ROOSEVELT UNIVERSITY

NURSING PROGRAM

STUDENT HANDBOOK
2024-2025

Table of Contents

WELCOME TO THE DEPARTMENT OF NURSING

The administration, faculty, and staff in the Department of Nursing are pleased that you have chosen Roosevelt University to pursue your BSN degree and we look forward to working with you throughout your studies. As Roosevelt University Community members, we live the mission of the institution in promoting mutual understanding valuing diversity and inclusion and taking action towards social justice.

This handbook provides nursing students with information about policies and procedures used in the Bachelor of Science in Nursing (BSN) program for didactic, lab courses and clinical experiences. You are responsible for knowing the information contained in this student handbook. **Students should read the material in this handbook carefully and ask the Director and or Nursing Faculty for clarification on any policy and procedures that are unclear. You will be required to sign a form indicating that you have received this student handbook and accountable for information contained in this student handbook.**

Program Accreditation

The BSN degree program at Roosevelt University is approved by the Illinois State Board of Nursing ("ISBN") and the Illinois Department of Financial and Professional Regulation ("IDFPR").

> Illinois Department of Financial & Professional Regulation (IDFPR) /Nursing Unit
> 320 West Washington St. #3 Springfield, IL 62786 Phone: 217-785-0820
> Web: www.idfpr.com

The BSN degree program at Roosevelt University IL is accredited by the Commission on Collegiate Nursing Education (CCNE).

> Commission on Collegiate Nursing Education 655 K Street, NW, Suite 750 Washington, DC 20001 (202) 887-6791

Roosevelt University is fully accredited by the Higher Learning Commission (HLC) 230 South LaSalle Street, Suite 7-500, Chicago Illinois 60604-1411 (800) 621-7440

Handbook Use

The Roosevelt University Nursing Student Handbook contains information, policies and procedures specific to students enrolled in the Bachelor of Science in Nursing program to use as a guide and or reference. General University information, policies, and procedures can be found in the Roosevelt University Student Handbook on the University Policies Page and Undergraduate Catalog (collectively "University Student Policies"). The Nursing Student Handbook serves as a supplement. **Nursing students are expected to adhere to both University Student Policies and the policies in the Nursing Student Handbook**. **Note:** Information in this guide is **subject to revision**. Any changes will be communicated to students through Blackboard and/or Student Forums and/or via their **official Roosevelt email account**. It is the **students' responsibility** to attend Student Forums and read their emails. All changes will be effective once sent by email, and /or posted on Blackboard or announced at a Student Forum. Revision may be included in course syllabus.

Nursing Program Mission Statement

The Nursing Program at Roosevelt is grounded in the commitment to social justice and caring for the patient's welfare. Healthcare globalization and varied populations mean that diversity, equity and inclusion is needed by nurses in order to provide high quality, safe care. By advancing educational access for a multi-cultural population of students,

our Baccalaureate Nursing Program contributes to building a nursing workforce that meets the healthcare needs of cross-cultural communities. We stand ready to recruit, collaborate, and support a diverse group of students to meet society's need for nursing professionals. Our graduates are educated with strong healthcare values, respecting and reflecting the patient populations they serve. This improves the quality of care and accessibility to individual health care needs.

Program Goals

The Nursing Program at Roosevelt University will prepare students to:

1. Practice competent, patient-centered professional nursing care for a diverse group of individuals and populations across the health continuum in a variety of settings.
2. Utilize critical thinking, clinical judgment, evidence-based practice and research findings in professional nursing practice within established ethical and legal boundaries.
3. Demonstrate cultural competence, caring, and collaboration with the healthcare team to meet the client's needs.
4. Communicate effectively in writing, orally and electronically with clients' families and interdisciplinary healthcare team members.
5. Commit to lifelong learning through participation in activities of the nursing profession that benefits the global community.

Course Curriculum

The BSN curriculum is described in the Degree Map and is structured to enable students to complete all of the requirements for a four-year BSN program in three academic years, utilizing Fall, Spring and Summer terms. In the first year, students take several foundational science, social science, and humanities courses. The Nursing-focused curriculum begins in the first semester with NURS 100, Foundations of Professional Nursing and builds through the second and third year with lecture, lab and experiential courses in the NURS course series. Transfer students who have been found to meet all prerequisites and have been admitted to the second-year cohort must complete the introductory Nursing courses in their first summer term. The Second- and Third-year curriculum is scheduled in a Block format, with the exception of elective courses that students select. Courses in the Second and Third academic year must be taken in the order described on the Degree Map. **Failure of any course and not registering for a course according to the Degree Map will delay progression in the nursing program.**

Promotion Standards

Promotion is defined as progression from one Academic Year to the next Academic Year. Each Academic Year is defined as Fall Term through Summer Term. Academic Standing and Promotion Standards for Academic Year one follow the University Undergraduate Catalog, except that Nursing students must earn a grade of Pass or C or above in the NURS courses taken in Academic Year One and must complete all required courses with a grade of C or better. For Academic Years Two and Three, students must meet *all* of the following:
    a. No outstanding grades of Withdraw or Incomplete
    b. No NURS courses with a grade below C or Fail in Pass/Fail courses

c. No grade below C in any Science Specialization or Non-Nursing Support courses and
d. Cumulative grade point average of at least 2.0.

National Student Nurses Association, Inc.
Code of Academic and Clinical Conduct
https://conor.ecpi.net/wp-content/uploads/2015/08/NSNA-Code-of-Ethics.pdf
.

"Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. In the clinical setting, students are presented with unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct are based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person."

<u>A Code For Nursing Students</u>

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:
1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy" (NSNA).

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

Nursing Professional Code of Ethics from the American Nurses Association

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015

Roosevelt University Policies and Other Governing Documents See here

Non-Discrimination Statement

It is the policy of Roosevelt University to comply with federal and state laws that prohibit discrimination in the University's educational programs and activities. For additional information, please refer to the University's Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation (RU Policy No. 2.1) and the Anti-Discrimination Policy and Procedure in the University Student Handbook.

Anti-Harassment Policy

Policies and procedures dealing with sexual harassment, discrimination, equal opportunity, and sexual assault can be found on the University's Policies page (RU Policy No. 2.1) and in the Roosevelt University Student Handbook.

Privacy Rights of Students

The Family Educational Rights and Privacy Act (FERPA) protect the students' privacy and educational records. Information about FERPA is located on the University's Policies page and in the Roosevelt University Student Handbook under Privacy Rights of Students.

Admission Policies

Admission to Roosevelt University Bachelor of Science in Nursing Program is granted on a competitive basis and requires applicants to complete a comprehensive application. Admission to the Nursing Program is based on a thorough review of the application, including results from high school, transfer of credit, ACT/SAT/TEAS scores, and work experience. Admissions decisions and notification are conducted on a rolling basis. Admissions policies and procedures are posted on the Nursing Program website.

Transfer Student Policy

Transfer applications are accepted for students who have completed required undergraduate coursework and may be eligible for advanced standing in the first-year cohort or for placement in the second-year cohort. Transfer admission policies and procedures are posted on the Nursing Program website.

Essential Functions for Admission, Promotion and Graduation

Applicants to RU BSN Program should review these Essential Functions carefully. Offers of admission are contingent upon applicant attestation that they are capable of complying with the Essential Functions

Bachelor of Science in Nursing Essential Functions

In order for safe nursing practice to occur and for students to be qualified to participate in and complete the Nursing program, all nursing students must be able to perform the following essential functions. The program will provide qualified disabled students with reasonable accommodations that are necessary to enable them to meet the nursing care standards required of them.

The American Association of Colleges of Nursing (AACN) and the National Council of State Boards (NCSBN) have defined a thorough list of competencies necessary for the professional practice of nursing. These competencies were defined from an extensive study of practicing nurses and can be defined in general terms as:

1. Ability to see, hear, touch, smell, and distinguish colors.
2. Oral and writing ability with accuracy, clarity, and efficiency.
3. Manual dexterity, gross and fine movements.
4. Ability to learn, think critically, analyze, assess, solve problems, and utilize judgement.
5. Emotional stability and ability to accept responsibility and accountability.

All educational programs are dedicated to principles of non-discrimination. This includes a commitment not to discriminate against qualified disabled applicants and students. However, in order to meet a key program requirement of clinical training in the hospital setting, students must meet requirements established by the hospital. Specific functional abilities for nursing students are identified below.

Functional Ability	Standard	Examples of Required Activities
Cognitive/Conceptual Abilities	The student must be able to thoroughly, efficiently and reliably: • Recall information from reading material, lecture, discussion, patient evaluation; • Interpret information from reading material, lecture, discussion, and patient evaluations. • Apply information from reading material, lecture, discussion, patient evaluation; • Analyze information from reading material, lecture, discussion, and patient evaluations. • Synthesize information from reading material, lecture, discussion, and patient evaluations. • Evaluate or form judgments about information from reading material, lecture, discussion, and patient evaluations. • Ability to react effectively in an emergency situation. • Ability to gather data, to develop a plan of action, establish priorities	• Calculates accurate medication dosage given specific patient parameters. • Analyzes and synthesize data and develop an appropriate plan of care. • Collect, prioritize needs and data. • Recognize an emergency situation and respond effectively to safeguard the patient. • Transfer knowledge from one situation to another. • Accurately process information on medication containers, and medication records. • Understand medical records and policy and procedure manuals.

	and monitor and evaluate treatment plans and modalities.	
Affective/Interpersonal/Emotional /Behavioral	The student must be able to: • Establish professional, trusting, empathetic relationships with a variety of individuals. • Demonstrate respect and engage in non-judgmental interactions regardless of individuals' life-styles and cultures. • Accomplish work effectively in groups. • Meet externally determined deadlines. • Be present at required activities in classroom, lab and clinical settings. • Attend to cognitive, communication and psychomotor tasks for as long as four, and up to eight hours at a time. • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. • Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student code.	• Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation. • Skills sufficient to demonstrate good judgment based on diagnosis. • Adapt to environmental changes.
Sensory Abilities	The student must be able to: • Have sensory/perceptual ability to monitor and assess clients.	• Sensory abilities sufficient to hear alarms, and auscultatory sounds. • Visual acuity to read calibrations, assess color such as cyanosis, pallor or redness. • Tactile ability to feel pulses, temperature, and palpate veins. • Olfactory ability to detect smoke or noxious odor.

Data adapted from "A Validation Study: Functional Abilities Essential for Nursing Practice" by Carolyn J. Yocom, National Council of State Boards of Nursing https://ncsbn.org/public-files/bb_1996.pdf

Students with documented disabilities who may require accommodation to meet these essential functions should contact the Learning Commons by emailing learningcommons@roosevelt.edu for assistance.

Reasonable Accommodation Process

Roosevelt University will engage in an interactive process with qualified individuals with disabilities who request accommodations for such disabilities, in a manner consistent with applicable federal, state, and local law. Roosevelt University BSN Program reserves the right to deny admission to any applicant who cannot meet the BSN Program Essential Functions, with or without reasonable accommodations. In the event that an enrolled student develops and/or demonstrates a disability that was not apparent when admitted and which adversely affects their ability to meet Essential Functions, the Program will engage in an interactive

process to support the student. If the student cannot meet Essential Functions with reasonable accommodations, the Nursing Program will refer the matter to the University's Office of the Dean of Students and the University reserves the right to dismiss the student from the program.

Applicants/Students with Academic Accommodations

Students who require academic accommodations must follow the procedure described in the Roosevelt University Student Handbook for requests for accommodations. Accommodations are provided for students on a term-by-term basis. Students who have been granted accommodations will be provided a letter from the Learning Commons that details their specific accommodations for that term ("Accommodation Letter"). The student is obligated to share their Accommodation Letter with the faculty member at the beginning of the term or as soon as the student receives the letter.

It is possible for a student to have been granted an accommodation by the Learning Commons, but to decline to exercise that accommodation in a particular class or for a particular activity. Thus, students retain the right to determine when to exercise their accommodations, but it is also the student's responsibility to communicate their intentions in a timely manner.

In all cases, a student must allow 5 working days after the faculty is informed of their request for accommodations for that accommodation to be arranged. A student who fails to notify the faculty member of their desire to use an accommodation within this time period may not receive accommodations for that particular activity.

Classroom, Lab, Clinical Standards

It is essential that students experience meaningful learning in the classroom, lab and clinical area for attainment of stated program goals, course objectives and competencies. In each nursing course, all learning activities have been planned to provide each student with optimum exposure to evidenced based theoretical content and practical clinical experience. To ensure each student has the opportunity to participate in each planned learning activity and demonstrate satisfactory competency, attendance at each course session is therefore essential. Students are expected to be on time for class, lab, and clinical activities. Tardiness may result in the student not being permitted to participate in activities, at the instructor's discretion, depending on what content has been missed. In such cases, the student will be considered absent. Promptness and attendance are expected professional behaviors.

Students are randomly assigned to clinical rotations. Students are responsible for their own transportation to clinical sites. **Clinical days and times are subject to change**. A student assigned to a clinical at an agency where they are employed must inform the Director of Nursing. **Students work under the direct supervision of the program's nursing clinical faculty in the clinical setting when performing any patient care according to the policies and procedures of the facility**. Placement of students into clinical sites depends upon availability of clinical sites and completion of clinical clearance process. Students must pass the Calculations Exam to be eligible for participation in clinical experiences as described under Academic Standing Standards in this Handbook.

Class Attendance

Class attendance is a key factor for student success. **Students who are absent (planned or unplanned) for three (3) or more days will receive a 5% reduction in their final course grade**. **Students arriving 15 minutes late on three (3) or more days will receive a 5% reduction in their final course grade.** There will be no make-up work or extra credit. It is the student's responsibility to make sure their presence is documented for attending class. **If a student fails to sign in, they will be marked absent**.

Recording

Unauthorized recording of any portion of class by any method is strictly prohibited and the student and or students involved will be dismissed from the nursing program.

Syllabus Acknowledgement

Students must sign the syllabus acknowledgment form upon receiving course syllabus. (**See Appendix A**)

Clinical & Lab Attendance

Absence and tardiness in clinical, lab or simulation learning is considered when evaluating student performance. **Tardiness is defined as arriving more than 10 minutes late and/or leaving before being dismissed by the instructor. Absence is defined as not being present whether planned or unplanned. The first tardy or absence will not be counted.**

Student clinical/lab/simulation absences are strongly discouraged and may jeopardize the ability to meet program goals, course objectives and competencies. Any clinical/lab/simulation absence may require a mandatory meeting with the Director of nursing and clinical/lab/simulation instructor

- Students must notify the clinical/lab/simulation instructor of the need to be absent. Absences due to an emergency, illness, or other extenuating circumstances must be verified with supporting documentation.
- Clinical /lab/simulation instructor may schedule additional learning opportunities to meet the clinical/lab/simulation objectives in the event of an absence. The clinical/lab instructor maintains the right to have final approval of the learning experience.
- **Failure to report an absence to the clinical/lab/simulation instructor prior to the start of the clinical/lab/simulation may result in a clinical/lab/simulation failure.**
- Students are encouraged to attend open lab sessions.
- Absences and tardiness for clinical, lab/simulation are recorded separately.
- Students with more than **one (1) absence** or **one (1) tardy** will receive a clinical/lab course failure and will be required to withdraw from the nursing program.

I understand the attendance guidelines that are in place for the nursing program for clinical/lab/simulation. I acknowledge I will adhere to the above stated policies. Noncompliance with this policy may result in failure and withdrawal from the nursing program.

Clinical Incidence

The clinical instructor shall evaluate each student's ability to practice safely. This procedure shall be implemented when a student's clinical performance does not improve following instructor feedback or when a grievous safety error has been made. If the clinical instructor determines that a student demonstrates behavior that jeopardizes patient safety, the student's clinical experience will be immediately terminated.

    A. The clinical instructor will intervene to prevent patient injury and evaluate the incident(s) that place the patient's safety at risk.

    B. The clinical instructor will promptly discuss the incident(s) with the student and immediately dismiss the student for the remainder of the clinical placement.

    C. Within 48 hours of clinical dismissal (excluding weekends, holidays), the instructor should complete the clinical incident form and provide a copy to the student and the Director of Nursing. The copy may be sent electronically (**Appendix B**).

    D. A copy of the clinical incident form, as set forth below, shall be signed by the student, clinical instructor and the Director of Nursing and placed in the student's file.

    E. Impact of Clinical Dismissal
        1. A student who is permanently dismissed from a clinical site may choose to continue attending the theory portion of the course and all other current theory courses in which the student is enrolled. **However, the student will receive an "F" grade for the course from which the student was dismissed.**
        2. A student who is permitted to return to the clinical site will be required to make up any missed clinical experiences, as determined by the clinical instructor and or the Director of Nursing. The absence will stand.

Grading Standards

All nursing (NURS) courses utilize the grading scale below. Students must obtain a minimum of **78%** to pass.

A= 93-100
B= 85-92
C= 78-84
D= 68-77
F= 67 & below

    A. Grades may be assigned through test/exams/quizzes, comprehensive final, case studies, standardized testing, clinical evaluation tool, nursing clinical assignments, skills return demonstration, interactive learning experiences, simulation labs, written assignments, assigned projects, and evidence-based research assignments.

    B. **Students who fail the first exam in any nursing course must make an appointment with the theory instructor prior to the second exam**.

Missed Tests/Quizzes/Exams

All students are expected to take tests/quizzes/exams on the day and time they are scheduled. Written tests/quizzes/exams will be administered according to the schedule provided by the instructor. Any student who is late for a test/quiz/exam will not be given additional time to complete it. If a student is absent (planned or unplanned) on a test/quiz/exam day, it is the student's responsibility to make an appointment to make up the test/quiz/exam. Date and time are determined by the instructor. The make-up test/quiz/exam will be in the format of the instructor's choice. **If a student is absent (planned or unplanned) for one scheduled test/quiz/exam, there is no penalty. Any further absences (planned or unplanned) on scheduled test/quiz/exam days will result in a score of zero (0) for that test/quiz/exam and no make-up test will be offered.**

Student Absence Notification

A student who experiences a non-academic emergency situation (e.g., prolonged personal illness, serious illness or death of immediate family member) may request faculty notification through the University Dean of Students office using this form Requests must be made within 10 business days after the student has returned to classes, require supporting documentation and are subject to verification by the Dean of Students office. The Department of Nursing will determine whether or not to deem the absence planned or unplanned and students must work with faculty to determine how best to complete missed coursework.

Review of Test/Quizzes/Exams

Students will have the opportunity to review exams/tests/quizzes with the instructor. Student must schedule an appointment with the instructor within two weeks of taking the exam. Once the exams/tests/quizzes are reviewed, the grade is posted, it will be permanent, and no further reviews will be allowed. If the student fails to keep or make an appointment, no further reviews will be allowed. If the student has a concern about their final grade, the grade will stand and there will be no re-reviewing of exams/test/quizzes as previously stated. The student must file a grade appeal.

Academic Standing Standards

Each Nursing student has an academic standing determined by their Roosevelt University cumulative grade point average and individual course grade performance. Student progression through the Nursing Program requires satisfactory completion of all didactic coursework as well as course specific standards for Dosage Calculations and HESI Examinations. More details are found in relevant course syllabi.

Dosage and Calculations Exams

Beginning in Academic Year 2, a dosage and calculations exam (math test) is administered at the beginning of all NURS Clinical courses. A score of 90% or higher is required to pass in order to be cleared to pass medications in the clinical setting. If a student does not meet the 90% passing score, the student is required to attend a one-hour tutoring session with a nursing faculty member before taking a second exam. If a student does not achieve a passing score of 90% on the retake exam, the student is required to attend an additional two-hour tutoring session with a nursing faculty member before attempting the exam a third time. A student has two weeks to satisfactorily pass the exam starting with the first attempt. Failure to pass the

Dosage/Calculation exam after three attempts will result in a grade of **F** in the course and may result in dismissal from the Nursing Program.

Standardize Exams

The HESI examination is required for NURS 230, 270, 290, 320, 360. This exam is used to assess student preparedness for the National Council Licensure Examination for Registered Nurse (NCLEX-RN) throughout the nursing curriculum. This exam is scheduled and proctored by the nursing faculty and taken on campus. All students are expected to take the HESI exam on the day and time it is scheduled. If the student is absent (planned or unplanned), there will be no re-test day, and the student will receive a score of zero (0). Students will receive 10% of the HESI conversion score. For example, HESI Score is 900 Conversion Score is 81.00. 10% of 81= 8.1 points which will be added to the final course grade. 10 points is the maximum that can be added to the final course grade. Students are expected to self-remediate after each HESI exam.

- **HESI Exit Examination**

  The HESI Exit Examination serves as the final exam in NURS 395.This is a pass or fail course. Students must achieve a score of 900 or higher to pass this course. In this course, students will have two attempts to achieve a HESI score of 900 or higher. Students who do not take the first exit HESI as scheduled will receive a failing grade **(F)** and must withdraw from the course. After taking the first exit HESI exam, all students are required to attend a Live HESI Review regardless of the score achieved and complete all other course assignments. Students not achieving a score of 900 or higher on the first exit HESI are required to take the second exit HESI exam. Students who do not achieve a score of 900 on the second exit HESI are required to attend an additional NCLEX-RN review course approved by the Director of Nursing at their own expense. Students will receive an **I (incomplete)** until the review is complete. Students must submit a letter of completion in order to pass the course. Students who do not complete the review at the destinated time determined by the Director of Nursing will receive a grade of **F** for the course and the student will be required to repeat the course with the next cohort.

Academic Standing and Dismissal Policy

The University's Academic Standing Policy (which is located in the University Undergraduate Catalog) applies to students in their First Year. Additionally, First Year Nursing student are held to the following policies with regards to their performance in their Science Specialization Courses and Non-Nursing Support Courses. The following Academic Standing and Dismissal policies also apply to all Nursing students in the Second or Third Academic Year of the Nursing Program

To be in **"Good Academic Standing"** in the Nursing Program, students must meet each of the following criteria.

• Maintain a cumulative University GPA of 2.0 or above. Failure to meet this requirement is grounds for dismissal from the Program.

• Earn a grade of Pass or C or higher in every NURS course. Failure to meet this requirement is grounds for dismissal from the Program.

• Earn a grade of C or above in every Science Specialization and Non-Nursing Support course. Any student who earns a grade below C in one of these courses must retake that course and earn a grade of C or above.

The Science Specialization and Non-Nursing Support courses are pre-requisites to other courses in the Nursing curriculum, and as such, failure to earn a grade of C in these courses will result in delayed progression

Procedure for Potential or Actual Loss of Good Academic Standing for Nursing Students

When a student is at risk of failing or fails to meet any of the requirements for good academic standing (including if the student earns a low grade as described in the academic progression framework), the student will be alerted and contacted through the EAB and receive an email from the nursing instructor that indicates: (1) the aspect of academic standing at issue, (2) the consequence for violating that standard, and (3) any appeal rights available to the student. The following consequences shall apply:

1. **Academic Concern**: A Nursing student who is earning less than a grade of C in any required course at midterm, has one absence in any course or any tardies, or has any missing assignments meets criteria for **Academic Concern**. Students receiving an **Academic Concern** notification must meet with their instructor(s) to discuss what the student must do to succeed in the course. Students may also be referred for academic counseling and support.

2. **Academic Probation**: A Nursing student will be placed on "**Academic Probation**" as described in this Handbook if they:

   (a) earn a final grade less than C in any NURS course, or a grade less than C in any Science Specialization or Non-Nursing Support Course Support Course, or

   (b) earn a GPA lower than 2.0 in any term or cumulatively.

Dismissal Policy

A student may be dismissed from the Nursing Program for any of the following reasons:
   (a) fail to meet promotion standards
   (b) earn a grade less than C in any NURS course
   (c) earn a D grade in any Science Specialization or Non-Nursing Support courses
   (d) earn less than a C in two or more courses in a single term or earn a GPA of less than 2.0 in   any term or cumulatively
   (e) fail to comply with the terms of probation set forth by the Nursing program
   (f) are unable to complete the Nursing Program within five (5) years of starting the first. Academic Year in the Nursing Program, or within eight (8) years of taking Science Specialization and Non-Nursing Support Courses
   (g) have two or more violations of Essential Functions, conduct standards, or integrity standards
   (h) have an egregious violation of Essential Functions, conduct standards, or integrity standards

Academic/Behavioral Probation

Probation is defined as a period of time during which a student's academic or behavioral progress will be closely monitored by the Director of Nursing. Probation is a serious matter and should serve as official notice to the student that their academic or behavioral performance must improve during the probationary period in order to remain eligible for continued enrollment. The terms of probation may include but are not limited to

- prohibiting the student from serving as an officer of an official club or organization;
- prohibiting the student from engaging in College-related extracurricular activities;
- requiring periodic meetings with their Advisor or the Director of Nursing,
- requiring the student to meet with the Dean regarding professionalism expectations in the College.

Standards

To maintain enrollment and successfully graduate from the Nursing program, a student must adhere to all of the University's and Program's policies and procedures, including its various standards (*e.g.*, conduct, essential functions, grade, and other academic standards). Those policies, procedures, and standards are generally located in four places: **(1)** the University undergraduate Academic Catalog, **(2)** the University Student Handbook, **(3)** the University Policies page, and **(4)** this Nursing Student Handbook. Below is a summary of those standards and the potential consequences for violating them.

As required by the University, violations of Academic Integrity will be reported to the Office of the Provost. Potential violations of the University Code of Conduct will be reported to the Office of Student Rights and Responsibilities. Additionally, any violations of Nursing Program Standards (e.g., Essential Functions or Professionalism Standards) will result in referral to the Department of Nursing. If the Department of Nursing determines that a Nursing Essential Function or other Nursing Program Standard as listed in this Handbook has been violated, it may issue a sanction. Possible sanctions include but are not limited to warning, behavioral probation, suspension, or dismissal from the BSN Program. Dismissal is the only Department of Nursing decision that is appealable. Appeals must be made to the Dean of the College of Science, Health and Pharmacy as described under "Appeals Procedure for Student Dismissals by the Department of Nursing."

Student Conduct Standards

The Roosevelt University Student Code of Conduct is available in the Roosevelt University Student Handbook. All students at Roosevelt University, including Nursing Students, are held to these standards of student conduct, as well as to the Nursing Program's standards of student conduct (including but not limited to its illicit drug policies and conduct standards described in the Essential Functions).

A student who is reasonably believed to have violated a conduct standard will be reported to the University's Office of the Dean of Students and subjected to the University's conduct process.

Alcohol, Cannabis and Illicit Substance Policies

Students enrolled in the Nursing Program are expected to follow Roosevelt University's Code of Student Conduct policy on alcohol and illicit substance use. This policy can be found in the [Roosevelt University Student Handbook.](#)

In addition, students enrolled in the Nursing Program are expected to follow the Program's alcohol, cannabis and illicit substance policies. Drug screens are required prior to matriculation and throughout the Roosevelt University Nursing educational experience. Random drug screens may be conducted throughout the curriculum. Some rotation sites have additional drug screen requirements with which students must comply. Students will be notified when they have been selected for a drug screen via their official Roosevelt email and will be given detailed instructions on how to comply. All expenses associated with drug screens after matriculation are paid by the College unless a student tests positive for any illicit substances; in the event that a student tests positive, they are responsible for the cost of the test and any subsequent tests that are required.

Faculty Response to Suspected Intoxication

If a faculty member observes or receives information that a student is using or may be under the influence of any substance, (e.g., cannabis, alcohol, drugs ({illicit and/or prescription}) while in the classroom or at an experiential site, they must take the following steps and/or follow their institution-specific policy:

1. Contact the Director of Nursing and/or the University Dean of Students.
2. Remove the student from the classroom or experiential site.
3. Meet with the student in private and inform them of the behavior or performance that has been observed. When possible, the faculty should include another person in the meeting (e.g., another faculty member or clinician) to serve as an independent observer and witness. During the meeting, the faculty member should ask the student to disclose all alcohol or drugs that they have taken.
4. The faculty or Director of Nursing may call 911 for transportation for the student to the nearest hospital emergency department.
5. The student may be subject to a drug and alcohol screen at the discretion of Director of Nursing or the hospital if sent to the emergency department. The student must release results of any such drug/alcohol screen to the University. Refusal to take the drug and alcohol screen or release the results will be considered as admission of a positive test. A diluted specimen result must be retested immediately or will be considered a positive test.
6. If the test is positive for drugs or alcohol, or if a student refuses testing or refuses to release the results of the tests to the College of Science, Health and Pharmacy, the student shall be subject to immediate suspension pending an investigation through the Office of Student Rights and Responsibilities.
7. If the test is negative, the student shall be referred to the Director of Nursing.
8. The faculty member will document, in writing, the behavior(s) or the performance issue/concerns observed including dates, times and names of all parties involved. This written documentation must be provided to the College of Science, Health and Pharmacy. All written documentation and drug testing results are to be placed in the student's file.

9.   Any Nursing student who displays behaviors consistent with being under the influence of a substance or is found to be in possession of alcohol, cannabis or an illicit drug while on campus will be reported to Campus Safety, the University Dean of Students Office and the Director of Nursing.

Consequences of a Positive Test or Presumed Positive Test

1.   Information obtained in drug screens may prohibit students from completing introductory or advanced practice experiences and thus may delay graduation or may result in dismissal from the program.

2.   Students who do not consent to a drug screen, refuse to provide information necessary to conduct a drug screen, do not provide samples within the specified time frame, or provide false or misleading information or samples in regard to the drug screen will be treated as if a positive drug screen result was reported.

3.   Failure to comply with a drug screening, positive test results and presumed positive test results are considered University Code of Conduct violations and will be reported to the University Dean of Students office and are also a failure to meet the Essential Function and will be handled as described in this Handbook.

4.   Drug screen results will be disclosed to experiential rotation sites if requested

Academic Integrity Standard

All students are expected to adhere to the standards set forth in the University's Academic Integrity Policy is available on the University Policies page That Policy addresses the University's expectations with respect to academic dishonesty (*e.g.*, cheating, recycling, plagiarism, fabrication, and unauthorized collaboration). As discussed below, a student's integrity obligations are also reinforced through the Nursing Program's requirement that students meet all of the Essential Functions.

Professionalism Standards

Appearance, attitude and professional behavior are important elements of the student's preparation and professional success. Students are expected to dress, speak, and exhibit professional behavior at all times. Nursing students are held to the same standards as professional nurses. Therefore, nursing students are required to demonstrate appropriate conduct in the classroom/clinical/lab setting or anywhere they are representing RU and the nursing profession. Students will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing. Students are to be accountable for their own actions and take responsibility for their own learning. We are a diverse university and nursing students must treat others with etiquette and courtesy. Courtesy is based upon respect and mutual regard for one another.

Refer to the RU Student Handbook for additional information. The following are examples of behaviors that will result in disciplinary action:
1. Rude, demeaning and/or profane conversations/comments
2. Disrupting the classroom or lab or clinical setting by inappropriate behaviors

3. Bullying others
4. Intimidating or being aggressive to others
5. Recording in class, lab, or the clinical setting without express permission to do so
6. Violating HIPAA/confidentiality at the clinical site
7. Any cellphone use during class, lab, or clinical
8. Willful and wanton disregard to follow the policies and procedures of the university or clinical faculty
9. Comments that are derogatory toward a person's culture, race, age, gender, sexual identity, or socioeconomic status
10. Failure to address Nursing faculty with their proper title of "Dr." or "Professor"

Professional Dress and Grooming

Appropriate dress includes a required uniform (Roosevelt University green scrubs) starting the second academic year. Nursing uniforms may be purchased through the University Bookstore. Students must wear clean uniforms to all nursing major and science classes and clinical/externship experiences. Therefore, it is recommended that students purchase at least two uniforms. Students are also required to wear leather or other impervious enclosed, rubber-soled shoes which can be purchased on their own.

Additionally, the following are unacceptable:
- Wearing elaborate jewelry (e.g., bulky and large).
- Visible piercings, other than one small earring in ear lobes.
- Visible tattoos
- Excessive perfumes/colognes, elaborate hair styles, excessive cosmetics
- Chewing gum
- Long and artificial fingernails
- Long and artificial eyelashes
- Smoking when in uniform
- Sandals, open-toe, heeled shoes

General Appearance, Hygiene & Manners:
- Personal hygiene must be maintained, i.e., oral, general skin care, and deodorant
- Shoes and clothes must be clean, ironed, and neatly worn at all times
- Hair must be secured so as not to fall forward

Professional Behavior During Sessions with Guest Lecturers and Speakers

In order to display professional courtesy at all times while guests are on campus and to project professionalism and respect, students should:
- Use electronic devices (i.e., laptops, tablets) only for educational purposes and refrain from other uses.
- Refrain from using cell phones in the classroom. If needed, the students should excuse themselves from the classroom to take an emergency phone call.
- Make all efforts to avoid disruptions to guest speakers.
  - ➢ Remove any needed belongings from the classroom for outside class hours

➢ Arrive on time and leave at the appropriate time
➢ Avoid conversations in the hallway that may be disruptive

Health Requirements and Background Check

When working with patients and samples an inherent risk of exposure to potential diseases and pathogens exists. All students are required to maintain health care coverage that is needed in case of accidents or mishaps during training.

The following documentation must be uploaded into the Program's vendor for immunization and must be complete before a student can begin clinical rotations. Failure to upload a complete medical record by the deadline provided will result in a delayed start and may result in delayed graduation. Complete physical examination by a licensed health care provider.

- Current health insurance card
- Titers demonstrating immunity to MMR, Hep B and Varicella
- Criminal background check
- Drug screen
- Current CPR certification
- Blood Borne Pathogens (BBP) training certification
- Immunizations
  - Tdap (within 10 years)
  - MMR (2 MMR vaccines or positive titer)
  - Varicella (vaccine or positive titer)
  - Hepatitis B (3 vaccines and titer) (requires 3 doses to be completed over 6 months)
  - TB 2- Step or QuantiFERON Gold (current within one month of clinical start date)
  - Influenza immunization, as soon as available each Fall, no later than September1.

Professionalism Standards for Students During Clinical Rotations

Violation of any of the following standards will be subject to disciplinary action, up to and including dismissal by the Progression Committee.

- Students must always identify themselves as nursing students to patients and their family members.
- Students must not post on social media any photos or other content that represents or refers to a clinical rotation site, patients or health care providers, even if the name or photo of the site, patients or providers are not included in the post.
- Students must adhere to and provide care in a manner consistent with the Patient's Bill of Rights as posted at the clinical facility.
- Students must act in a manner consistent with the Code of Ethics from the American Nurses Association and Code For Nursing Students.
- Students must adhere to all other policies included in this handbook.

HIPPA Compliance Policy

Students must comply with the Health Insurance Portability and Accountability Act (HIPAA) in every setting

involving patients such as clinical rotations and patient care volunteer experiences.

The Health Insurance Portability and Accountability Act (HIPAA) provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. However, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. Title I protects health insurance coverage for workers and their families when they change or lose their jobs. Title II requires the establishment of national standards for electronic health care transactions and national identifiers for providers, health insurance plans, and employers.

Protected Health Information

Protected Health Information (PHI) is any information held by a covered entity which concerns health status, provision of health care, or payment for health care that can be linked to an individual.
Examples of PHI include the following (list is not inclusive):
- Name
- Dates (other than year) directly related to an individual (not DOB)
- Phone numbers
- Email addresses
- Social Security number
- Medical record number
- Health insurance beneficiary numbers
- Account numbers

Student Responsibilities

RU students must comply with HIPAA guidelines during classroom and clinical experiences. Students have a legal and ethical responsibility to maintain patient privacy, to not disclose any written, verbal, or electronic protected health information.

Violations of HIPAA include the following but not limited to:

- Collecting written information that identifies the patient by name
- Obtaining records from the patient care unit without authorization
- Discussing patients for purposes other than patient care or educational requirements
- Discussing patients outside of the clinical or educational setting
- Accessing records of any patient not assigned to the student for any reason other than when necessary for patient care

Penalties

Any student who has been found to act in violation of HIPAA policy will be subject to disciplinary action (up to and including dismissal) from RU, in addition to any action taken by law enforcement. Potential legal consequences for violating HIPAA that can be applied by federal law enforcement agencies such as:

- Deliberate release of PHI can result in up to a 1-year jail sentence & $50,000 fine

•Accessing PHI under false pretenses can result in up to a 5-year jail sentence & $100,000 fine
•Releasing PHI with intent to sell or use for commercial advantage can result in up to a 10-year jail sentence & $250,000 fine.

Appeals Procedures

In the subsections below, we address various situations that may give rise to disciplinary action or dismissal from the College of Science, Health and Pharmacy, and the corresponding student appeal rights for those situations. If you have concerns not addressed below and are looking for guidance on how to resolve them, please consult the Director of Nursing or the Policy and Procedure on Student Grievances.

Appeal Procedures for Student Conduct

A student who wishes to appeal a determination that they have violated the University Student Code of Conduct may follow the University Student Code of Conduct Appeals process, as outlined in the University Student Handbook. Decisions by the Nursing Progression Committee for violations of Nursing Essential Functions are not appealable except for dismissals as described under "Appeals Procedure for Student Dismissals by the Promotion Committee."

Appeal Procedures for Grades

A student who wishes to appeal a final grade decision (including a grade decision that was made as a result of a violation of the Academic Integrity or Essential Functions Standards) should avail themselves of University's Final Grade Policy and Appeals Procedure, located on the University Policies Page. Students are advised to consult with their Advisor for guidance regarding the proper channel for appeals.

Appeal Procedures for Integrity

A student who wishes to appeal a determination relating to integrity may follow the University's Academic Integrity Policy and Appeals Procedure, located on the University Policies Page. Students are advised to consult with the Associate Dean of Students for guidance regarding the proper channel for appeals.

Appeal Procedures for Student Dismissal

Students may appeal dismissal from the Nursing Program on the following grounds: failure to follow Nursing progression policy or other pertinent University or College policies.

To appeal in this manner, the student must submit to Dean Dr. Wentz-Hunter, within three (3) business days from receiving the decision of dismissal from the Director of Nursing a written appeal that specifies the grounds for appeal and provides information and documentation, if any, supporting the appeal. The Dean will make a final decision, and no further dismissal appeals shall be available thereafter.

Appeal Procedures for Reinstatement

A student who was academically dismissed may petition for reinstatement on the following grounds:

- Identification and resolution of personal challenge(s) that led to academic difficulty
- Other significant change in the student's situation that will support success.

Petition must be submitted no sooner than a full term following the term in which they were dismissed. Any student who is not able to complete the full course of study within the *Time Limit for Completion of Program*, as described in this Handbook, will be required to restart the full course of study if readmitted. The procedure for petition is as follows:

1. The student should provide the ground(s) for petition for reinstatement, along with evidence supporting this ground.

2. The student should write a narrative addressing their plan for their academic success. If appropriate, this narrative should discuss the student's academic problems that occurred, the steps the student has taken or will take to avoid these problems again and describe the resources that the student will use to meet academic goals.

3. The narrative, plus the statement of ground for petition and accompanying evidence, should be submitted to the Director of Nursing via university email, who will review the petition.

4. The Director of Nursing shall make every effort to send a recommendation on readmission to the Dean within one week. The Dean will make a final decision, and no further appeals shall be available thereafter.

5. Timeframe for petitions: Materials must be received by the Director of Nursing one full term prior to the term in which the student wishes to be reinstated. Please refer to the University Academic Calendar

Student Complaints and Grievances

In the event that a student disagrees with an action or policy of an instructor, course coordinator, staff member, or the actions of another student, the student is to consult the University's *Policy and Procedure on Student Grievances* (RU Policy No. 3.5), which is available on the University Policies Page

In any situation where a student observes a student, staff member, faculty member, or any other person exhibiting concerning behaviors (*e.g.*, emotional distress, extreme classroom disruption, suicidal or homicidal thoughts, threats of harm, discrimination, harassment, bullying), the student should also contact the Behavioral Assessment Team at bat@roosevelt.edu or (312) 341-2323. For more information, please see Report a concern

General Information

Emergency Notification/Procedures

The information provided below is specific to the Chicago Campus. Please refer to the University Student Handbook for Emergency Information including the following topics:
- Emergency Text Message Procedures
- Fire Procedures
- Emergency Evacuation Assistance
- Missing Student Notification Procedure

- Armed Violence/Active Shooter
- Lockdown/Shelter in Place
- Tornado

Contacting the Chicago Campus Safety Office

Chicago Campus Safety Office: WB LL, Phone–Ext.2020, 312-341-2020,

Campus safety telephones are located in various locations within the building and parking lots and will connect directly to Campus Safety. Public telephones are also available in building hallways and can be used to dial 911 in the event of an emergency.

Students are encouraged to call Campus Safety for any concerns including assault, theft, loitering, suspicious behavior or packages, smoke, fire, or flooding. Additionally, students are encouraged to immediately report any non-emergencies that may affect security to the Campus Safety office. This includes lost keys, defective locks and broken windows.

Roosevelt University publishes a security report annually to inform its community of the security policy, procedures and crime statistics in compliance with the "Student-Right-To-Know and Campus Security Act of 1990." This report is accessible at the Roosevelt University website, http://www.roosevelt.edu/campuses/campus-safety.

Fire

In case of fire, pull the nearest fire alarm and then call the fire emergency number, give your name and location, and follow instructions. Whenever an alarm is sounded, follow the posted evacuation procedures; assist in evacuating any persons with disabilities in the vicinity, and close doors behind you. Do not telephone to ask if you should leave. Follow all instructions given by the University's designated fire wardens or evacuation team leader.

Nursing Program Ceremonial Events .Attendance at Nursing Program Ceremonial events is considered mandatory.

White Coat Ceremony

The White Coat Ceremony formally welcomes second-year students to the Nursing Profession as colleagues dedicated to patient care. The presentation of the white coat represents passage into the nursing profession, with all the associated rights, opportunities and responsibilities. During the ceremony, students recite the Nursing Oath, committing their professional careers and practices to excellence in nursing. Along with first year students, faculty, staff, family and friends may be invited to attend the event. Students are required to wear their uniforms with white shoes.

Pinning Ceremony

The Pinning Ceremony is a distinct and special ceremony recognizing nursing students who have completed their nursing school curriculum. The pinning ceremony has roots in the 12th century when knights who

aided the sick and infirm were given a Maltese cross to wear. Today's pinning ceremony is closely tied to an award given to legendary nurse Florence Nightingale. Known as the mother of modern nursing, she was awarded the Red Cross of St. George in the 1860s for her tireless work during the Crimean War. To share this honor, Florence presented a medal of excellence to her brightest graduates. We celebrate our graduates by presenting them with a Roosevelt University Nursing Pin to proudly wear as our representatives in the nursing community. Graduates are required to wear white uniforms with white shoes.

Commencement Ceremony

Roosevelt University Nursing Program participates in one commencement ceremony per year each Spring. Summer and Fall graduates will participate in the Spring commencement ceremonies Students who plan to graduate and/or participate in the annual commencement ceremony must file the appropriate graduation forms with the Registrar's Office including the graduation application form

Parking and Transportation Policy

The Roosevelt University Nursing Program requires that all students provide their own transportation during their nursing clinical experiences. The Program cannot guarantee that students will be placed at sites within area public transportation. Transportation expenses such as gasoline, tolls, insurance, parking, and other automotive services are the student's responsibility.

Access to Campus Facilities

All University facilities, unless otherwise noted, are open to faculty, staff and students during the hours of operation. Each department establishes its office hours within the building hours listed below. Building and office hours are subject to change.

Any individual, excluding current students, under the age of 18, is not allowed on campus unless accompanied by an adult. Local authorities may be contacted to assist an unaccompanied child if deemed necessary by university personnel.

Although the University strives to provide an open, academic environment, loiterers are required to leave when requested by Campus Safety and University officials.

COVID-19 University Policies

Students are required to comply with all current University policies Health Policies and clinical affiliation polices related to COVID-19.

Student Resources

Academic Calendar

The University academic calendar for the can be found HERE

Approved Course Electives

Elective courses allow students to develop areas of personal interest or expand their understanding of a subject outside the core curriculum. Nursing students must complete elective courses in Humanities and Social Sciences as described in the BSN Degree Map. Bookstore In addition to the Bookstore, located on the first floor of the Wabash building, the University also
offers a virtual textbook service where you can order textbooks on-line and have them delivered to your home .Bookstore

Course Registration

Students must meet with their advisor prior to each term to register for courses.

Technology Support

Students should refer to Policies and Resources on Blackboard for information on Technology Support at Roosevelt University.

Mode of Communication

The primary mode of communication within the Nursing Program is through the Roosevelt University email system. The primary mode of communication regarding course-specific information is through Blackboard. It is the student's responsibility to regularly and frequently check email and Blackboard

Library and Learning Resources

Access to the electronic learning resources Roosevelt students can be accessed HERE. Printed texts and materials can be found in the Library.

Learning Commons

The Learning Commons is located in the Library. It provides accommodations and academic support for Roosevelt University students. Information regarding services and hours is available HERE

Telehealth

All current students can access licensed medical doctors and licensed therapists using their computer, phone, or other mobile devices from anywhere in the United States. Information regarding Timely Care services and hours is available HERE

Course Withdrawal

Students considering course withdrawal should consult with their Advisor. A course withdrawal will be entertained only because of extraordinary non-academic circumstances. A student withdrawing from coursework will work with their advisor to determine if a leave of absence would be the most appropriate option. Withdrawal from a course will likely result in delayed graduation and may affect financial aid.

Please see course and credit information in the University Academic Catalog. The tuition refund schedule can be found the Course and Term Deadline web page

Leave of Absence

Students who wish to take a leave of absence (LOA) for personal, medical, or other reasons must submit this request to the Director of Nursing. The LOA may be granted for up to one calendar year. Students taking an LOA must return all University-owned materials (i.e., Roosevelt ID). Students returning to the curriculum after a leave of absence or deceleration for any time period greater than or equal to two (2) terms may need to complete all of the Nursing Program's normal admission and entry protocols prior to returning to the program, including but not limited to a background check and drug test.

Appendix A   Roosevelt University
                                    Department of Nursing
                                    Sample

I have reviewed the course syllabus from the instructor which includes the following:

1. Course Objectives
2. Assignments class/clinical
3. Method of Evaluation
4. Class and/or Clinical/Lab Attendance Policy
5. Testing Procedures
6. Office Hours

I have read the course syllabus and understand all the expectations. I acknowledge that it is my responsibility to meet all of the course requirements and to actively participate in the learning process.

_____

Student Signature   Date

_____

Printed Name

Appendix B   Clinical Incident Form

Student Name: _____

Instructor Name: _____

Course/Section: _____   Date: _____

Describe the incident(s) that contributed to the decision to terminate the student's clinical experience:

The student has been informed that his/her clinical experience has been terminated effective immediately.

Student comment: (optional)

Student signature: _____   Date_____

Instructor signature: _____   Date: _____

Director of Nursing signature: _____ Date _____

Nursing Student Handbook Acknowledgement Form

I _____[print name] attest that I have read and understood, and will abide by all Nursing Program Policies, Standards, and Essential Functions as listed in this Handbook. I acknowledge that failure to do so may result in consequences up to and including dismissal.

_____   _____

Student Signature   Date