



Manchester
University

**COLLEGE *of* HEALTH PROFESSIONS,
NURSING & PHARMACY**

Department of Nursing
Bachelor of Science in Nursing Programs
Student Handbook 2025-2026



Updated Summer 2025

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SECTION I: PROGRAM OVERVIEW

The purpose of the Bachelor of Science (BSN) program at Manchester University is to prepare qualified registered nurses for the profession of nursing. Through a professional curriculum that includes didactic, hands-on clinical, and simulation experiences, the BSN faculty strives to prepare individuals who are educationally well-rounded, critical thinkers, develop good clinical reasoning skills, deliver patient-centered care, and are professionally active.

Clinical experiences allow students to apply the theories, concepts, and skills learned in the classroom, laboratory, and simulation environments to professional practice. BSN graduates gain experience in a variety of settings throughout the community. The experience will include providing direct patient care in a variety of settings.

Program Accreditation

Manchester University's BSN Program is fully accredited through our regional accrediting agency, the Higher Learning Commission.

Manchester University's baccalaureate degree program in nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC, 20001, 202-887-6791.

Manchester University's baccalaureate degree program in nursing is fully accredited by the Indiana State Board of Nursing, Professional Licensing Agency, 402 West Washington Street, Indianapolis, IN, 46201.

Program Philosophy

The philosophy of the nursing program was developed with the input of the faculty and administration from the university. The philosophy of the nursing program is congruent with the values upheld by the university. The nursing faculty believes that an underpinning of a strong liberal arts education, providing the foundation for the nursing curriculum, is vital to a nurse who is well-rounded and well-positioned to enter the profession of nursing.

We believe that excellence in nursing education is achieved through the purposeful dedication of nursing faculty and their commitment to teaching, student success, scholarship, and service to the community. We are committed to the value of high academic expectations and professional preparation to provide graduates with the necessary skills to lead healthy, productive, and principled lives. Through the dedication and fostering of this next generation of nurses, we are advancing the science and art of nursing through the empowerment of individuals, families, communities, and populations within our region, the nation, and the world.

Our diverse and inclusive learning environment fosters a commitment to a holistic learning approach and upholds integrity for the profession of nursing. Respect for multiple perspectives guides students and faculty to provide effective intercultural care, contribute to local and global efforts to eliminate health disparities, and advocate for vulnerable populations. We encourage

our graduates to assume a leadership role in creating healthy communities by promoting health and healing, preventing disease, and influencing healthcare policy.

Mission

The mission of the nursing program is to prepare future nurses to respect the infinite worth of every individual and to practice nursing by drawing on their faith to lead principled, productive, and compassionate lives that inspire them to be servant leaders within the nursing profession.

Conceptual Model

The four concepts that comprise the conceptual framework of the Manchester University Nursing Program include individual/community, environment, health, and nursing. Each component is defined as follows:



Individual/Community

The individual is recognized as having inherent dignity, value, and purpose. Individuals self-actualize through the integration of relationships and functioning within families, groups, and communities. The community promotes positive self-identity, empowering individuals to evolve as healthy in mind, body, and spirit.

Environment

The environment encompasses constantly changing internal and external determinants that affect the individual's physical, psychological, and spiritual elements (internal) and (external) variables, including cultural, social, biophysical, political, and economic. Nursing can serve as a resource to influence health promotion and maintenance within the environment.

Health

Health represents a dynamic and holistic phenomenon, balancing the individual and the environment. An individual's health exists on a continuum from optimal wellness to illness, disease, dysfunction, and changes occurring throughout their life span, including their end-of-life.

Nursing

Nursing is an interactive, interpersonal approach to assist individuals in achieving optimal health and wellness through compassionate, nurturing, evidence-based, holistic nursing care. Nursing education expounds upon the humanities, sciences, and liberal education courses, which are necessary to appreciate the holistic nature of the individual. Nursing faculty believe that excellence in nursing education fosters a diverse and inclusive learning environment that stimulates the spirit of inquiry and lifelong learning. Respect for multiple perspectives guides students and faculty to provide effective intercultural care, contribute to local and global efforts to eliminate health disparities and advocate for vulnerable populations.

Program Goals

This program aims to:

1. **Promote person-centered care** by recognizing the inherent dignity, value, and uniqueness of every individual across diverse populations.
2. **Support individuals and communities** in achieving positive self-identity and holistic well-being through culturally responsive nursing care.
3. **Engage meaningfully with families, groups, and communities** to enhance health outcomes and empower collective resilience.
4. **Assess the dynamic internal and external environmental factors**—biophysical, cultural, social, political, and economic—that influence health and wellness.
5. **Integrate environmental awareness into nursing interventions**, promoting health maintenance, safety, sustainability, and equitable resource access.
6. **Advocate for environmental conditions** that support health promotion and reduce risk for vulnerable populations.
7. **Provide care that recognizes health as a holistic and evolving continuum**, supporting individuals across the lifespan and at all levels of wellness or illness.
8. **Use evidence-based strategies** to promote optimal functioning, disease prevention, and health restoration.
9. **Collaborate with individuals and interdisciplinary teams** to support health transitions, chronic disease management, and end-of-life needs with compassion.
10. **Deliver compassionate, evidence-based nursing care** that integrates the humanities, sciences, and liberal arts.
11. **Demonstrate professional behaviors** grounded in ethical practice, cultural humility, and respect for diverse worldviews.
12. **Foster a spirit of inquiry and lifelong learning**, using scholarly engagement to advance nursing practice and reduce health disparities.
13. **Advocate for vulnerable and underserved populations** at local, national, and global levels through policy engagement and community partnership.

Program Outcomes

By the end of this program, the learner will:

1. Demonstrate an understanding of the discipline of nursing's distinct perspective and where shared perspectives exist with other disciplines, apply theory and research-based knowledge from nursing, the arts, humanities, and other sciences, and demonstrate

clinical judgment founded on a broad knowledge base. (*Knowledge for Nursing Practice*)

2. Engage with the Individual in establishing a caring relationship, communicate effectively with individuals, integrate assessment skills in practice, diagnose actual or potential health problems and needs, develop a plan of care, demonstrate accountability for care delivery, evaluate outcomes of care, promote self-care management, and provide care coordination. (*Person-Centered Care*)
3. Manage population health, engage in effective partnerships, consider the socioeconomic impact of health care delivery, advance equitable population health policy, demonstrate advocacy strategies, and advance preparedness to protect population health during disasters and public health emergencies. (*Population Health*)
4. Advance the scholarship of nursing, integrate the best evidence into nursing practice, and promote the ethical conduct of scholarly activities. (*Scholarship for the Nursing Discipline*)
5. Apply quality improvement principles in care delivery, contribute to a culture of patient safety, and contribute to a culture of provider and work environment safety. (*Quality and Safety*)
6. Communicate in a manner that facilitates a partnership approach to principles and values of team dynamics, use knowledge of nursing and other professions to address healthcare needs, and work with other professions to maintain a climate of mutual learning, respect, and shared values. (*Interprofessional Partnerships*)
7. Apply knowledge of systems to work effectively across the continuum of care, incorporate consideration of cost-effectiveness of care, and optimize system effectiveness by applying innovation and evidence-based practice. (*Systems-Based Practice*)
8. Describe the various information and communication technology tools used in the care of patients, communities, and populations; use information and communication technology to gather data, create information, and generate knowledge; use information and communication technologies and informatics processes to deliver safe nursing care to diverse populations in a variety of settings; use information and communication technology to support documentation of care and communication among providers, patients, and all system levels; and use information and communication technologies in accordance with ethical, legal, professional, and regulatory standards, and workplace policies in the delivery of care. (*Informatics and Healthcare Technologies*)
9. Demonstrate an ethical comportment in one's practice reflective of nursing's mission to society, employ a participatory approach to nursing care, demonstrate accountability to the individual, society, and the profession, comply with relevant laws, policies, and regulations, demonstrate the professional identity of nursing, and integrate diversity, equity, and inclusion as core to one's professional identity. (*Professionalism*)
10. Demonstrate a commitment to personal health and well-being and demonstrate a spirit of leadership. (*Personal, Professional, and Leadership Development*)

Section II: GENERAL INFORMATION

Manchester University's Undergraduate Student Handbook provides general information regarding undergraduate students and university policies.

Facilities

Fort Wayne location front desk phone number (260) 470-2700

North Manchester location phone number 260/982-5000

Identification Cards

Identification cards are issued to all students enrolled in the BSN program. Their cards are not only for identification but also serve as the "Key" allowing access to the building on the Fort Wayne campus. Students are required to wear their current, valid ID when on campus and in any clinical setting. Please notify the Fort Wayne campus facilities coordinator if you lose your ID. The student is responsible for the cost of a replacement.

Visitors

Any outside visitors to the Fort Wayne campus must check in at the front desk upon entry. All visitors will sign in and receive a visitor badge in the building. The staff at the front desk also handles the telephone switchboard (incoming calls) to the Fort Wayne campus.

Campus Security and Building Hours

North Manchester location

Under normal operating conditions during the academic year, the Science Center is open from 7 a.m. to 1 a.m. daily.

Full-time and part-time University Safety Officers patrol the North Manchester Campus. A fully trained, uniformed officer is on duty 24 hours a day, seven days a week. Officers can assist the campus community with medical emergencies, safety escorts, and disabled vehicles. To contact University Safety in an emergency, dial University Safety at 260-982-5999 or call 9-1-1. The Office of University Safety is located inside the Clark Computer Center building. The office is open from 8 a.m. to 5 p.m. daily. More information can be found on the University Safety website.

Fort Wayne location

The building is open from 8 a.m. to 5 p.m., Monday through Friday. The building is closed to the public on Saturday and Sunday. The building hours for students are 7 a.m. to 12 a.m., Monday through Friday, and 3 p.m. to 12 a.m. on Saturday and Sunday. The patio will be open during weekend hours as well. Access is through the student lounge patio doors. Re-admittance to the building is only available with your proximity card through the main entrance. **DOORS ARE NOT TO BE PROPPED OPEN AT ANY TIME.**

After-hours access to the Fort Wayne campus is not available to the public, only to program students through their proximity ID card before 8 a.m. and after 5 p.m. on weekdays and between 3 p.m. and 12 a.m. on the weekend. The Fort Wayne campus conference rooms and auditorium are not available for student use unless previously scheduled for a student event.

The Fort Wayne campus has an active security patrol that includes patrols of the buildings, parking lot, and surrounding campus. To contact Fort Wayne Campus Security, please call Parkview Dispatch at (260) 266-1800. In an emergency, please call 9-1-1 from the nearest telephone.

Campus Use Policy

Room Reservations in Fort Wayne

Students who wish to receive a room on the Fort Wayne campus must stop at the front desk administrative assistant. Once reservations are made, the student will receive confirmation upon approval.

Automobile Regulations

All students', faculty's, and staff members' cars must be registered and bear the parking tag obtained from the HR generalist/facilities coordinator. Vehicle owners are responsible for adequately using their cars, even when driving by others. This includes the proper selection of marked parking spots.

The University assumes no liability or responsibility for the loss or damage inflicted on motor vehicles parked on the Fort Wayne or North Manchester campus. Students who bring a car to either campus should be sure to have proper insurance coverage.

Campus Student Policies

Student Behavior

While the policies are designed to respond to behavior on campus, students' behavior off campus concerns the University, College, and Program. The nursing program will act when behavior directly impacts the program environment or the program's reputation or is of such gravity that the nursing program would be remiss not to do so.

General information regarding undergraduate students and university policies can be found in the [Manchester University: The Source Student Handbook](#)

Student Nursing Professionalism

Manchester University nursing students are expected to always maintain professionalism as student nurses and representatives of Manchester University's Department of Nursing. Students must be ethically conscious of their behaviors and actions as guided by the American Nurses

Association's [ANA Code of Ethics](#) and the National Student Nurses Association's [NSNA Code of Ethics](#). These standards and guidelines direct nursing students' professional behavior, as well as clinical agency policies, federal regulations and laws such as HIPAA, and University and Program policies. Professional misconduct may result in a student's dismissal from the Nursing Program.

University Tobacco Policy

The use of tobacco products is always prohibited on all Manchester University locations. Tobacco use includes any lighted tobacco products and/or any oral tobacco products. The prohibited areas within each of the locations includes all buildings, facilities, indoor and outdoor spaces, and grounds owned or leased by the University. This policy also applies to University vehicles, parking lots, sports venues, and private vehicles parked on University property. For purposes of this policy only, Manchester University North Manchester is further defined to include the streets, sidewalks and tree lawns within the campus, as well as all properties adjacent to the campus. The responsibility for carrying out this policy is placed upon all members of the University community. Each member of the community is responsible to inform visitors and guests of this policy.

The use of tobacco products is always prohibited at all Manchester University locations. Tobacco use includes any lighted tobacco products and/or any oral tobacco products. Clarification: Bongs, Vaping devices, hookahs, and other similar devices are not permitted.

Nursing Program Nicotine Policy Addition

Nicotine or tobacco-containing products are not allowed in the classroom or clinical setting at any time. This includes smokeless tobacco/nicotine products such as Zyn or vapes of any kind. The only exception is smoking-cessation products. Failure to meet the standards of behavior may result in disciplinary action, including but not limited to failure of course and dismissal from the nursing program.

Disrespectful or Inappropriate Behavior

Professional behaviors are essential to the nursing profession. Nursing students must recognize their responsibility to society and their patients and exhibit behaviors representing high standards, polite etiquette, compassion, and respect for human dignity in both the classroom and clinical settings. Students may be required to sit before the Nursing Academic Concern Committee. Failure to meet the standards of behavior may result in disciplinary action, including but not limited to failure of course and dismissal from the nursing program.

Examples of disrespectful or inappropriate behaviors include, but are not limited to:

- Tardiness and absenteeism in class, lab, and/or clinical
- Being unprepared to participate in class or perform in lab or clinical settings
- Failing to notify faculty or preceptors in a timely manner when unable to complete a required experience (at least 1 hour before the scheduled experience)

- Not following school or clinical agency dress policies
- Smoking or vaping before or during clinical experiences
- Incivility or disrespectful behavior toward faculty, staff, or other students
- Sharing information regarding clinical experiences on social media
- Refusing an assignment
- Utilizing inappropriate language in class or clinical

SECTION III: POLICIES SPECIFIC TO THE BSN PROGRAMS

ACADEMIC INFORMATION

Nursing Course Sequence

All courses required for the Bachelor of Science in Nursing are offered in a specific sequence. Nursing (NURS) courses must be taken in succession, while other courses are fit into a very tight sequence. Anything added or deleted from the prescribed Nursing Course Sequence is done against the Nursing Department's recommendation. Students who choose not to maintain the course sequence as published within the catalog may not complete the program within the expected time frame. BSN degree requirements and the course sequence for the Academic Year can be found in *Appendix E and F*.

Admission, Progression, Retention, Dismissal

The nursing program has specific guidelines and policies regarding admission, progression, retention, and dismissal for both the traditional and second-degree tracks. Students are responsible for knowing all aspects of these policies.

Admission Requirements

Accelerated BSN (ABSN) Degree Program

Applicants must have a bachelor's degree from a regionally accredited institution and a final, preferred overall GPA of 3.0. When appropriate, the Office of Graduate Admissions will calculate GPA using all completed coursework, including coursework from other colleges and universities.

Applicants to the ABSN must have taken and passed the following courses with a grade of "C" or better:

- Human Growth and Development
- Anatomy with a Lab
- Physiology with a Lab
- Microbiology with a Lab
- Chemistry with a Lab
- Statistics

Note: A 3.0 GPT in the science courses listed above is preferred for consideration for admittance.

Traditional BSN (TBSN) Program

Requirements for Early Direct Admission of High School Seniors: Direct admission of high school seniors is those students who have completed the following requirements:

- Completed all freshman courses (or test equivalent) and prerequisites to the nursing program
- GPA of 3.00 on a 4.0 scale
- Completion of the TEAS test
- Completed application to the Department Chair of Nursing

Requirements for Standard Admission

- 30 hours of college-level work to include Anatomy, Physiology, Microbiology, Chemistry, Statistics, and Psychology with a minimum of a “C” or better
- A cumulative 3.0 GPA or higher
- Completion of a TEAS test
- Completed application to the Department Chair of Nursing

Note for All Incoming Students

Before beginning the nursing program (both ABSN and TBSN), students are required to have:

- A Basic Life Support (BLS) CPR Card through the American Heart Association
- Required vaccinations, submission of proof of vaccinations or vaccination waiver
- A personal laptop with appropriate applications for college-level work examinations that is in good working order. Please note that tablets do not count as laptops and frequently do not work well with the required program applications.

Progression/Retention Requirements

To earn a Bachelor of Science in Nursing degree, students must:

- maintain a cumulative grade point average of at least 3.0 in all NURS courses
 - students who earn at least a 2.8 GPA will be placed on academic probation; students on probation will have one semester to improve their GPA to a minimum of 3.0.
- earn at least a letter grade of “C” in each required course
- complete all required didactic and clinical courses
- TBSN students must earn a minimum of 120 college credit hours

Retention Policy

The BSN program has a retention policy in place if a student falls below a specific academic standard. The retention policy of Manchester University's BSN Program is as follows:

A minimum grade point average in NURS courses is required for good standing in the BSN program. Students whose academic performance falls below this level for a second semester will be dismissed from the program. The Assistant Dean of Nursing will conduct a review of academic progress at the end of each semester or session (fall, January, spring, and summer).

Repeating Courses

A single NURS course may be repeated once; a letter grade of "C-" or below in a second course (either the repeated course or a different NURS course) will result in dismissal from the program.

- A student who repeats a course that has a clinical component must successfully complete both the didactic and clinical components of the course. Clinical availability is not guaranteed.
- Clinical failure results in course failure.
- A test grade average of 75% or higher must be earned in all NURS courses to receive a passing grade, exclusive of all other course grades. The course average is not included in the grade until the student has achieved the 75% exam minimum. Failure to earn a 75% test average WILL result in a final letter grade of "D" or "F" in the course.

Dismissal

Students who fail two nursing courses in one semester, two nursing courses in different semesters, the same nursing course in different semesters, or if the GPA falls below 2.8, will be dismissed from the nursing program. Steps to complete the appeal process are outlined below.

A student may be dismissed for misconduct. Examples of misconduct include, but are not limited to, plagiarism, cheating, criminal behavior, unsafe nursing practice, or violation of HIPAA.

Readmission Policy after Dismissal

A student dismissed for academic failure will need to reapply to the program. Students are encouraged to write a letter of appeal to the Assistant Dean of Nursing and include information regarding any extenuating circumstances. Readmission is not guaranteed and may be based on space availability in the classroom, clinical area, or laboratory setting and faculty recommendations. The Admission Progression Committee will determine readmission. If the student fails to earn a letter grade of "C" or better on the second attempt to complete the failed course, the student will be dismissed from the nursing program and will not be eligible for readmission.

Please note: A student dismissed from the program for misconduct is ineligible for readmission into the nursing program.

Right to Appeal Academic Dismissal and Readmission

The student has the right to appeal to the Assistant Dean of Nursing. When a failure (C- or below) or withdrawal has occurred in a nursing course, a request for re-entry into the nursing

course must be made to the Assistant Dean of Nursing within four weeks of unsuccessful completion. A student who has withdrawn may be readmitted if they withdraw from the program in good academic standing for personal reasons or family needs. The Admission Progression Committee will review the request for withdrawal and readmission. Decisions made by the committee are final.

Classroom Policies

Attendance: Importance of Attending Class

Manchester University and the Manchester University Department of Nursing expect students to attend class, which is professional behavior. The instructional design of nursing classes includes sharing knowledge and experience through discussions, group presentations, and activities. Class absence interferes with a student's ability to participate in these learning activities. Excessive absences or tardiness may prevent the student from achieving the course objectives, resulting in a course failure and possible dismissal from the program. Students are responsible for obtaining material and assignments, regardless of the reason they are tardy or absent. The Department of Nursing defines tardiness as not being in the classroom and being prepared for class to begin at the time class starts.

Planned Absences

All students are expected to attend all classes. All extenuating circumstances must be discussed with the course coordinator for approval. Do not assume your circumstance is excusable. Vacations are not permitted at any time during the semester, and students may not overlap vacations into the beginning of a semester or leave early at the end of a semester. Absences, except for school-related functions (e.g., sports team games where you are a team member), are not permitted. All sports teams or approved school-related absences must be communicated with the course faculty at least a week in advance. Students should send the course faculty a sports schedule as soon as it is published before the start of the semester. Any absence without valid, approved reasons may result in a course failure and possible dismissal from the program.

Unplanned Absences

Absences from class may be excused for personal illness with proof (e.g., doctor's note) at the discretion of the course faculty, provided the following steps are followed:

1. Students must notify the course faculty at least one hour before the start of the class if they are ill and will be absent that day. Texting is acceptable if it is the preferred method of contact by the course faculty. A message sent to a classmate is not acceptable.
2. In the event of illness, a doctor's excuse will be required to obtain an excused absence from class. The course coordinators reserve the right to determine if there is sufficient time to make up any missed work or assignments in the event of an excused, unplanned absence at or near the end of a semester.

Unplanned or unexcused class absences over **one** class will result in course failure.

****Failure to comply with any part of the attendance policy will result in the initiation/escalation of a professionalism contract (Appendix B) and may result in the failure of a course or dismissal from the program.**

Professionalism contracts are monitored by the course coordinator for up to 2 contracts. More than 2 instances of professional misconduct will then be moved to the Assistant Dean of Nursing for a final decision that may result in program dismissal.

Classroom Conduct

The following expectations guide classroom conduct within the Manchester University Department of Nursing:

- Refrain from personal conversations and comments, even whispered ones, during class
- Demonstrate respect to classmates during discussions and presentations
- No audio or video recording of any classroom activity without securing permission from the faculty member beforehand
- Wait for dismissal by the faculty to leave for breaks or to gather belongings at the end of class
- Assist in keeping the classroom and labs in a presentable condition at all times

Cell Phones – Classroom

Cell phones are not allowed to be used in class. All cell phones should be turned off or silent and put away (not lying on the desk). Cell phones may be used during breaks and at the end of class time. Students are not allowed to leave class to answer their cell phones without permission from the course faculty. Leaving class is a disturbance to the remainder of the class. Cell phones may not be used for testing; calculators will be provided.

No pictures are to be taken within the classroom or lab without permission from the Nursing Program Director or the Director of Clinical Education. Student violations are considered a breach of professional conduct and disruption to the overall learning experience for all students.

Smart Watches – Classroom

Smartwatches worn in class, or the lab must have email and app notifications set to “do not disturb.” It is not sufficient to have them set to “silent.” Allowing your smartwatch to interrupt you during class or lab is equivalent to using your cell phone. Smartwatches may not be worn during any tests.

Professionalism in the Classroom

Any failure to meet the expected classroom conduct standards will result in the initiation of a professionalism contract (see Appendix B).

Grading Scale

The following grading scale is used for all NURS courses:

A		93-100	
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A-		90-92.99	
B+		87-89.99	
B		83-86.99	
B-		80-82.99	
C+		77-79.99	
C	<i>The lowest passing grade for all NURS 220 level courses & higher</i>	75-76.99	
C-	<i>Indicates course failure</i>	70-74.99	
D+	<i>Indicates course failure</i>	67-69.99	
D	<i>Indicates course failure</i>	63-66.99	
D-	<i>Indicates course failure</i>	60-62.99	
F	<i>Failure</i>	0-59.99	

Passing Course Grade Policy, Rounding, and Extra Credit

A “C” or higher grade is required to pass all NURS-level courses. To earn a passing grade in a NURS course, students MUST earn a 75% test average. Failure to earn a 75% test average will fail of the course, no matter what other grades have been earned. A final letter grade of “C-,” “D,” or “F” will be determined by the test grade average and will be entered as the final course grade. The nursing program's policy is that grades are NOT rounded. A score of less than a whole number indicates a lower grade. For example, a grade of 78.9 is considered 78.9%. The program also does not provide extra credit in classes or clinicals.

Late Assignment Policy

Quality nursing requires time and commitment. Manchester University Department of Nursing sees it as its responsibility to produce graduates who know how to follow directions and to perform in a timely manner taking matters seriously. Some tendencies show up in students in the form of late assignments or careless preparation. To address these critical issues, the nursing faculty will assess the following penalties for assignments not submitted on time:

- Up to 24 hours late equals a reduction of 50%, then it is graded.
- Anything over 24 hours results in a 0%.

Incomplete

A grade of “Incomplete” may be assigned at the end of a semester when conditions beyond the student's control preclude completing coursework. In such cases, the student must be doing passing work and able to complete the unfinished work without further class attendance.

Students must complete required work before the start of the next regular semester; otherwise, an “F” letter grade is recorded. Students must follow the university’s Incomplete Policy.

Textbook Requirements

All textbooks (correct edition) and computer access (simulation/charting) must be purchased before the first day of class and brought with you to the first day of class. Failure to purchase and bring textbooks to the first day of class may result in dismissal from class.

Chain of Command

Students must always approach their course coordinator or their clinical instructor for initial issues prior to escalating to program leadership.

Student Governance

Every fall semester, the sophomore, junior, and senior nursing TBSN classes and each ABSN class elect a student representative to participate in student governance. The nursing faculty reviews the election results and makes the final decision. Representatives may change from year to year. The student representatives act as “charge nurses” and serve as resources to help solve problems within the classes. They are also responsible for attending quarterly nursing department advisory council meetings. The student representatives are not a sounding board for complaints regarding the program but rather as a class leader to help be a voice for issues identified within the program. All student representatives report to the Program Director of the Department of Nursing.

Nursing Program Fee

Beginning in the fall of their sophomore year, nursing students will be assessed a nursing program fee each semester. The fee covers program insurance, accreditation and regulation costs, lab equipment, and other department expenses. This fee will be required even if the semester is being repeated.

Academic Integrity

Academic honesty is expected. Definitions and policies about academic dishonesty and grievances are in the Manchester University Undergraduate Course Catalog. An incident of academic dishonesty may result in dismissal from the BSN program.

Academic Integrity and Student Grievance Policies

Membership in the Manchester University community requires a devotion to the highest principles of academic and personal integrity, a commitment to maintain honor, and a continuous regard for the rights of others. There can be no rights without individual responsibility. Manchester University faculty are committed to teaching and learning as a career and a profession. Each instructor is presumed to develop and use methods and techniques that enhance learning and best fit his or her personality and subject matter area. At the same time, the instructor is expected to abide by the general principles of responsible teaching commonly accepted by the academic profession. These principles suggest that faculty keep complete records of student performance and that they develop and apply express, uniform criteria for

evaluating student performance. Students are free to take reasoned exception to the data or views offered in any course of study. While they may reserve judgment about matters of opinion, they are responsible for learning the content of any course in which they are enrolled. At the same time, students are expected to abide by the general principles of academic honesty commonly accepted in educational settings. When a student chooses not to follow the general principles of academic honesty, the following policies and procedures will apply.

Academic Dishonesty Policy

The Academic Dishonesty Policy applies in cases of plagiarism or cheating as defined below.

Plagiarism

Plagiarism is the presentation of information (either written or oral) as one's own when some or all the information was derived from another source. Specific types of plagiarism encountered in written and oral assignments include the following:

- Sources have been properly identified, but excerpts have been quoted without proper quotation marks or the material has been slightly modified or rephrased rather than restated in the student's own words.
- Key ideas or information derived from specific sources that present material that is not common knowledge have been presented without adequately identifying the source or sources.
- Unidentified excerpts from other sources have been woven into the student's presentation.
- A paper or speech may be a mosaic of excerpts from several sources and presented as the student's own.
- An entire paper or speech was obtained from another source and presented as the student's own.
- Texts in another language are translated into English and presented as the student's own.

Cheating

Cheating consists of any unpermitted use of notes, texts, or other sources to give an unfair advantage to a student in completing a class assignment or an examination (acquiring a secure textbook test). Intentionally aiding another student engaged in academic dishonesty is also considered cheating. Submission of the same work (essay, speech, art piece, etc.) to fulfill assignments in separate classes requires the permission of both instructors (if both courses are being taken in the same semester) or the permission of the second instructor (if they are taken during different semesters).

Academic Dishonesty Procedures

In a case of academic dishonesty, the instructor completes an Academic Dishonesty Tracking form, and the documentation of the academic dishonesty charge is submitted to the Office of Academic Affairs designated staff. Before submitting the paperwork, the instructor contacts the student(s), documenting their concerns; they gather information from the students and share their

plan of action with the students. The instructor then indicates on the paperwork if they desire a formal meeting with the student(s) and the Academic Affairs designee or not.

The Office of Academic Affairs is responsible for tracking student offenses. In cases of a student's first offense, when the case will not involve a formal meeting between the student(s), instructor and Academic Affairs designee, the Academic Affairs representative will send a letter outlining the seriousness of academic dishonesty, the specific consequences/penalties assigned by the faculty member and the consequences if a second offense occurs.

Second Offenses or Appeals:

A formal meeting between the student, instructor and Academic Affairs designee occurs for all second (and subsequent) offenses and for any first offenses if requested by the instructor or the student(s). At the meeting, the allegation and associated grade penalty are discussed and the student can choose between the following:

1. Admitting to the allegation and accepting the penalty
2. Admitting to the allegation but disputing the penalty
3. Denying the allegation

If the student chooses option (a), the materials are saved in a confidential file by the Office of Academic Affairs and the matter is considered closed.

If the student chooses either option (b) or (c), they are referred to the Academic Integrity Panel (AIP), which will then meet with the student and determine whether a violation occurred and/or the associated penalty.

The AIP may also be convened at the discretion of the Office of Academic Affairs in the event of a particularly egregious offense or when additional sanctions may need to be discussed for a student with multiple offenses.

The AIP will consist of the Office of Academic Affairs designee and two faculty selected from six members appointed by FEC. The composition of each AIP will be determined based on scheduling availability and avoidance of conflict of interest. The Office of Academic Affairs designee will vote only in cases of a tie.

In instances when the case involves confidential information of a medical nature, Title IX concerns or issues related to disability accommodations, the AIP will not convene; instead, the case will be heard by the Office of Academic Affairs designee and appropriate representatives from Student Life.

Following the meeting the Office of Academic Affairs designee will inform the student and the instructor who filed the report of dishonesty of the AIP's decision in writing. The Office of Academic Affairs will inform the registrar of any action which affects enrollment (e.g., suspension or expulsion).

Penalties

The instructor has the discretion to impose specific penalties, including grade sanctions such as failure of the assignment or failure of the course for any incident of academic dishonesty. When a failing grade for the course is imposed, the student will not be allowed to withdraw from the course with a grade of W. Penalties for academic dishonesty must be clearly stated in the syllabus for each course.

Due Process and Appeals

Students have a right to due process. This shall include the right:

1. To be informed of the nature of the violation by the faculty member within two weeks of discovery of the incident of dishonesty or cheating.
2. To be accompanied to any meeting by a faculty or administrative staff member from the University campus community under special circumstances.
3. To request an appeal based only on due process or new, exculpatory evidence. Appeals must be submitted to the Office of Academic Affairs within 7 days of receipt of the letter documenting the allegation and/or sanctions. Appeals may be made only with the Chief academic affairs officer (VPAA). The VPAA's decision is final and no further appeal procedure shall exist in the University. Academic Grievance Policy The Academic Grievance Policy pertains only to cases in which a student believes the final course grade has been assigned in a capricious or unfair manner. Grievances unrelated to academic performance may be brought directly to the Office of Academic Affairs.

Academic Grievance Procedures

1. The student and the instructor should discuss the student's concern and make every effort to reach a satisfactory solution. A mutually agreed upon third party may be invited to observe the meeting.
2. If an agreement cannot be reached or the instructor is unavailable the student should complete the Academic Grievance form and file it with the registrar who will contact the undergraduate department chair or graduate program directors of the involved instructor who will make a ruling on the grievance following the procedures detailed below.
 - a. Students must file the final course grade grievance with the registrar no later than five (5) business days after the posting of official grades or the receipt of final course grades for clinical rotations.
 - b. Students may request an extension from the Office of Academic Affairs of the five-day filing deadline for extenuating circumstances.
 - c. The chair/director will request a detailed written summary from each party.
 - d. The chair/director will inform their college dean and the office of academic of affairs of the grievance.

- e. The chair/director will meet with both parties together, listen to their concerns and make a determination.
- f. The chair/director will inform the college dean of the result in writing. The written summaries will be forwarded to the Office of Academic Affairs (see a. above).

Exception: If the involved instructor is the department chair or graduate program director, the dean of the college will hear the concerns and attempt to resolve the grievance. If the involved instructor is the college dean, the Office of Academic Affairs will appoint a designee to take the lead in attempting to resolve the grievance.

Appeals:

An appeal must be based on new evidence or an argument that University policy was not followed. If an agreement cannot be reached through the department chair/program director or college dean, the student may appeal the decision.

1. The student must file their appeal with Registrar's office.
2. Appeals will be heard by the Academic Standards Committee (or its designated representative) The written summaries initially provided to the department chair can be used by the Academic Standards Committee and/or the committee may wish to interview both parties individually.

The Academic Standards Committee (or the designee) will render a final decision which will be reported back to the involved parties.

Exception: If the involved instructor is a member of the Academic Standards Committee, the chief academic affairs officer will appoint a full-time faculty member from the same college to replace the involved instructor while the grievance is being reviewed, discussed and a decision is being made.

Written Papers

APA 7th edition format is required for all written papers in NURS courses. Students are only permitted to submit work using Microsoft Suite. PDF will not be accepted; students can access a free version of Microsoft Suite programs by the University in the IT department.

Program Assessment

The BSN program is committed to assessing both individual students and program goals. This assessment takes many forms, including but not limited to statistical analysis of numerous factors involved in, including, but not limited to, statistical analysis of multiple factors involved in student retention, performance, graduation, and post-graduation activities. The faculty reserves the right to use aggregate data on student achievement. Information about individual students will be protected and will not be subject to public dissemination, following federal guidelines for students' privacy. This program assessment will aid in reviewing, reassessing, and promoting the BSN at Manchester University.

Program Technical Standards

The technical standards document, which must be signed before beginning the BSN program, is included in the Appendix to this document.

Licensure Requirements

To become a registered nurse, an individual must pass the National Council Licensure Examination (NCLEX). Exams are administered at computer testing sites nationwide and consist of written and scenario-based questions. Further information about examination sites, deadlines, and fees can be found on the NCSBN website <https://www.ncsbn.org/nclex.htm>.

The only way to become a registered nurse is to graduate from a nursing program and complete the NCLEX.

Professional Licensure and Certification General Disclosures

<https://www.manchester.edu/about-manchester/institutional-effectiveness/disclosures-and-compliance/plc>

Professional Involvement

Bachelor of Science in Nursing students should plan to participate in numerous volunteer and professional development activities. Cultivating a sense of the importance of being active in professional organizations and advocating for the profession and patients is vital to nursing. There are many professional services and scholarship opportunities through the organization.

Examination Policy

Classroom Smart Phone and Tablet Policy for Exams

Students may not use smartphones or tablets to complete exams, quizzes, or assignments, as compatibility is problematic. The Nursing Program is not responsible if a student uses anything besides a laptop or desktop computer to complete these assignments and cannot complete them within the required time.

The policy and procedure outlined below apply to all computer-based exams in the nursing program. Some exams may have additional conditions; course faculty will explicitly state these conditions in the course syllabi and/or the exam instructions.

Before the Exam

- Students are strongly encouraged to arrive twenty (20) minutes before the exam begins. No one is permitted to enter the room after the scheduled exam start time. Students who are late will not sit for the exam. The missed exam is considered an unexcused absence unless documentation of an excused absence can be provided (see Exam Make-Up section).
- The following items must be present to take the exam:

- A personal laptop computer or borrowed MU laptop. At the North Manchester location, the test may be given in the computer lab as instructed by the course coordinator. The computer must have Chrome browser, camera, and microphone capabilities. A tablet or phone is not compatible with the testing software.
- MU Student ID or driver's license
- A whiteboard and marker, as provided by the course coordinator.
- A power cord may be used.
- Foam earplugs may be used at the discretion of the course coordinator.
- The items below are prohibited from the exam room unless official accommodations have been made (see ADA statement):
 - hats
 - hoods (including sweatshirts or jackets)
 - backpacks
 - coats
 - purses
 - electronic devices (e.g., cell phones, smart watches, earbuds, and calculators)
 - notes (unless otherwise instructed by the course coordinator)
 - computer sleeves
 - beverages
 - any other item(s) deemed inappropriate by exam proctors

During the Exam

- Only the exam itself can be on the screen.
- The exam will begin and end at the time specified in the course syllabus or determined by the course coordinator or exam proctor.
- Students may not leave the exam area until dismissed by the proctor.
- Students must exit the exam room quietly and respectfully.

Exam Make-up

No more than ONE make-up exam is typically allowed per course unless extenuating circumstances exist. The course faculty and nursing Program Director will review formal requests with appropriate documentation for consideration of additional make-up exams and approve or deny them. For an exam absence to be excused, the course coordinator must be notified of the anticipated absence no later than one (1) week before the scheduled exam and be provided with appropriate documentation. Missed exams due to unexpected illness or other unforeseen events must be communicated to the course coordinator before the start of the exam. Appropriate documentation supporting the absence (e.g., doctor's note, obituary, or eulogy) will be required. Typically, only one excused absence per student per course will be awarded. If an absence is deemed excused, the details of the make-up exam, including format and content, will be at the discretion of the course faculty. If an exam absence is unexcused, the student will receive a grade of zero for the missed exam, and a make-up exam will not be offered.

Exam Review

Exams will be graded within one week of completion. Students may make an appointment to view the incorrect answers to their exams. Students may not record, take pictures, or write down any questions from the review. Only one review per test will be permitted.

ATI Testing

ATI testing will be integrated into select nursing courses to assess your knowledge and readiness and help you prepare for the NCLEX. The ATI policy adopted by nursing faculty is the same for each class with a proctored ATI exam. The nursing faculty reserves the right to update this policy to meet the needs of the students and the overall program. The algorithm for ATI testing is found in Appendix A.

CLINICAL INFORMATION

BSN students are supervised by faculty or approved clinical preceptors in the clinical area. During enrollment in clinical courses, the skills presented and practiced in the laboratory and learned in previous courses are then practiced in the clinical setting under the direct supervision of clinical faculty or approved clinical preceptors. The specific requirements, grading scale, attendance policy, objectives, etc., for each course with a clinical component will be provided and reviewed before the first clinical experience. BSN students will have clinical experience with various patient populations when completed

Clinical Attendance

Clinical attendance is mandatory. The Manchester University Department of Nursing clinical is structured so that students complete 42 clinical hours for each credit hour of class. The Indiana State Board of Nursing requires that students fulfill the designated number of clinical hours per course identified by the Manchester University Department of Nursing. Flexibility related to clinical sites is essential. Clinical assignments are subject to change due to hospital, facility, and lab requests. We are at the mercy of the facilities concerning the schedule.

As students in a professional program, the expectations for attendance in labs, simulation activities, and clinical experiences are similar to employment responsibilities:

- To be on time, ready, and actively engaged
- To maintain a professional appearance
- To treat others with respect and demonstrate courteous behavior
- To notify faculty of absences before clinical per the handbook policy
- Remain engaged throughout the clinical entirety. You are expected to make the most of these experiences and not downplay the importance of the clinical sites.
- You must notify your clinical instructor if you realize you will be tardy for a clinical experience (even a few minutes). Leave a message on your Clinical Instructor's voice mail (or however you have been directed by your faculty), including your name and telephone number where you can be reached. Failure to do so or habitual tardiness (which occurs more than once) may result in failure.

Clinical Absence

Students should never miss clinical for any reason. Any missed clinical time may result in course failure. If a student is absent, they must notify the clinical faculty at least one hour before the clinical day starts. The student is also responsible for emailing the course coordinator after speaking with the clinical instructor for the NURS course to inform them of their absence. ATI is not a clinical makeup tool. Clinical absences must be made up; failure to make up a clinical absence will result in failing the course. Clinical makeup opportunities are not guaranteed and depend on faculty availability, clinical site, and time. Students unable to make up the clinical will receive an incomplete for the course and will be unable to advance in the program until those hours are complete. It is acceptable to send a text if this is the preferred method of contact by the clinical faculty. Students cannot miss more than one clinical day without risking failure.

Unplanned Absence from Clinical

Absences for clinical may be excused for personal illness or funerals of immediate family members with proof (e.g., doctor's note, obituary, eulogy, etc.) at the discretion of the clinical faculty and course coordinator provided the following steps are followed:

1. Students must notify the clinical faculty at least one hour before the start of the clinical day if they are ill and going to be absent from clinical that day. It is acceptable to send a text if this is the preferred method of contact by the clinical faculty.
2. In the event of illness, a doctor's excuse will be required to obtain an excused absence from clinical.
3. The student is also responsible for emailing the NURS course coordinator about their absence.

Planned Absence from Clinical

In the event of a planned absence from clinical, arrangements must be made and approved by the Director of Clinical Education before the start of the semester. If the planned absence arises after the start of the semester, the student must contact the Director of Clinical Education, receive approval, and then contact the clinical instructor **to make arrangements to make up the hours**. Clinical makeup opportunities are not guaranteed and depend on faculty availability, clinical site, and time.

Clinical makeup opportunities are not guaranteed and depend on faculty availability, clinical site, and time. If an unexcused absence from clinical is given, the student must make up the clinical hours.

Cancellation of Clinical Experience

The Nursing Program follows Manchester University's policy for severe weather. If the University closes due to weather, clinical experiences will be canceled as well. Please sign up for Spartan Alerts for notification of safety alerts.

The student is responsible for providing the clinical instructor with a cell phone number to use if the clinical needs to be canceled.

Clinical Location Assignments and Agency Policies

Clinical schedules are made in advance of the beginning of a semester. Clinical experiences will be assigned based on clinical site availability. Clinical times, days, and locations will vary and are subject to change based on the facility's needs and/or resources. Students are not permitted to ask organizations or individuals for clinical placement or experiences, which could hinder the professional relationship between Manchester University and clinical partners. Students must travel to clinical agencies and arrange their transportation. The Director of Clinical Education, clinical coordinator, or faculty will not accept requests for specific clinical sites.

Students must follow the following clinical agency policies:

- No use of unit phones in the clinical setting.
- No use of unit computers for personal activity.
- Do not download patient-specific information onto personal electronic devices or take photographs of patients or protected information.
- Do not post patient information regarding clinical assignments/experiences, patients, students, or instructors on cell phones, mobile devices, the Internet, or social networking sites.
- No pictures, video, or audio will be taken in the clinical agency setting.
- Do not post any information about clinical experiences on social media.
- Do not discuss patient information in public areas such as the elevator, cafeteria, or common areas.

Clinical Expectations

- Nursing courses and clinical experiences build on each other. Application of previous knowledge is expected.
- Nursing skills taught in previous clinical/laboratory courses and satisfactory performance of those skills in subsequent clinical/laboratory courses is expected. The student's responsibility is to review the skills.
- The simulation portion will not exceed 50% of the total clinical hours.
- Students are expected to follow facility/agency policies and procedures and to seek faculty guidance when questions arise.

- Nursing is a professional program; thus, confidentiality of patient information is essential. A violation of patient information may result in immediate dismissal from the program.
- Patient safety is vital in the clinical/laboratory setting. Lack of appropriate measures to ensure patient safety will result in clinical failure, class failure, and dismissal from the program.
- Satisfactory clinical/laboratory performance is required to receive a passing grade in a course with a clinical/laboratory component.
- Suspicion of the use of an illegal substance will result in a random drug test. Refusal to test will be considered a positive result, resulting in dismissal from the program. A positive result will result in dismissal from the program.

Clinical Failure

Each week in clinical, students will be provided with a weekly evaluation in various areas. Should students receive an unsatisfactory for one day, the student must meet with the clinical instructor for a counseling and remediation plan. Should the student receive a second unsatisfactory clinical day in the same clinical the same semester, they must meet with the instructor and the course coordinator for counseling and a remediation plan. Should a student receive a third unsatisfactory day in the same clinical in the same semester, they must go before the Nurse Academic Concerns Committee for a review. This committee will determine if the student will be provided an opportunity to remediate or if a clinical failure will result.

Clinical Evaluations of Students

All BSN students will be evaluated at minimum at midterm and the end of each clinical experience by the clinical faculty. Weekly evaluations may be done at the faculty member's discretion. The faculty members will meet with each student to discuss the evaluation. See Appendix D.

All BSN students can evaluate clinical faculty and clinical sites after each course with a clinical component.

The professionalism of BSN students during clinical will be evaluated concerning the following behaviors and attitudes:

- Dependability and punctuality: Showing up at the assigned times for the assigned duties and completion of assigned tasks.
- Completion and submission of required/assigned paperwork on a timely basis.
- All clinical paperwork is to be completed with a satisfactory grade.
- Ability to effectively communicate to and relate with patients and healthcare team members.
- Adherence to professional attire guidelines

- Adherence to the National Student Nurses Association's Academic and Clinical Conduct Code.

The evaluation and documentation of professional behaviors and attitudes comprise a portion of the total evaluation of student performance in the clinical setting and are included in the clinical evaluation tool.

Preceptor Supervision Policy

During the last semester, students will complete hours under the supervision of an assigned, approved clinical preceptor. Supervision in the BSN program is defined as the presence of preceptors in the assigned unit and the ability to intervene on behalf of the BSN student and the patient.

No BSN student will be present at a clinical experience site without being directly supervised by their assigned preceptor. The preceptor will communicate daily with the BSN student to provide feedback and set and evaluate progress toward short-term and long-term goals. The assigned faculty will communicate regularly with each preceptor to maintain the quality of the student clinical experiences. The student is expected to comply with all clinical expectations of professionalism and attire.

Clinical Attire

Students must comply with the Manchester University Student Code of Conduct and nursing policies. Additionally, students must comply with all policies and restrictions of clinical partners and affiliated facilities (e.g., dress code, parking, cell phone policy, tattoos, body piercings, etc.).

Uniforms must be clean, neat, and in good repair. They must be replaced or repaired if they are faded, stained, ripped, or have holes or unsewn areas. Uniforms with excessive wrinkles do not demonstrate professional attire, and students will be sent home. Light and dark colors should be washed separately to prevent fading and staining when laundering uniforms.

MU nursing students cannot wear perfume, cologne, scented body sprays, or lotions. Personal hygiene is an expectation of all students. Foul odors, unkempt hair, disheveled appearance, and uncleanliness of the nails/skin are not acceptable.

MU nursing name badge must always be worn while in the clinical setting.

Shoes must be closed-toed and slip-resistant, with a back, no cloth/mesh shoes. No Crocs or Croc-type shoes allowed. Shoes must be primarily black, gray, or white.

Hijabs and turbans must have no beads or other adornments. Hair must be worn off the collar neatly and securely, with no swinging ponytails. Hair must be prevented from falling on one's face, for example, in a bun. Nails must be clean, short, and not visible beyond the end of the finger, with no polish, artificial nails, or gel overlay. Artificial eyelashes are not permitted during

clinical hours as this poses an infection control issue during patient care. A single, solid wedding band is the only allowable piece of jewelry in the clinical area. No piercings are permitted. Written medical accommodations for unique piercings must be provided. Tattoos must be covered entirely in lab and clinical settings. The cover must be professional and match the clinical uniform (black, white, or gray).

Any type of isolation garments or protective equipment must be hospital-approved. Only MU-approved jackets may be worn in the clinical area over the uniform.

Travel and Transportation Policies

All BSN students at Manchester University will be responsible for their transportation and expenses related to any clinical or supplemental clinical education experience while enrolled in the BSN program. If students cannot provide transportation or cover associated expenses, their grades will be subject to change for their clinical module courses, which may affect their GPA, course grade, or graduation date.

The BSN program at Manchester University DOES NOT allow any travel of BSN students with institutional employees (for example, riding with a nurse for home healthcare visits) except the transportation of a patient through a professional healthcare professional (EMS). The student must provide his or her transportation.

Outside Employment

Safety is a priority for all students within the clinical setting. Due to this, there must be no clinical experiences (this includes any personal employment) greater than 12 hours without having an 8-hour rest. Students are in the learning phase, and it is not an expectation for them to have to pick up extended hour shifts for personal employment. This practice is unsafe. If students have a job, they should not leave it and go directly to clinical, or vice versa. If this happens, students will be dismissed from the clinical site for the day and expected to make up the hours as discussed in the above paragraph.

Clinical Cell Phone Policy

Cell phone usage within the clinical setting is not permitted. Using cell phones in the clinical setting will result in dismissal from the clinical experience with the expectation of making up the missed hours at \$50/hr. This is an expectation of both Manchester University and affiliated clinical sites. If a family emergency requires access to cell phones, please arrange it by discussing it with your clinical instructor in advance. Failure to do so will not permit cell phones to be used during the clinical day.

Clinical Requirements

The following must be completed first for students to participate in clinical experiences. Failure to do so will prevent them from completing the experience, which could result in a clinical failure. These items must be provided every year unless otherwise noted:

- Completed health form
- Completed required facility training
- Proof of required immunizations (requirements may vary based on information from clinical partners)
 - DPT within the last 10 years
 - Two-step Mantoux test nothing both dates or a chest x-ray (annually)
 - Varicella vaccine or proof of immunity by titer
 - MMR vaccine (two required)
 - Hepatitis B vaccine series
 - Covid Vaccine Series
 - Flu Vaccine (annually)
- Actual health insurance is required of all students, and it must be on file and active at all times.
- All students are required to have a yearly physical
- Current CPR card issued by the American Heart Association
 - Students will not be able to attend clinical with an expired CPR card
- Completed criminal background check
- Yearly drug screen

*****Please note: Religious or medical exemption forms must be completed and on file for students who do not have immunizations. Please be aware that this may limit the clinical experience opportunities based on healthcare organizations' policies and procedures, thus limiting students' learning experiences. The Director of Clinical Education must review all students who request a medical or religious exemption for approval.***

Students are encouraged to disclose health issues that could jeopardize their safety or that of patients. Faculty will work with the student to determine appropriate actions. If there is a major change in the student's health status, the student MUST report the change to the Nursing Program; an updated health form or written statement from a healthcare provider may be required.

Students with Criminal Charges

Any criminal charges or convictions (i.e., a criminal complaint filed in court by a prosecutor) filed against the student before or during enrollment in the Manchester University Nursing Program may fail to be approved for required clinical placement assignments, which may further result in the inability to progress through the nursing program. Students are required to report charges or convictions filed immediately to the Program Director. Criminal charges and convictions are reported to the clinical sites. Depending on the issue in question, clinical sites may or may not allow the student to attend clinicals in their facility. Clinical placements are

required prerequisites to the completion of any nursing degree. Students with criminal charges are encouraged to contact their state board of nursing before starting a program to determine their eligibility to sit for state licensure exams.

Drug Screening

The use of substances interferes with the judgment and motor coordination of nursing students pose that interfere with the judgment or motor coordination of nursing students and poses an unacceptable risk for clients, Manchester University, the faculty, other students, and clinical agencies. In compliance with clinical agency requirements, the Manchester University Nursing Program requires random, annual drug testing. Random testing will be completed before the first clinical course and annually thereafter for all students in clinical courses. Additionally, upon reasonable suspicion of drug and alcohol use in the clinical, classroom, or laboratory setting, the Manchester University Nursing Program has the right to require a student to submit to testing for substance abuse at the student's expense. Refusal by a student to submit to testing will result in that student's dismissal from the nursing program.

Procedure for Drug Testing

Students must follow the drug testing procedure before participating in clinical experiences and during the nursing program. Drug testing could be done randomly, and failure to submit a sample during the required time will be a presumed positive result and result in dismissal from the program. Tests will be conducted by a qualified laboratory using established methods and procedures selected by the nursing program through a selected outside vendor. The student may be screened for amphetamines, cocaine metabolites, marijuana metabolites, opiates, phencyclidine (PCP), propoxyphene, barbiturates, benzodiazepines, methadone, alcohol, and other chemicals as required by clinical agencies. A drug test will be presumed positive if any of the drugs tested are found or if the sample is diluted. A second test from the original urine sample will confirm presumed positives. If the test is positive, the available evidence, including health history, will be used to determine the presence or absence of drug abuse. The Nursing Program will ensure the confidentiality of results by making the information available only to the student and appropriate administrators.

Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines

After admission to the Manchester University Nursing Program, at any time, faculty or an administrator have "reasonable suspicion" that a student is impaired due to drug and alcohol use. In contrast, in the clinical, the student will be removed from the area and required to undergo immediate testing for drug and alcohol use at the student's expense.

Reasonable suspicion is defined to mean that the Manchester University Nursing Program faculty believes that the behavior, speech, body odor, and appearance of a student are indicative of the use of alcohol and drugs. Reasonably suspicious behavior could include conduct that prevents the student from performing the essential functions of his or her role in the clinical activity or that poses a direct threat to the safety of others. Other behaviors that could lead to a reasonable suspicion drug or alcohol test include but are not limited to the odor of alcohol or

drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats of harm to self or others.

Results:

1. Refusal to Test:
If a student fails to produce the requested sample at the date and time designated, the student will be treated as if the test result was positive.
2. Negative Test Result:
If the drug or alcohol test is negative, no action will be taken, and the student will be allowed to participate in all clinical activities and allowed to make up any missed assignments.
3. Positive Test Result:
The student will be removed from the clinical pending investigation if the drug screening result is positive. After reasonable suspicion and a positive drug screen, impaired students will be unable to transport themselves home from the healthcare facility and must arrange their own transportation.

*****Note: Students will be dismissed from Manchester University's Nursing Program and ineligible for readmission in case of a positive drug and/or alcohol screen unless a medical provider's prescription and written statement validates the results.***

Criminal Background Check

A criminal background check (Certiphi Screening, Inc.) is required for all students before admission into nursing clinical experiences. The criminal background check through Certiphi Screening will be at the student's expense. A prior felony and/or misdemeanor(s) may result in not being allowed to participate in clinical experiences within different healthcare settings, preventing the student from completing the nursing program. A criminal record may also prevent someone from taking the licensing exam (NCLEX) and obtaining a license to practice nursing. The student is responsible for being forthcoming with personal behaviors that have resulted in criminal records for evaluation before entering the nursing program for evaluation by clinical partners.

While enrolled in the nursing program, students involved in a criminal event or activity must report such activity to the Nursing Program Director immediately. This information will be shared with our clinical partners, who will determine whether the student can participate in clinical experiences. Students who cannot attend clinical will be dismissed from the program.

*****Again, it is the student's responsibility to contact the board of nursing in the state they plan to apply for licensure to determine if they will be eligible to apply for a license and take the***

NCLEX. Completing a program does not guarantee an applicant will be permitted to apply for licensure, as this is a state-by-state decision determined by the state's board of nursing.

SECTION IV: STUDENT SERVICES

Academic Advising

Academic advising for BSN students is the responsibility of the nursing faculty, who will serve as academic advisors. Students should consult their academic advisor regarding course selection, graduation requirements, and related matters. The student's advisor must authorize enrollment for each registration period before the registration is complete. These procedures provide each student with contact with an academic advisor who can ensure that all requirements are completed in sequence and on schedule. Each student, however, is responsible for monitoring his or her graduation requirements.

Counseling Services

Students may face many personal challenges during their college years. The University recognizes this and provides free, confidential counseling services. Licensed professional counselors are available by appointment by dialing (260) 982-5306 for individual, couples, or group counseling Monday through Friday, 8 a.m.-5 p.m., during the August - May academic year. Counselors may also be reached via email during the academic year at counselingservices@manchester.edu.

Typical concerns presented by students who seek counseling are such concerns as anxiety, coping with stress, depression, suicidal thoughts, self-esteem, adjustment issues, relationship difficulties, roommate concerns, body image or eating disorders, sexual identity, sexual victimization, alcohol or drug-related concerns, difficulties with concentration or motivation, and religious or social concerns. The counselor will provide short-term counseling (typically 6-8 sessions per semester maximum) or refer the student to an appropriate resource in the area. Counseling Services staff also work closely with other services available through the University; with a student's written permission, counseling staff can coordinate with medical, academic, housing or other requested areas of service/support to assure a student's needs are met. In addition, Counseling Services provides consultation when members of the University community have concerns about one of our students' mental health and well-being. Consultations may be provided to students, staff, and faculty to discuss questions or concerns about students' well-being.

Counselors know area resources and will refer students to qualified off-campus services when needed and/or requested by students. Students must provide their transportation to off-campus counseling facilities. Wabash County Transit can provide transportation for a minimal fee to locations in Wabash County by calling (260) 563-7536. Nearby, Kosciusko and Allen counties have cab services. In case of an emergency, ambulance services through LifeMed can be summoned by calling (260) 982-7201 or 9-1-1. Bowen Center, an area mental health center, is available after hours, weekends, and holidays for crisis mental health consultation at (800) 342-

5653. The Bowen Center has an inpatient option at 9 Pequignot Drive, Pierceton, IN, (574) 267-7169.

In Fort Wayne, Parkview Behavioral Health inpatient services are available 24/7 at (800) 284-8439. This can also be accessed through an assessment at the Wabash County Hospital Emergency Room located at 710 N E Street, Wabash, IN 46992, (260) 563-3131. Experienced assessment specialists are available at each of these facilities to assist in identifying appropriate resources.

Health and Safety

Emergency Guidelines

The North Manchester Campus Emergency Guidelines are available online at the University Safety website at [Emergency Guidelines.cdr \(manchester.edu\)](https://www.manchester.edu/emergency-guidelines.cdr).

The Fort Wayne Campus Emergency Guidelines Manual will be available online at [safetybooklet202296bab655-e2dc-4fb5-a37c-017c427a3a52.pdf \(manchester.edu\)](https://www.manchester.edu/safetybooklet202296bab655-e2dc-4fb5-a37c-017c427a3a52.pdf)

Spartan Alerts are emergency or weather-related phone and/or text notifications for both campuses. Students must sign up to receive Spartan Alerts, either through the website or the smartphone app. The smartphone app is recommended due to its ease of use. For more information, see [University Safety - Spartan Alerts | Manchester University](https://www.manchester.edu/university-safety-spartan-alerts)

Health and Immunization Record

All BSN students must have completed a University Health Information Form, which includes a personal history and physical and immunization record, before enrollment into the nursing program. This form is provided electronically to all incoming students before enrollment. The completed Health Information Form, with physical and immunization records (with all supporting documentation), must be on file before the start of fall semester classes.

Student Financial Services

Financial Aid

All BSN students are strongly encouraged to complete and file the Free Application for Federal Student Aid (FAFSA) for consideration for student loan eligibility. Questions about financial aid should be sent to the University One Stop Student Service Center/Student Financial Services.

Registrar and Enrollment Services

The Registrar's Office for the North Manchester campus is in the Academic Center on the first floor in the Academic Affairs Suite. The Registrar's Office for the Fort Wayne campus is located in Student Life 105.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law designed to protect the privacy of a student's education records. The law applies to all educational institutions that receive federal financial support. Manchester University complies with the conditions and procedures of FERPA.

FERPA gives certain rights to students concerning their education records. These rights transfer to the individual and become "eligible students" when that person reaches the age of 18 or is attending any school beyond the high school level. At Manchester University, all enrolled students are considered "eligible," and these rights are guaranteed under FERPA. Relevant portions of FERPA which have greatest application to MU students are listed below:

1. Students have the right to inspect and review their personal education records maintained by the University. The University is not required to provide copies of record materials unless, for reasons such as great distance, students can't inspect the records personally. The University will assess a copying and postage charge for this service.
2. Students have the right to request a hearing to review University records believed to be inaccurate or misleading. If, after the hearing, the University refuses to affect the correction, the student has the right to place a statement in the records commenting on the contested information.
3. Generally, the University must have written permission from the student before releasing any information from a student's record. However, the law allows the University to disclose records, without consent, to the following parties:
 - University employees who have a need-to-know;
 - Parents, when a student over 18 is still dependent for purposes of financial aid determination;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations doing certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;
 - Persons who need to know in cases of health and safety emergencies;
 - State and local authorities to whom disclosure is required by state laws adopted before Nov. 19, 1974.
4. Colleges may also disclose, without consent, "directory" information. In compliance with FERPA, Manchester University defines directory information to include the

student's name, mailing address (home and campus), e-mail address, telephone number (home, cell, and campus), major field of study, classification and enrollment status, dates of attendance and graduation, honors and awards, and date and place of birth. However, the student has the right to request in writing before the beginning of the semester that such information not be disclosed.

5. Students do not have access to records where a conflict exists regarding the privacy rights of others. Examples of such records include financial information of parents submitted in support of financial aid applications, confidential letters, and statements of recommendation placed in their records in cases where the student has signed a waiver of his/her right of access. Waivers typically relate to confidential recommendations concerning admission to college, job placement, etc.
6. If you have questions about FERPA, please contact the Office of the Registrar or email registrar@manchester.edu

Privacy and Student Records

The BSN program fully complies with the Buckley Amendment, formally known as the Family Educational Rights and Privacy Act of 1974 (FERPA). This amendment establishes that a post-secondary student has the right to inspect and review his or her academic records and prohibits outside parties from obtaining the information contained in these records without the student's written consent. However, a student may waive the right to review certain confidential information contained in his or her file.

The University collects, records, and uses information about students to carry out its educational mission. The University recognizes its responsibility to protect the privacy rights of students regarding their academic and personal records. Students are provided access to information in their official education records, a procedure for correcting or deleting inaccuracies found in their records, and a degree of control over the release of information from their records. The Office of the Registrar is responsible for maintaining and updating student files. Faculty and administration have access to student files for legitimate educational purposes only.

Records of students and graduates are maintained in accordance with all applicable federal and state laws. The University maintains an academic record for each student, including information related to academic and clinical performance in all phases of the student's coursework. Course grades are documented in the student's file and maintained by the Office of the Registrar.

Information Technology Services

Information Technology Services (ITS)

The ITS Help Desk supports all computer and network technologies for the program. Any technology issues must be reported to the Help Desk as soon as possible to resolve any problems:

Phone: 260-470-2727

Email: <http://its.manchester.edu>

Academic Support Services

Americans with Disabilities Act (ADA) and Students with Disabilities

Manchester University is committed to carry out the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which provide for accessibility of university programs to the physically disabled. For students with disabilities, the responsibility for self-disclosure is on the student. In other words, you must let the University know about a disability in order to receive reasonable accommodations or support services. Such disabilities include, but are not limited to, physical disabilities, visual or hearing impairments, learning disabilities, Asperger's, and attention deficit disorder (ADD).

Students requesting accommodations or other support services must submit documentation to verify eligibility for protection under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The provision of reasonable accommodations and services is based upon assessment of the current impact of the student's disability on a significant life activity, such as learning. Documentation of your disability must reflect the findings of a comprehensive assessment completed within the past three years. Documentation of this assessment must be from a person licensed to make such a diagnosis; an IEP from high school is insufficient.

The Director of Academic Support and Disability Services on the Student Success Center campus must evaluate all accommodation requests and documentation and provide it to the BSN Program Director.

Library Resources

Students will have access to the main campus's Funderburg Library, which offers over 25 medical and health science-related databases (including CINAHL Complete, Medline, MedlinePlus, PubMed, and PubMed Central) and Spartan Catalog online. Spartan Catalog online lists ~1,000 nursing-related eBook holdings and 350 eJournal and eMagazine holdings (national and international titles).

Title IX Student Conduct Reporting Requirement

Manchester University is committed to fostering a safe community where the infinite worth of all individuals is respected. Title IX and institutional policy prohibit discrimination based on sex and gender identity. Consequently, sexual misconduct—including harassment, domestic and dating violence, sexual assault, and stalking—is also prohibited at Manchester. Faculty, staff, and administrators encourage anyone experiencing sexual misconduct, dating/domestic

violence, or stalking to talk to someone about what happened so they can get the support they need, and Manchester University can respond appropriately.

To speak confidentially with a Manchester employee/on-campus representative about an incident of sexual misconduct, please contact:

MU Counseling Services (260-982-5888)

MU Health Services (260-982-5306)

MU Campus Pastor (260-982-5243)

North Manchester Campus Victim Advocate (260-563-4407)

CARE Initiative (260-982-5027)

Off-campus resources include the following:

Hands of Hope (Service to North Manchester Campus - 24/7 Hotline 260-563-4407)

Fort Wayne Sexual Violence Treatment Center (Service to both Fort Wayne & North Manchester Campuses-24/7 Hotline 260-423-2222)

YWCA of Northeast Indiana (Domestic Violence & Sexual Assault Crisis Line: 800-441-4073)

Individuals who wish to file a report of sexual misconduct should contact the Title IX Coordinator (260- 470-5721) or/and Manchester University Campus Safety (260-982-5999).

For questions about institutional policies and procedures regarding sexual misconduct, please contact the Title IX Coordinator.

To make a police report, contact the North Manchester Police Department (260-982-8555) or the Fort Wayne Police Department (260-427-1222).

Learn more about Title IX and survivor support at the following websites:

<https://www.manchester.edu/title-ix/resources/>

****Manchester University strives to uphold privacy and confidentiality as much as possible and only shares information received with those who have a need to know in order to respond.**

Individuals who desire anonymity in discussing and seeking assistance about sexual misconduct should contact and/or be referred to a confidential employee. **

Nursing Team Information

Professor Dustin Diller MSN, FNP-C
Assistant Dean of Nursing, Assistant Professor of Nursing

Dr. Aaron McCord, PhD, FNP-C
Program Director, Assistant Professor of Nursing

Professor Austin Keen MSN/Ed, RN
Instructor of Nursing

Professor Allison Keen MSN/Ed, RN
Instructor of Nursing

Professor Megan Conley MSN/Ed, RN
Director of Clinical Education, Instructor of Nursing

Professor Allisandra Viera, RN
Instructor of Nursing and Lab Assistant

APPENDIX A

ATI Policy

The ATI policy adopted by nursing faculty is the same for each class with a proctored ATI exam. The nursing faculty reserves the right to update this policy to meet the needs of the students and the overall program.

Practice Exams:

Practice exams are assigned on the course outline of the syllabus for the corresponding class. All practice exams must be remediated. You must allow 24 hours to pass before you retake a practice exam. You will begin a new remediation for each retake. Retakes and remediation will continue as often as necessary to achieve an 80%. Once 80% has been achieved, you do not need to retake the exam. All remediation must be uploaded to the appropriate assignment on the course page on Canvas.

Proctored Exams:

Remediation for all practice exams must be completed before a student may take a proctored exam. Proctored exams will be administered in class on the dates listed in each syllabus. Students need to achieve at least a Level 2 to meet the benchmark. Students who do not meet the benchmark must complete handwritten active learning templates for each topic missed to sit for the final exam. This does not count towards your exam average.

Active learning templates must be printed at the cost of the student, handwritten, completely filled out in order to receive credit. Students must upload their module reports and active learning templates prior to the retake at the time specified by the course coordinator.

Algorithm for ATI Proctored Exam Points

Level 2 or 3	Level 1	Level 0
8 points	4 points (must retake proctored after completing active learning templates)	0 points (must retake proctored after completing active learning templates)
Meets benchmark. 2-points awarded upon completion of the active learning templates.	Does not meet the benchmark. 2 points-awarded upon completion of active learning templates prior to retake. 2 points-Level 2 on retake.	Does not meet the benchmark. 4 points- awarded upon completion of active learning templates prior to retake. 2 points-Level 2 on retake. 1 point-Level 1 on retake.

The course coordinator will initiate a professionalism contract in the classroom where a student has been identified as not meeting expectations.

Professional issues include (but are not limited to) habitual late assignment submission, unprofessional communication, attendance issues, and incivility to faculty, peers, or staff. The behavioral contract will be individualized for the student and remain in place for the remainder of the nursing program. Faculty initiating the contract will review and sign with the student, acknowledging the terms of the contract.

The student and faculty will review the contract at the beginning of classes each successive semester. Since professionalism is an essential competency for course progression, a failure to follow the recommended actions outlined in the contract may result in the failure of a course or the student's dismissal from the program, and the student may not be eligible for readmission.

Date:	Student Name:
Reason for Contract:	Instructor:
<input type="checkbox"/> Unprofessional Behavior	Nursing Course:
<input type="checkbox"/> Attendance Issues	
<input type="checkbox"/> Other - List:	

Problem Area	Actions & Consequences	Date Due	Faculty Signature / Date Completed
Unprofessional Behavior (list/describe):	<ul style="list-style-type: none"> ○ Must come to class clinical prepared ○ Must communicate professionally with faculty, staff, and peers ○ Must behave professionally with faculty, staff, and peers <p>Action: Student writes a one-page reflection on professional communication, describing five (5) examples of what may be considered unprofessional communication.</p>	Ongoing	

Attendance (list specific issues):	<ul style="list-style-type: none"> ○ Must comply with all attendance policies. ○ In case of a class absence, notify course coordinator no later than one hour prior to the class start time. ○ Failure to communicate with the faculty as outlined above or to follow through on the arrangements may result in dismissal. <p>Action:</p>	Ongoing	
Failure to respond professionally to constructive criticism (describe):	<ul style="list-style-type: none"> ○ Any further instance of described unprofessional behavior in response to constructive criticism may result in dismissal. <p>Action:</p>	Ongoing	
Time management (i.e. late assignments) (describe):	<ul style="list-style-type: none"> ○ Any further instance of assignments turned in after the designated date and time may result in dismissal. <p>Action:</p>	Ongoing	
Other (i.e., cell phones, incivility, etc.) (describe):	<p>Action:</p>		

Initiation of Contract:

I have reviewed the Professionalism Contract and acknowledge that failure to implement the actions listed on this contract may result in dismissal from the MU nursing program.

Student's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Semester Review of Contract:

Student's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Semester Review of Contract:

Student's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Semester Review of Contract:

Student's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Semester Review of Contract:

Student's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

This contract will be maintained in the student's file and reviewed and signed at the beginning of each semester. It will also be sent to both course and clinical faculty as the student progresses through the nursing program.

Appendix C

Clinical Counseling Form

Student _____ Start Date _____ Completion Date _____

**Drafted and signed by both parties as an initiation of a “contract.”*

Identified Weaknesses (checkbox)

Knowledge of Nursing Practice (checkbox)

Person-Centered Care (checkbox)

Population Health (checkbox)

Scholarship for the Nursing Discipline (checkbox)

Quality & Safety (checkbox)

Interprofessional Partnership (checkbox)

Systems-Based Process (checkbox)

Informatics & Healthcare Technologies (checkbox)

Professionalism (checkbox)

Personal, Professional & Leadership Development (checkbox)

1st Offense (checkbox) **2nd Offense (checkbox)**

Remediation Action Plan:

Timeline & Consequences:

Indicate if Successful:

Clinical Instructor Signature: _____

Course Coordinator Signature: _____

Director of Clinical Education: _____

Appendix D

Nursing Clinical Evaluation Tool

Student Name: _____

Clinical Site: _____

Preceptor/Instructor: _____

Evaluation Period: _____

Date of Evaluation: _____

Instructions: Evaluate the student's performance in each area by marking the appropriate column. Use the comments section to provide specific feedback and examples.

1. Knowledge for Nursing Practice

Essential I: Knowledge for Nursing Practice

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Clinical Knowledge: Demonstrates comprehensive understanding of nursing principles and theories.	[]	[]	[]	[]	
Application of Knowledge: Applies theoretical knowledge effectively to clinical practice.	[]	[]	[]	[]	

2. Person-Centered Care

Essential II: Person-Centered Care

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Holistic Care: Provides care that addresses physical, emotional, and social needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patient Engagement: Involves patients in decision-making and respects their preferences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Population Health

Essential III: Population Health

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Population Health Principles: Applies knowledge of population health to individual and community care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health Promotion: Demonstrates understanding of strategies for promoting health and preventing disease.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Scholarship for the Nursing Discipline

Essential IV: Scholarship for the Nursing Discipline

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Evidence-Based Practice: Integrates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
current research and evidence into clinical practice.					
Research Utilization: Engages with scholarly work and applies findings to improve patient care.	[]	[]	[]	[]	

5. Quality and Safety

Essential V: Quality and Safety

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Safety Practices: Adheres to safety protocols and demonstrates effective risk management.	[]	[]	[]	[]	
Quality Improvement: Participates in initiatives to enhance care quality and patient safety.	[]	[]	[]	[]	

6. Interprofessional Partnerships

Essential VI: Interprofessional Partnerships

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Team Collaboration: Works effectively within interprofessional teams to enhance patient outcomes.	[]	[]	[]	[]	

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Communication: Demonstrates effective communication with team members across disciplines.	[]	[]	[]	[]	

7. Systems-Based Practice

Essential VII: Systems-Based Practice

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Systems Awareness: Understands and navigates healthcare systems and organizational structures.	[]	[]	[]	[]	
Resource Utilization: Uses resources efficiently and understands the impact on system outcomes.	[]	[]	[]	[]	

8. Informatics and Healthcare Technologies

Essential VIII: Informatics and Healthcare Technologies

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Technology Use: Effectively uses healthcare technologies to support patient care.	[]	[]	[]	[]	
Data Management: Demonstrates competence in	[]	[]	[]	[]	

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
managing patient data and information systems.					

9. Professionalism

Essential IX: Professionalism

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Ethical Practice: Maintains high ethical standards in all professional interactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professional Conduct: Demonstrates professional behavior, including reliability and accountability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10. Personal, Professional, and Leadership Development

Essential X: Personal, Professional, and Leadership Development

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Leadership Skills: Exhibits leadership qualities and seeks opportunities for professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Self-Reflection: Engages in self-assessment and reflection to enhance personal and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
professional development.					

Overall Performance:

Criteria	Exemplary (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Comments
Overall Clinical Competency: Demonstrates a high level of clinical competency across all areas.	[]	[]	[]	[]	

Preceptor/Instructor Signature: _____**Date:** _____**Student Signature:** _____**Date:** _____**Notes:**

- Please provide specific feedback for each area to support student development.
- Use additional pages if necessary for detailed comments.

Appendix E

ABSN Plan of Study

Fall I Semester 1	Cr. Hr.	* 65 Credit hours total * 4 semesters and 1 J-term *Must maintain a 3.0 GPA with a C average in all classes *All nursing courses require a minimum 75% Test Average *756 clinical hours in total program
NURS 125-Introduction to Nursing (online)	3	
NURS 210-Pathophysiology for Nursing	3	
NURS 216 Health Assessment for Nursing with Lab (42 lab hours)	4	
NURS 220-Fundamentals of Nursing (84 hours of clinical)	5	
<i>Total Credit Hours</i>	15	

J-term	Cr. Hr.
NURS-2XX Math for Nursing	2
<i>Total Credit Hours</i>	2

Spring Semester 2	Cr. Hr.
NURS 305-Pharmacology for Nursing	3
NURS 320-Adult Health 1 (126 clinical hours)	6
NURS 3XX-Maternal Newborn	4
NURS 3XX-Pediatric Nursing	4
<i>Total Credit Hours</i>	17

Summer Semester 3	Cr. Hr.
NURS 405-Research for Evidence-based Practice	3
NURS 330-Mental Health & Wellness (hybrid-42 clinical hours)	4

NURS 410-Nursing in the Community (online-42 clinical hours)	4
NURS 325 Adult Health 2 (126 clinical hours)	6
<i>Total Credit Hours</i>	17

Fall II Semester 4	Cr. Hr.
NURS 430-Nursing Care of the Critically Ill (42 clinical hours)	4
NURS 440-Preparation for Practice (hybrid, requires several in-person sessions)	3
NURS 450-Capstone Practicum and Leadership in Nursing (168 clinical hours)	7
<i>Total Credit Hours</i>	14

Appendix F:

Traditional Plan of Study

First Semester (Fall)		Second Semester (Spring)	
BIOL 204/204L Fundamentals of Human Physiology & Lab	4	BIOL 202/202L Fundamentals of Human Anatomy & Lab	4
NURS-125 Introduction to Nursing	3	CHEM 105/105L Introduction to Inorganic Chemistry & Lab	4
PSYC 110 Introduction to Psychology	4	COMM 110 Foundations of Human Communication	3
FYWS-111 First-Year Writing Seminar	3	EXP 102 My Personal Experience	1
EXP 101 My Manchester Experience	1	MATH 115 Elementary Probability & Statistics	3
Total Credit Hours	15	Total Credit Hours	15
Third Semester (Fall)		Fourth Semester (Spring)	
BIOL 219/219L Microbiology for Health Professions & Lab	4	NURS 216 Health Assessment for Nursing (North Manchester)	4
PSYC 224 Developmental Psychology	4	HUM 2xx Explorations of Arts or Humanities (JanTerm)	3
NURS 210 Pathophysiology for Nursing (North Manchester)	3	NURS 220 Fundamentals of Nursing (North Manchester) 84	5
NURS 2xx Math for Nursing	2	Exploration of Arts Humanities (JanTerm)	3
		EXP 201 My Academic Experience	1
Total Credit Hours	13	Total Credit Hours	15
Fifth Semester (Fall)		Sixth Semester (Spring)	
NURS 305 Pharmacology for Nursing (Fort Wayne)	3	NURS 3 XX Maternal Newborn and Women's Health Issues	4
NURS 320 Adult Health I (North Manchester) 126	6	NURS 3 XX Pediatric Nursing	4
NURS 330 Mental Health & Wellness (Hybrid)	4	NURS 325 Adult Health II (North Manchester) 126	6
NURS 410 Nursing in the Community (Online)	4	EXP 301 My Professional Experience	1
Total Credit Hours	17	Total Credit Hours	15
Seventh Semester (Fall)		Eighth Semester (Spring)	
NURS 405 Research for Evidence-Based Practice (North Manchester) (meets LARC Exp of Natural Sciences)	3	NURS-450 Capstone Practicum and Leadership in Nursing-168	7

Creative Expression	3	NURS 440-Preparation for Practice in Nursing	3
		4xx Big Issues (student choice)	3
NURS 430 Nursing Care of the Critically Ill (Fort Wayne) 42	4		
4xx Big Issues (Student Choice)	3		3
Total Credit Hours	16	Total Credit Hours	16

120 Credit Hours