, while assigned to clinical agencies as part of course requirements, are prohibited from: 1) soliciting signature of clients and/or family members on consent forms, 2) signing as a witness or to witness the signing of consent forms or any other legal documents including will/contracts, etc.

DOSAGE CALCULATION

A dosage calculation competency examination will be administered to all nursing students in the courses that follow. Each student must successfully achieve the grade specified in the table.

Course	Minimum Score Required
Nursing 251	95%
Nursing 350	95%
Nursing 371	95%
Nursing 452*	95%
Nursing 450	95%
Nursing 452*	95%
Nursing 472	95%

*Taken in semester of enrollment in N452

- All exams will have a minimum of 20 questions.
- Calculators may be used during all dosage calculation exams.
- Students will have 3 opportunities to pass the dosage calculation exam.
- The initial examination date is published in the syllabus. The course coordinator determines subsequent make-up examination dates.

- If the student fails the dosage calculation examination on the third attempt, the student will fail the course and may not proceed to the next course.
- Readmission to the nursing program will follow the normal policies for readmission. Documentation that requires evidence of math remediation will be required. Readmission to the nursing major is not guaranteed.

PROCEDURE FOR THE DOSAGE CALCULATION EXAM

Nursing majors will take examinations in a lab or classroom setting with a proctor as scheduled. For sophomores, this will be after the content has been covered in class. For juniors and seniors, this will generally be during the second week of the semester. Students who do not achieve the passing grade of 95% will be required to remediate. A remediation plan will be developed by the course faculty or course coordinator for each student that is based upon the identified areas of weakness.

Remediation may include any or all of the following:

1. Review meetings with a designated faculty or staff member
2. Review meetings with the math specialist at CTLE
3. Completion of a self-directed computer program.

The second dosage calculation examination will be scheduled based upon satisfactory evidence of remediation. Failure to pass the second dosage competency examination will require the completion of regularly scheduled remediation before a third examination will be made available to the student.

The third and final remediation examination will be scheduled based upon additional evidence of remediation. This examination will be scheduled before dead week.

MEDICATION ADMINISTRATION

Medication administration errors are a significant concern for patient/client safety, thus extraordinary care in supervising student performance in this area is prudent.

- Supervision is required for the administration of all medications regardless of the route prescribed. Students must follow agency policies and procedures related to medication Administration.
- Correct medication dosage must be verified with every medication and every dose administered.
- Graduate Assistants who are assigned to work with clinical faculty may supervise the administration of medications.

The following additional conditions must be upheld:

- Students may not accept verbal orders.
- Students may not be supervised by staff nurses unless on-site faculty approves.
- Students must be aware of the parameter on specific units/sites for what is defined as a late medication.
- Medication administration documentation must be verified by the clinical faculty/Graduate Assistants or staff immediately following medication administration.

Clinical faculty must observe controlled and high alert medication preparation and counter sign any appropriate documentation.

REQUIREMENTS FOR PARTICIPATION IN CLINICAL EXPERIENCES

A STUDENT WILL NOT BE ALLOWED TO ATTEND ANY CLINICAL EXPERIENCE WITHOUT SUBMITTING THE REQUIRED BACKGROUND CHECKS AND DRUG TESTING RESULTS BY THE ASSIGNED DUE DATE COMMUNICATED BY THE LAB STAFF. IF THIS OCCURS, THE STUDENT WILL HAVE THEIR CLINICAL AND LECTURE COURSES DROPPED WHICH WILL PLACE THE STUDENT BEHIND A FULL ACADEMIC YEAR.

- Compliances are required ANNUALLY. Compliance documentation (exams, results, certifications) must be dated/completed by July first each year.
- Each student will receive an email notification and a letter mailed to their permanent address early in the spring semester regarding important compliance information, timeline, directions, and deadlines.
- It is important to follow the timeline to ensure students are compliant for the full academic year. Clearances need to be submitted by the stated deadline. If a student's compliances will expire prior to the end of the academic year, they will be at risk of being removed from clinical courses, resulting in a failure of the lecture and clinical courses.
- All compliance data collection is completed through castlebranch.com. All Compliance questions should be directed to the CastleBranch at: (888)723-4263 x7196.
- Compliance documents are submitted to student's CastleBranch *myCB* account.
- Forms and instructions for completion and submission vary for sophomore, junior and senior nursing students.
- Some clinical institutions may have additional requirements (e.g. drug testing requirements) that are not part of the standard compliances. Students will be notified prior to the start of clinical if there are additional requirements that need to be completed before the rotation.
- Costs for clearances are the responsibility of the student.
- All program decisions related to child abuse and criminal history clearances are consistent with the recommendations of the National League of Nursing, The Commonwealth of Pennsylvania, Department of State, Bureau of Professional and Occupational Affairs, and the State Board of Nursing.
- All clinical facilities have the right and/or responsibility to preclude students who have a history of child abuse or criminal activity from the facility. If experience in such a facility is required to achieve the clinical objectives, the student will not be able to complete the required course.
- Even if there are multiple clinical course sections and the student is able to have clinical experience for the course at another agency and thus complete the program, the student should know that the State Board may deny licensure based on the applicant's child abuse or criminal history. Students also should know that if the student does become licensed, various laws may preclude the individual from employment in a wide variety of settings.

In addition, students should be aware of the Pennsylvania State Board of Licensure policy and those policies of other states where the student desires to apply for licensure, which govern the use of criminal history information in determining whether to grant, deny, suspend, or revoke a professional nursing license.

- Students that do not meet the requirements of clinical sites (ex. Vaccines, clearances) will be at risk for not being able to attend clinical. This may put the student behind an academic year in the program for each clinical course that is not completed.

BACKGROUND CHECKS AND DRUG TESTING

- A Pennsylvania criminal background check (Act 169) and child abuse background check (Act 34) are required prior to enrollment in Nursing 250, additionally, *out of state* residents must also complete an FBI background check through the Pennsylvania Department of Aging, and *in-state* residents must complete an FBI background check through the Pennsylvania Department of Human Services. *All students must be fingerprinted in Pennsylvania.* Afterwards, a yearly PA criminal background check, PA child abuse background check and FBI background check through the Pennsylvania Department of Human Services are required prior to the start of the junior and senior academic school years.
- Students will receive instructions from the Director of the NESC or the NESC staff to register online at CastleBranch. CastleBranch is a platform that allows students to order their background checks and drug testing and submit documentation to meet clinical requirements online. Further instructions on obtaining background checks will be provided to the student from CastleBranch. The results of some background checks are mailed to the student's residence and need to be uploaded to CastleBranch by the students before the deadline.

Students and the NESC staff can view results on CastleBranch's secure website. Background check results may be shared with clinical agencies upon request. The University of Scranton cannot guarantee clinical placement to any student with a positive background check result.

- Drug Testing is required by clinical agencies and students will be tested prior to the start of each semester with a clinical component starting at the sophomore level. Drug testing is coordinated through CastleBranch. Students will register and pay for a drug test at CastleBranch. CastleBranch provides information on obtaining a drug test and automatically posts the results to the student's account to be viewed by the student and NESC staff.
- A report of a dilute drug test result is not acceptable, and the student will need to repeat the test and the student will be responsible for the cost of the repeat test. A positive drug test may prohibit the student from participating in the clinical requirements for the course and may prohibit them from progressing in the major.
- Students are responsible for notifying the Director of the NESC and the Chair of the Department of Nursing of any positive background check that occurs at any point during their enrollment in the Nursing Program. This notification needs to occur within 7 days following the positive result. Failure to follow this procedure will result in dismissal from the nursing program.
- Students may be randomly tested with or without cause for alcohol and/or drugs while a student is in the program.

HEALTH PROGRAM

First year student requirements:

- All first-year students submit a history and physical exam to the student health center. There are no clinical requirements during the academic year for first year students. Student's entering the sophomore year are required to submit a pre-entrance health examination to the Department of Nursing. The following documentation must be submitted prior to the first day of class in the fall semester of the sophomore year.

The sophomore level pre-entrance health examination shall include:

- A complete health history and physical examination administered by a physician or qualified specialized nurse clinician of the student's choice.

- A tuberculin skin test; the PPD or Mantoux test is the only acceptable test. The initial PPD done prior to the onset of the sophomore level must be a two-step PPD. If the PPD test is positive, or the student has a history of a positive PPD, a chest x-ray is required with a completed "Tuberculosis Symptom Screening Questionnaire" that can be obtained from the lab staff.
- Evidence of receiving the series of three immunizations for poliomyelitis is required.
- Evidence of immunity to measles, mumps, and rubella by providing documentation of receiving the series of two vaccinations of MMR, OR laboratory evidence of immunity as indicated by positive IgG titers for measles, mumps, and rubella. If the student was never vaccinated and provides evidence of a negative or equivocal IgG titer to measles and/or mumps, the student must provide documentation of having received two doses of the MMR vaccine 28 days or greater apart. If the student is not immune to rubella one documented dose of MMR is required or one dose of live rubella vaccine.
- Evidence of immunization for tetanus/diphtheria within the past 10 years. A onetime dose of Tdap (Adacel or Boostrix) is required.
- Evidence of immunity to Varicella by: providing documentation of receiving two doses of the varicella vaccine, OR submitting a positive IgG titer for varicella.
- Hepatitis B immunization is strongly recommended. Students are required to submit documentation of receiving the three-dose series of the hepatitis B vaccine. In lieu of providing evidence of receiving the hepatitis B vaccine series the student can submit a hepatitis B surface antibody titer level indicative of immunity. If the student has not received the vaccine and/or is not immune to hepatitis B as indicated by their hepatitis B surface antibody titer level, it is strongly recommended that the student receive the vaccine series, if the student does not intend to receive the vaccine series, they must sign and submit a hepatitis B vaccine declination form to the department of nursing.
- Evidence annually of qualified health care insurance coverage that is accepted in the Commonwealth of Pennsylvania, while enrolled in the nursing program.
- A drug screening test is required prior to each semester enrolled in a course with a clinical component through Castlebranch.com.
- An influenza vaccine is required each year for the current flu season. The deadline date to receive the flu vaccine is October 15th.
- Additional Vaccines, including Covid-19 vaccination, may be required in the course of a student's enrollment in the nursing program. These will be communicated on an as needed basis. Clinical agency requirements may supersede the University's requirements.

Prior to the beginning of each subsequent academic year in which the student is enrolled in the nursing program, the student will submit the following:

- A recent two-step PPD (within the past 3 months). Students with a history of a positive PPD test must complete a "Tuberculosis Symptom Screening Questionnaire" annually. This form may be obtained from laboratory staff. If there are any positive findings on the questionnaire a repeat chest x-ray is required. Any student that has a PPD that has converted to positive since the previous PPD must provide a chest x-ray and a completed "Tuberculosis Symptom Screening Questionnaire."
- Evidence of completed immunizations as indicated previously.
- Qualifying Health insurance coverage that is acceptable in the Commonwealth of Pennsylvania.

- Drug testing per policy.

The student must upload their health record, which includes all of the above-mentioned requirements, to their Castle Branch account. It is the responsibility of the student to keep their account up-to-date.

The student WILL NOT be able to attend clinical if all appropriate completed physical exams, diagnostic studies and immunizations, and documented health insurance coverage are not uploaded to their Castle Branch account for viewing by the Clinical Coordinator by the due date. Health documents may be provided to clinical agencies upon request with student approval.

HEPATITIS B IMMUNIZATION

Prior to the first clinical experience in the sophomore year, students will be required to submit proof of Hepatitis B immunization and a Hepatitis B surface antibody titer level. If the results of the Hepatitis B antibody titer indicate lack of immunity the student is encouraged to repeat the vaccination series, if the student refuses the vaccine and/or has a negative Hepatitis B surface antibody level he/she must sign a Hepatitis B vaccine declination form (this form can be obtained from the laboratory staff).

INFLUENZA VACCINE

The influenza vaccine is required yearly for all sophomore, junior, and senior nursing majors for the current flu season. The deadline to receive the flu vaccine is October 15th.

COVID VACCINE

Students are required to receive a Covid vaccine. Students who need an exemption considered must contact the Office of Equity and Diversity (570-941-6645). PLEASE NOTE: Students that received a vaccine exemption from the University DOES NOT MEAN that they are granted exemptions for clinical experiences. Clinical agencies have their own vaccine requirements and the University nursing students must follow those guidelines. Students who apply for a vaccine exemption assume the risk that they may be unable to fulfill the program requirements and be ineligible to advance in the program and/or graduate.

INSURANCE

Students enrolled in the nursing program are responsible to have health and accident insurance. In addition, students are required to purchase professional liability insurance prior to the second semester of the sophomore year, i.e., prior to the first clinical nursing course, Nursing 251. Each student must then maintain liability insurance throughout enrollment in the nursing courses. If an incident occurs, the University Report Form will be utilized and placed in the students file, with a copy sent to the Dean and the original sent to the Treasurer's office.

CPR CERTIFICATION

Prior to initial clinical experience in the sophomore year, and continuously through graduation, students enrolled in the nursing program must be certified in Cardiopulmonary Resuscitation (CPR) and AED for health care providers. All students must have a current American Heart Association Basic Life Support, "BLS Provider" CPR, and Automated External Device (AED) two-year certification card. Current CPR certification will be verified prior to initial clinical experience each year.

NON-COMPLIANCE WITH CLINICAL REQUIREMENTS

Not completing requirements by the established deadline jeopardizes our relationship with the clinical sites and causes delays in the University meeting deadlines from clinical agencies.

Examples of circumstances that are not legitimate reasons for failure to submit requirements on time are: study abroad, summer camp, vacation, out of the country, forgetting, lack of knowledge about deadline, did not receive the emails, unstable cellular or internet connections or financial difficulties.

Students are responsible for completing requirements on time. Students may incur disciplinary actions if they do not hand in requirements by their communicated due dates.

Students who do not have the appropriate clearances will be unable to attend clinical which will result in the student incurring additional fees and possibly being held back in the program by one academic year.

NURSING STUDENTS' GUIDELINES FOR BLOOD AND BODY FLUID PRECAUTIONS

In keeping with current recommendations by the Center for Disease Control, Universal Standard Precautions should be consistently used in the care of ALL patients. Based upon recognition that the status of persons capable of transmitting blood borne pathogens and diseases may not be known to health care workers, the following specific guidelines for prevention of transmission of blood borne pathogens and diseases in health-care settings will be followed whenever contact with body fluids can be anticipated.

Pregnant students should adhere to the above precautions and should not care for any client where transmission of a pathogen could be harmful to the fetus.

MANAGEMENT OF EXPOSURES

If a student has a parenteral (e.g., needle stick or cut) or mucous-membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids or has a cutaneous exposure involving substantial amounts of blood or prolonged contact with blood--especially when exposed skin is chapped, abraded, or afflicted with dermatitis, the student should notify the clinical instructor and the affiliating agency or hospital. The incident should be documented, and appropriate post-exposure follow-up initiated.

Policies of the affiliating agency or hospital should be followed related to exposure of a health-care worker. Management of the health-care worker with exposure to body fluids should follow the protocol outlined by Center for Disease Control and Prevention.

Student Responsibility

It is the responsibility of the student to immediately report the exposure incident to their clinical instructor, as certain interventions are most effective when initiated promptly.

Evaluation of exposure

- The exposure should be evaluated for potential to transmit hepatitis B, hepatitis C, and HIV based on the type of body substance, and the route and severity of the exposure by the designated person (emergency room physician/infectious disease physician) at the Agency or other facility to which the student was sent for evaluation and treatment.

Testing

- All testing should be based on the initial risk evaluation by an agency representative of the exposure and the student's immunity status. It is recommended that hepatitis B and hepatitis C virus testing be performed as indicated by the clinical agency where the exposure occurred, or the other designated facility where the student was evaluated and treated, or at a laboratory of the student's choice. It is recommended that HIV testing of the student be performed at a location where the results of testing will remain confidential between the student and the testing site. It is the student's right to choose the testing site. Testing for HIV and hepatitis B and C infection should be done at the time of exposure and for specific intervals, thereafter, as recommended by the CDC.

Records

- Information about the exposure incident will be kept in the student's file in the Department of Nursing 1) A University of Scranton Accident Report and 2) the Exposure Follow-Up Form. The results of HIV testing will not be reported to, nor kept by the University. It is recommended that all HIV testing results remain the confidential property of the student. Student Health Services will be notified of student exposure.

STUDENTS WITH ALLERGIES

Any student with a confirmed allergy (ex. Latex) must contact CTLE prior to the beginning of each academic year.

- Students with allergies are not excused from meeting requirements of the Nursing program.
- Students agree to allow communication of their allergy status to appropriate clinical agencies and clinical personnel by the Department of Nursing to facilitate placement and planning.
- It is the student's responsibility to ensure that all emergency medications prescribed are carried to the clinical/lab setting and that a medic alert bracelet is worn at all times while in these settings.
- Students with other health care product(s) allergies should use the aforementioned process for notification, risk acknowledgement acceptance of possible risk in the clinical setting.
- Students must notify each clinical coordinator of their allergy status prior to the start of the semester.
- Students are responsible for notifying the Clinical Instructor of their allergy status at the beginning of each clinical experience.

THERAPEUTIC RELATIONSHIPS

No student may give or receive any gifts (monetary or otherwise) from patients, patients' families or their acquaintances. In the event that a patient is insistent on giving a gift, the student should notify their clinical instructor for guidance.

Resources available for Academic support

CTLE: 570-941-4038

Tutoring Services

Individual tutoring

Depending on the course, one-on-one meetings with a tutor on a weekly basis for the whole semester.

Supplemental Instruction

A tutor leads regularly scheduled group study sessions. The goal is for students to actively involve themselves with the course content, interact with classmates, and develop effective study skills - learn *how to study* as well as *what to study*.

Drop-in Tutoring Labs

immediate tutoring assistance without the need of an appointment. Tutors are available on particular days and times to assist students in a variety of courses. Some of the courses include Math, Chemistry and Physics

MyScranton.

- 1) Log on to
- 2) On the Home tab, Click on Self Service
- 3) In the "Student Services and Financial Aid" tab click on CTLE Menu
- 4) Click on Tutor Request Form
- 5) Read all information and check the box on the bottom of the page (make sure the current semester is displayed).
- 6) Select the course for which you need tutoring and finish completing the form.
- 7) Submit your request.

The Writing Center

570-941-6147

Appointments online through my.scranton

click: Self-service>Student Services and Financial Aid>CTLE Menu

Hours of Operation:

In the CTLE (LSC582):

Monday-Friday: 9am-5pm

The Reilly Learning Commons (first floor of library):

Monday-Thursday: 5pm-9pm

Sundays 10am - 9pm

Reading Specialist

Contact Information: 570.941.4218

Requesting an Academic or Non-Academic Accommodation

Documentation and requests should be submitted to the CTLE by any one of the following means: Email: disabilityservices@scranton.edu; Fax: (570) 941-4154

Counselling Center: 570-941-7620; 6th Floor O'Hara Hall

Advising Center: 570-941-6390; first floor McGurrin Hall

Dean of Students: Lauren Rivera: 570-941-7680 (2nd floor DeNaples Center)



DEPARTMENT OF NURSING

STUDENT SUCCESS PLAN

Student Name: _____ Course: _____ Date: _____

Academic Issue: _____ Clinical Issue: _____

Professional Issue: _____ Conduct Issue: _____

Due Date: _____

The Following is to be completed by the student:

Problem/Contributing Factors: _____

Behavioral or Learning-Specific Activities (in order to achieve objectives). Identify any University resources that will be utilized to achieve this plan. _____

Outcome Measurement/Date (what student & faculty will see to verify accomplishment of this plan).

Student Signature/Date: _____

Faculty Signature/Date: _____

*refer to the Undergraduate Nursing Handbook to complete the reflective essays required



Department of Nursing

PROFESSIONAL NURSING BEHAVIOR VIOLATION

Student: _____ Date: _____

Faculty/Staff: _____ Course: _____

Nursing Behavior

Areas of Concern

Ethical behavior according to the American Nurses Association Code of Ethics	
Maintenance of a safe environment for the patient in the clinical setting	
Punctuality for classroom, clinical and campus labs	
Consistent preparation for classroom, clinical and campus labs	
Completion of assignments within allotted parameters	
Positive relationships with peers, faculty, staff and patients	
Completion of clinical compliances within allotted parameters	
Acceptance and incorporation of faculty and staff feedback	
Adherence to policies and standards established in the University of Scranton Student Handbooks.	
Adherence to policies and standards established in the Undergraduate Nursing Student Handbook.	
Other	

Additional comments may be attached as necessary

Reviewed with student on _____

Student Signature/Date: _____

Faculty Signature/Date: _____

Undergraduate Nursing Student Handbook Verification Form

Your signature on this form indicates that you have read and understand your responsibilities with regard to policies, procedures and core information set forth in the Undergraduate Nursing Student Handbook and includes the following:

- _____ I understand that I am subject to the policies, procedures and requirements described in the University of Scranton's Undergraduate Nursing Student Handbook and the guidelines for them set forth within it.

- _____ I am responsible for adhering to the policies, procedures and requirements contained in the University of Scranton Undergraduate Nursing Handbook.

- _____ I understand that the provisions of this handbook are not to be regarded as an irrevocable contract between the student and the Department of Nursing at the University of Scranton.

- _____ I understand that the Nursing Department at the University of Scranton reserves the right to change any policy, procedure or requirement at any time within my term of attendance, and that changes will be communicated by email via myscranton email address.

- _____ I understand that these policies, procedures and requirements will be the basis for decision making with regard to student matters.

- _____ I understand that I am able to contact the Nursing Department Chair, Undergraduate Nursing Program Director or Director of the NESC with any questions, concerns or difficulties regarding the policies, procedures or requirements contained in the University of Scranton Undergraduate Nursing Handbook.

Student Name (please print)

Student Signature

Date

Copy to Student's File

9/2022