Vincennes University

Department of Nursing

Nursing Student Handbook

2023-2024

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INTRODUCTION

This handbook was prepared for students that have been selected for admission into one of the Vincennes University Nursing Programs. This handbook and the Vincennes University College Catalog will be the primary source pertaining to the policies, procedures, and guidelines while students complete degree

requirements. The handbook and catalog is applicable to all students enrolled in a Vincennes University Nursing Program. This handbook is not all-inclusive. Efforts have been made to ensure the accuracy of the material in this handbook; however, **some information is subject to change**. Students will be informed of changes through course Blackboard sites or e-mail.

The Vincennes University catalog can be found at www.vinu.edu/catalog

Due to the rigor and intensity of the Nursing Programs, additional activities may be required beyond scheduled class time--including but not limited to: Proctored testing and review course, clinical preceptorship, and program or clinical facility orientations. Every effort will be made to notify students of any additional requirements in a timely manner so they can plan accordingly.

Please retain this handbook for reference regarding policies and procedures for the RN-BSN Completion, LPN-BSN Completion, Associate of Science (ASN), ASN Completion Concentration for Licensed Practical Nurses, and Practical Nursing (PN) Programs. It is the student's responsibility to know and abide by all student policies contained in this handbook, the Vincennes University Student Handbook and the Vincennes University Catalog**.** When participating in outside agencies, students must adhere to all policies of the agencies in addition to Vincennes University policies.

ACCREDITATION

Vincennes University is accredited by The Higher Learning Commission. Vincennes University maintains its accreditation with the Higher Learning Commission through the Standard Pathway process. For more information regarding VU's HLC accreditation, contact the Higher Learning Commission at 312-263-0456 or see www.hlcommission.org.

The RN-BSN, LPN-BSN, ASN, and PN nursing programs at Vincennes University at the Vincennes and Jasper Campuses are accredited by:

Accreditation Commission for Education in Nursing (ACEN), Inc.
3390 Peachtree Road, NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the BSN, ASN, and PN nursing programs is Continuing Accreditation, with approval of implementation of the LPN-BSN program option beginning July 1, 2022.

All pre-licensure nursing programs at Vincennes University are accredited by the Indiana State Board of Nursing (ISBN), Indiana Professional Licensing Agency, 402 W. Washington Street, Room W072, Indianapolis, IN 46204. Phone: (317) 234-2034; web: www. https://www.in.gov/pla/nursing.htm

ISBN accreditation status can be found by visiting https://www.in.gov/pla/2490.htm

NON-DISCRIMINATION STATEMENT

Vincennes University does not discriminate based on race, religion, color, national origin or ancestry, age, sex, sexual orientation, or handicap or against disabled veterans and veterans of the Vietnam Era, or other non-merit factors in its employment or educational programs or activities. Any person who believes that such discrimination has occurred in this institution should contact the Affirmative Action Officer of Vincennes University, 1002 North First Street, Welsh Administration Building, Vincennes, Indiana 47591, 812-888-5848. The AAO also hears concerns when a person believes himself or herself to be a victim of discrimination under Title IX, Section 504 and the ADA.

DIVERSE ABILITIES AND ACCOMODATIONS

Vincennes University complies with the requirements set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to assure the rights of individuals with disabilities to fair nondiscriminatory treatment. Students with psychological, physical, sensory, communicative, learning or other disabilities should contact the Office of Diverse Abilities and Accommodations as soon as possible after admission to VU. At the collegiate level, it is the student's responsibility to initiate the request for any individual assistance.

It is the student's responsibility to notify the instructor immediately once (s)he has been approved for accommodations, has emergency medical information, or if (s)he needs special arrangements in case the building must be evacuated.

Procedures for Requesting Academic Accommodations

The Office of Diverse Abilities and Accommodations assists all qualified students in obtaining reasonable accommodations.

1. Students who choose to request accommodations must request accommodations through the Office of Diverse Abilities and Accommodations.

2. Appropriate documentation supporting requests for accommodations must be submitted before accommodations requests can be reviewed.

3. The Office of Diverse Abilities and Accommodations staff initially meets with eligible students and reviews the accommodation request.

4. When reasonable accommodations are deemed necessary the Office of Diverse Abilities and Accommodations provides a letter(s) of accommodation to eligible students.

5. To initiate accommodations, eligible students must: 1) provide their professors with a letter of accommodation, supplied by the Office of Diverse Abilities and Accommodations, and 2) meet with their professors to discuss the implementation of accommodations. Students are strongly encouraged to notify their professors of their qualification for accommodations as soon as accommodations are approved. Accommodations are not retroactive and cannot begin until a professor has been provided a letter of accommodation.

6. Students are urged to notify the director of Office of Diverse Abilities and Accommodations of all problem situations, especially if they do not receive the approved reasonable accommodations.

7. Students receiving accommodations **must** request accommodation renewals through the Office of Diverse Abilities and Accommodations **each semester**.

Any request for accommodations in the clinical setting or for off campus training **must** be sought through the Office of Diverse Abilities and Accommodations. Office of Diverse Abilities and Accommodations staff will work together with the students, the instructors, and the clinical institution/training program to determine the appropriate reasonable accommodations and to facilitate in implementing those accommodations. While enrolled in the FSE Program, any change in functional ability must be reported to the clinical instructor and appropriate Chair. Changes in functional ability should also be reported to the Office of Diverse Abilities and Accommodations to determine if reasonable accommodations can be made.

Please visit the Office of Diverse Abilities and Accommodations website at https://www.vinu.edu/web/diverse-abilities-and-accommodations/welcome for additional information.

While enrolled in the Nursing Program, any change in functional ability must be reported to the Office of Diverse Abilities and Accommodations, clinical instructor, and appropriate Chairperson.

Office of Diverse Abilities and Accommodations Contact Information

website: https://www.vinu.edu/web/diverse-abilities-and-accommodations/documentation-of-disability

Jill Steele,
Director of Diverse Abilities and Accommodations
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NURSING LEADERSHIP

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NURSING EDUCATION AT VINCENNES UNIVERSITY

MISSION

The Vincennes University Nursing Department offers accessible education for multiple levels of nursing practice. The nursing department provides didactic, college laboratory, and clinical laboratory experiences which will prepare nurses to provide quality healthcare within local and global communities.

VISION

The Vincennes University Nursing Department strives to be an innovative center for excellence in nursing education. The faculty seek to prepare professional nursing graduates who are valued for their knowledge and ability to meet consumer needs in a diverse and changing healthcare system.

CORE VALUES

- **Patient-Centered Care-** Nurses provide professional, coordinated, and respectful care to treat the full patient. Nurses develop individualized, comprehensive plans of care with consideration to the individual's perception of health and environment, ensuring that the patient's preferences, values, and needs guide all clinical decisions.
- **Nursing Informatics-** Nurses use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2020).
- **Nursing Judgment-** Nurses recognize and analyze data, prioritize hypotheses, generate collaborative solutions, take action, and evaluate outcomes for patients, families, and communities using current best practice (Nursing Process and NCSBN Clinical Judgment Model).
- **Professionalism-** Nurses demonstrate integrity, lifelong learning, advocacy, accountability and responsibility while functioning within a legal, moral, and ethical scope of practice
- **Safety and Quality-** Nurses use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems and minimizes the risk of harm to patients, communities and providers (QSEN, 2020).
- **Teamwork and Collaboration-** Nurses function autonomously and collaboratively to plan and implement care with the interprofessional teams, the patient, and the patient's support network, while promoting open communication, mutual respect, and shared decision-making to achieve optimal outcomes.

PHILOSOPHY

The philosophy of the Vincennes University Nursing Department reflects the faculty's beliefs about nursing education and practice. The faculty of Vincennes University Nursing Department believe the guiding principles of nursing education and practice are patient-centered care, nursing informatics, nursing judgment, professionalism, safety and quality, and teamwork and collaboration.

The Vincennes University Nursing Department philosophy represents an incorporation of nursing theories and standards of care as outlined by health organizations including the National League for Nursing (NLN), American Nurses Association (ANA), the American Association of Colleges of Nursing (AACN), Institute of Medicine/Quality of Safety and Education for Nurses (IOM/QSEN), National Council of State Boards of Nursing (NCSBN), and the National Association for Practical Nurse Education and Service (NAPNES).

We believe that:

- Nursing judgment is used to provide quality and safe patient-centered care.

- Nurses provide culturally sensitive care to diverse communities.
- Nurses collaborate as a part of the interprofessional team to promote health education to ensure positive patient outcomes.
- Nurses use data from information technology to drive clinical decision making.
- Nursing care delivery will be based on the work of nursing theorists and evidence-based practice.
- The learner is a unique individual encouraged to be active, self-directed, self-motivated, and assumes responsibility for his/her own learning.
- Nursing education provides a foundation for ongoing personal and professional development.
- Nurse educator guides and facilitates learning in a student-centered environment.

Vincennes University prepares graduates at multiple levels of entry and embraces the definitions of nursing taken from NAPNES, NCSBN, and AACN.

> The practical/vocational nurse uses clinical problem-solving process (the nursing process) to collect and organize relevant health care data, assist in the identification of the health needs/problems throughout the patient's life span and contribute to the interdisciplinary team in a variety of settings. The entry level practical nurse demonstrates the essential competencies needed to care for patients with commonly occurring health problems that have predictable outcomes" (NAPNES, 2007).

> "The RN provides a unique, comprehensive assessment of the health status of the patient, applying principles of ethics, patient safety, health promotion and the nursing process to develop and implement an explicit plan of care that reflects unique cultural and spiritual client preference, the applicable standard of care and legal consideration. The nurse assists clients to promote health, cope with health problems, adapt to and/or recover from the effects of disease or injury, and support the right to a dignified death. The RN is accountable for abiding by all applicable member board jurisdiction statutes and regulations/rules related to nursing practice" (NCSBN, 2019).

> In addition to the roles outlined for the RN, the bachelor-prepared nurse has met the AACN Essentials, an educational framework for the core expectations of graduates from a baccalaureate nursing program. The Essentials are built on nursing as a unique discipline, the foundation of liberal education, and the development of competence over time. The expert practice of nursing requires a combination of patient-centered care, collaboration, scholarship, principles of safety and improvement science, coordination of resources, use of information and healthcare technologies, professionalism, as well as personal, professional, and leadership development (AACN, 2020).

PROGRAM OUTCOMES

Bachelor of Science in Nursing (BSN) Programs
At the completion of a BSN program, the graduate will:

1. Apply leadership concepts through collaboration, teamwork, and the utilization of nursing informatics to improve patient care.
2. Utilize research to enhance nursing judgment in order to provide safe and quality care.
3. Apply the concepts of holistic, culturally sensitive, and patient-centered care to professional practice.

4. Model professionalism by incorporating the BSN Essentials while adhering to the registered nursing practice standards.
5. Evaluate health promotion and preventative care measures at individual and population levels.
6. Analyze factors that impact healthcare.

Associate of Science in Nursing (ASN) Programs
At the completion of the Associate of Science in Nursing Program, the graduate will:

1. Collaborate with members of the healthcare team incorporating nursing informatics to manage care for patients and families across the lifespan in a variety of healthcare settings.
2. Utilize nursing judgment to provide safe and quality care for patient populations across the lifespans.
3. Provide holistic patient-centered care utilizing cultural sensitivity for diverse individuals, families, and groups.
4. Demonstrate professionalism and leadership skills while adhering to registered nurse practice standards.
5. Provide health promotion and preventative care for individuals, families, and groups.

Practical Nursing (PN) Program
Upon completion of the Practical Nursing Program, graduates will be able to:

1. Coordinate care with members of the healthcare team using nursing informatics to achieve positive patient outcomes in a variety of settings.
2. Utilize nursing judgment to provide safe and qualify care for individuals across the lifespan under the direction of the qualified health professional.
3. Provide patient-centered care utilizing cultural sensitivity for diverse individuals within a family context.
4. Demonstrate professionalism and adherence to practical nursing standards.

PROFESSIONAL STANDARDS AND ESSENTIAL FUNCTIONAL ABILITIES

Professional and Technical Standards

Students will be held to the current version of the American Nurses Association's "Standards of Professional Performance" and "Code of Ethics" and the Nursing Department's Essential Functional Abilities Policy. Failure to uphold these standards may result in dismissal from any nursing program.

ANA Standards of Professional Performance and ANA Code of Ethics for Nurses

please visit www.nursingworld.org for the complete ANA Standards of Professional Performance and the ANA Code of Ethics for Nurses.

American Nurses Association: Code of Ethics for Nurses

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

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

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

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.

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.

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.

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.

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

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

American Nurses Association. *Code of Ethics for Nurses with Interpretive Statements*. Silver Spring, MD: American Nurses Publishing. 2015

Entry-Level Professional Nursing Education please visit

https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf

Diverse Abilities and Accommodations

Nursing students that have a condition which would interfere with essential skills/functions should contact the Office of Diverse Abilities and Accommodations at 812-888-4501 to request reasonable accommodations. Students must be able to meet the essential skills/functions with or without reasonable accommodations. If a student enrolled in courses is no longer able to meet the essential skills/functions they must contact the program department chair and should contact the Office of Diverse Abilities to explore reasonable accommodations. Students may be asked to supply a medical clearance form in order

to remain and/or return to the clinical setting.

Vincennes University Essential Functions for Nursing Students

The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified individuals with disabilities. The ADA defines a qualified individual with a disability as an individual who, with reasonable accommodations, can perform the essential functions of the employment position that such individual holds or desires. In addition, the Rehabilitation act of 1973 prohibits discrimination in the admission of a qualified person with disabilities.

Reasonable accommodations for students with disabilities, either temporary or permanent, will be considered on a case-by-case basis and in consultation with the office of Diverse Abilities and Accommodations and the clinical agencies as appropriate. To enter into and to complete the nursing programs, nursing students, with or without reasonable accommodations, must be able to meet the emotional, cognitive, and physical requirements listed below:

Emotional Requirements:
The nursing program is a rigorous program, both in academic study and in the acquisition and practice of clinical skills. The student must have sufficient emotional stability to perform under stress and provide safe nursing care to clients in the clinical setting while being observed by the instructors and other health care professionals.

Cognitive Requirements:
The student must have sufficient cognitive ability to communicate or process information and perform mathematical functions (addition, subtraction, multiplication, division, percentages, and fractions with or without a calculator) at a level that allows processing and understanding of materials and information presented either verbally or in written format.

Physical Requirements:
Nursing students are required to travel to clinical facilities (i.e., outpatient, acute care settings, skilled facilities) and to have the endurance to adapt to a physically demanding program. The following physical requirements are necessary for the nursing program:

1. **Strength:** ability to lift, move, and transfer most clients, to restrain and carry children, to move and carry equipment, and to perform CPR according to the American Heart Association guidelines.

2. **Mobility:** ability to bend, stoop, bend down to the floor, combination of strength, dexterity, mobility and coordination to assists clients, ability to move around rapidly, and move in small, confined spaces.

3. **Fine Motor Movements:** required to manipulate syringes and IV's, to assist clients with feeding and hygiene needs, to write in charts and use computer keyboards, to perform sterile and other skilled procedures.

4. **Speech:** ability to communicate clearly with staff, physicians, clients, and families, and to be understood on the telephone.

5. **Communication:** able to communicate in English both verbally and in the written format so that students can communicate nursing actions, interpret client responses, initiate health teaching, document

observations, interactions, interventions, and nursing care. Document and understand nursing activities, interact with clients, families, staff, and faculty.

6. **Vision:** ability to make physical assessment of client and to accurately and safely use and apply client equipment.

7. **Hearing:** ability to communicate on the telephone, to be able to hear or decipher through a stethoscope to discriminate sounds, to hear or decipher cries for help, to hear or decipher alarms on equipment and emergency signals, and various overhead pages.

8. **Touch:** ability to palpate both superficially and deeply to discriminate tactile sensations.

In an eight or twelve hour work day, the student is expected to be able to frequently (34-66%) be able to: bend/stoop, squat, reach above shoulder level, kneel, and push/pull.

Weight requirements include:

Requirements	Never	Occasionally		Frequently		
Activity	Weights					
	0-10 lbs.	11-24 lbs.	35-34 lbs.	35-50 lbs.	51-74 lbs.	75-100 lbs.
Lifting	F	F	O	O	O	O
Carrying	F	O	O	O	O	O
Push/pull	F	F	F	O	O	O

Manual Dexterity-ability to use your hands or assistive technology in a skillful, coordinated way to grasp and manipulate objects and demonstrate small, precise movements.

NURSING DEPARTMENT POLICIES

Absenteeism/Attendance
Anticipated absence or tardiness must be reported to the instructor and the clinical site. Any absence or tardiness must be reported prior to the start of class or clinical.

All absences from clinical must be made up. It is the student's responsibility to contact the appropriate instructor to arrange for such make-up.

If a student is having life issues that could impact their clinical or classroom performance, it is the student's responsibility to contact the appropriate instructor so that accommodations can be considered.

The nursing department abides by the Vincennes University attendance policy which states in part that "students who miss class hours totaling twice the number of credit hours awarded for the course, or the equivalent of two weeks of class instruction are eligible to be dropped from the class." Students wishing to withdraw must complete the withdrawal process by the date designated by the current college policy. Students are referred to the University Catalog and the Vincennes University Student Handbook for further policy details

Distance Education Courses

Active participation in online courses is required. Weekly attendance will be determined by blackboard activity, assignments, quizzes, and/or exams. Due dates for these activities will be posted on the course calendar. Failure to complete the above activities will result in deduction of class points and will be considered as an absence as per the VU attendance policy. Failure to submit assignments by due dates may lead to dismissal from the BSN Program.

Hybrid Education Courses

A hybrid course is composed of both online and face-to-face instruction. The majority of the course is scheduled in a face-to-face format, which is then supplemented with online instruction. Active participation in both the face-to-face and online instruction is required. Weekly attendance will be determined by in-class attendance for face-to-face instruction as well as active participation in the online portion of the course.

Academic Integrity

Honesty and integrity are requisite characteristics for nurses. Dishonesty in any form will not be tolerated for one simple reason: **Behaviors are a reflection of personal beliefs and values**. Those who truly value honesty and integrity will behave with honesty and integrity. If one is dishonest in their approach to coursework, there is a plausible concern that one will be dishonest in their approach to patient care. The VUND faculty cannot ethically ignore this possibility. Because lack of integrity runs counter to the values of the profession, academic dishonesty in any form may result in course failure and dismissal from the Program.

Academic dishonesty includes plagiarism, cheating, submitting another person's material as one's own, or doing work for which another person will receive academic credit. The benchmarks of any great nursing program are directly related to standards of academic endeavor on the part of both teacher and student. It is in this relationship that truth and honesty are recognized as fundamental to a university community. The University expects students to adhere to these principles and in so doing to foster the ideals for which the University was founded. Put simply, this means that the student will do his/her own academic work.

The content of any nursing examination is confidential. Students are not to discuss or share any questions or content related to examinations, quizzes, etc. with any individual or entity. Students are not permitted to take pictures of nursing related course quizzes or exams. Simulation scenarios are also considered confidential and are not to be discussed between clinical groups. All students, whether

actively participating or observing, must maintain confidentiality of the scenario. This includes participating in real time or viewing video footage. Any use of video outside of the learning purpose is strictly prohibited.

The unauthorized discussion, including the nature or content of examination questions, before, during or after the examination is considered academic dishonesty, and is in violation of Vincennes University Policy as stated under the Student Regulation section of the Vincennes University Catalog.

For violations under this section, the professor will notify the department chairperson and the division dean in writing of the circumstances if any punitive action is taken. The student shall have the right of appeal of the professor's decision per the Student Grievance Policy. The alternatives for action by the professor may include, but are not limited to, failing the grade of the assignment, or the course, or the withdrawal from the course. The student will also be referred to the Dean of Students, who will determine appropriate disciplinary action in accordance with Vincennes University Policy.

Communication to Students

Any student that has a change of last name, address, or phone number is to make the appropriate change with the University as soon as possible after the change occurs. This may be done at the Registrar's Office with appropriate photo identification. Please also notify the Nursing Department Secretary of any name and/or email changes. Students should regularly check their email/Blackboard for announcements, updates, etc.

E-Text Alert System

The VU Emergency-Text Alert System is one part of a multifaceted communication plan to keep the VU community safe and informed in the event of an emergency. The E-Text alert system is available to students, employees, and members of the VU community who have a MyVU computer web account. Text messages will include occasional test messages, emergency notifications including weather related information, and class cancellations or delays. To enroll, students may sign up via their MyVU account. MyVU should be referred to for any delays or cancellations.

Computer Software Requirements

All students should use Microsoft Office (Word, Excel, PowerPoint) for papers and presentations. Students must have video and microphone access on laptops. Scanned documents must be in PDF format. This is the software utilized by Vincennes University. Faculty cannot open documents in other formats. Documents will not be graded unless they are submitted in proper format, and points may be deducted.

All nursing students are required to have a laptop/notebook with internet access. BSN students are also required to have microphone and webcam access on their laptop/computer.

Conduct

Students enrolled in the nursing program will adhere to all policies outlined in this handbook and in the Standards of Student Behavior in the Vincennes University Catalog.
https://www.vinu.edu/standards-of-student-behavior

Professional behavior and conduct is expected at all times. Unprofessional language, disrespectful and unprofessional conduct, or being impaired chemically (drugs or alcohol) will not be tolerated. Student violations may be referred to the Dean of Health Sciences, Dean of the Jasper Campus and/or the Dean of Students for evaluation and possible disciplinary action according to the University Conduct Code (See VU Student Handbook).
Unprofessional conduct shall include, but is not limited to, the following (adapted from the Indiana State Board of Nursing Rules and Regulations, Article 2. Standards for the Competent Practice of Registered and Licensed Practical Nursing):

1. Performing any nursing technique or procedure for which the nurse is unprepared by education
2. Disregarding a patient/client's dignity, right to privacy, or right to confidentiality
3. Failing to provide nursing care because of diagnosis, age, sex, race, color or creed.
4. Abusing a patient/client verbally, physically, emotionally, or sexually
5. Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
6. Abandoning or knowingly neglecting patients/clients requiring nursing care.
7. Diverting prescription drugs for own or another person's use.
8. Misappropriating money or property from a patient/client or employee.
9. Failing to notify the appropriate party of any unprofessional conduct which may jeopardize patient/client safety.
10. Failing to demonstrate professional/ethical behavior and attitude as demonstrated by
    - Cheating
    - Plagiarism
    - Lying
    - Use of profane language
    - Failure to notify the clinical site of anticipated tardiness or absence
    - Failure to contact instructor for make-up assignment(s) when absent
    - Disrespectful behavior toward facility personnel, clients, faculty, or peers
11. Chemical Impairment

Professional Decorum and Academic Behavior

Students entering a nursing program at Vincennes University are beginning an education in professional nursing, which requires standards of ethical comportment and appropriate behavior as identified in the American Nurses Association (ANA) Code of Ethics. The faculty of the

Vincennes University Nursing Department (VUND) welcomes the opportunity to educate nursing students. In turn, it is expected that students will adopt and demonstrate appropriate professional behaviors.

The VUND is committed to creating a positive learning environment for all. Every student has the right to learn, as well as the responsibility not to deprive others of the right to learn, and all students are accountable for their actions. Beyond the classroom, uncivil, disrespectful behavior by nurses and other members of the health care team has been shown to contribute to patient harm.   Because poor interpersonal communication has such a profound effect on patients, the ANA has clarified the relationship between behavior toward others and the ethical responsibilities of nurses. Consider the following conduct expectations from the ANA Code of Ethics for Nurses:

- Nurses consider the needs and **respect the values of each person in every professional relationship** and setting…. (Provision 1.1)
- Nurses maintain **professional, respectful, and caring relationships with colleagues**…. (Provision 1.5)
- The nurse creates an ethical environment and culture of civility and kindness, **treating colleagues, coworkers, employees, students, and others with dignity and respect**…. (Provision 1.5)
- Disregard for the effects of one's actions on others, **bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable** behaviors. (Provision 1.5)

  Thus, along with the learning of theoretical concepts, the VUND faculty and staff aim to prepare students to think and act like nurses. Toward that end, it is expected that the student demonstrates professional and ethical behaviors in all aspects of the program. Each faculty member may have expectations beyond those stated here. These expectations will be clearly communicated in each nursing course syllabus.

Confidentiality

As a Vincennes University Nursing student, you will not divulge any information that comes to you through the carrying out of your duties while in the clinical setting. This shall include but is not limited to:

- Not discussing any patient or any information pertaining to any patient with anyone (including my own family) who is not directly working with said patient.

- Not discussing any patient or any information pertaining to any patient in any place where it can be overheard by anyone not directly working with said patient, especially other patients.

- Not mentioning any patient's name of admitting, directly or indirectly, that any person named is a patient, except to those authorized to have this information.

- Not describing any behavior which I have observed or learned through my relationship as a student at any agency, except to those authorized to have this information.

- Not reading any chart that does not belong to the assigned patient(s).

- Failure to comply with the statement of confidentiality will result in immediate dismissal from the VU Nursing Program.

Electronic Devices

Professional and courteous use of cell phones will be allowed at the discretion of the instructor.   In the clinical setting, cell phones should be used during lunch break only. Students causing disruption in class may be asked to leave the classroom or clinical setting by their instructor. No smart watches are to be used in the clinical setting or during an exam or quiz.

Photography

Students are not permitted to take pictures of fellow students or faculty in lab or lecture without verbal or written consent as applicable. No pictures are to be taken in the clinical or clinical agency observation setting. This includes the use of cell phones to take photos.

Grievances

The Nursing Department adheres to the Vincennes University Student Grievance Policy. Please refer to Vincennes University Catalog for details on student grievances procedures.

Health Insurance/Injuries at Clinical

It is highly recommended that all nursing students obtain health insurance. By the nature of the profession, students will be exposed to high risk situations; examples are radiation, chemicals, and infectious disease and bloodborne pathogens (falls, needle sticks, etc.). **In the event of accidental exposure, the procedures and policies of the agency in which the exposure occurred will be followed at the student's expense.** Vincennes University and their clinical affiliates are not liable for any illness or injury that students may acquire and students are financially responsible for any cost incurred on their behalf, including laboratory tests, hospital stays, or any other medical or non-medical liability that may or may not be a result of the student's participation with the nursing program and their clinical affiliates.

Samples of Students' Work

Student papers, assignments, and video recordings of simulation may be displayed as student examples for course files and accreditation purposes. Student work used for any other purpose will require permission from the student(s) prior to faculty use.

Student work used for any other purpose will require permission from the student(s) prior to faculty use.

Inclement Weather You may find out the status of Vincennes University classes by:

Listening to radio stations in Knox County and Dubois County, and those counties adjacent to Knox and Dubois; also Evansville, Bloomington and Bedford radio stations.

Watching WVUT (Cable 12) Vincennes, or television stations in Evansville or Terre Haute.

Calling the following Vincennes University Telephone Numbers:

a. 812-888-7979 (124 lines – call this first)
b. 800-742-9198 (10 lines)
c. 812-888-8888
d. Jasper Campus: 812-482-3030

In the event of inclement weather/delays: If classes are delayed until 10:00 a.m., you begin class at 10:00 a.m. For example, if you have class 8:00-10:00 a.m. you would not have class. If you have class (lecture, clinical, or lab) scheduled from 8:00 am to 1pm, you report to class at 10:00 am.
Vincennes University has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your VU and personal email addresses, as well as your cell phone. This service is available to you at no additional expense. (Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone). Please consult the VU website at www.vinu.edu or MyVU for information on this service.

Social Media

Students who use social networking sites and applications should be aware as their roles as professionals. The posting of certain material/information may violate certain laws and place the student at risk for dismissal from the nursing program based on professional expectations.

Faculty/staff and students are discouraged from becoming friends/followers of one another other on social media sites (such as Facebook and Twitter) while enrolled in any Nursing Program. **It is encouraged that students view the National Council for the State Boards of Nursing (NCSBN) "Social Media Guidelines for Nurses" located at https://www.ncsbn.org/347.htm**

Schedules

Schedules are designed to be in the best interest of the nursing program as a whole.   Schedules are subject to change based on program need. This includes closing and changing course sections, faculty changes, and other changes as deemed necessary by the Nursing Department.

Student Activities/Representation

Opportunities exist for student representation in governance activities in the nursing programs.

Students that have concerns about policy or curriculum matters should voice their concerns to the appropriate student representative.

Vincennes University Student Representative Criteria

- This is a voluntary position that will ensure representation and input from all nursing programs.
- Student representatives will be selected for the position based on overall satisfactory academic and clinical performance. Terms will be for one year with the possibility of reappointment.
- Students will be asked to attend meetings as needed.
- The faculty will utilize feedback from students to make improvements and/or changes as needed based on student input and feedback.

Professional Organizations

Students are encouraged to join local, state, or national nursing organizations.

ASN, RN to BSN, and LPN-BSN students are eligible for membership in the National Student Nurses Association, the Indiana Association of Nursing Students.

Transfer Credit Policy

Transfer Credit Evaluation is completed by the Vincennes University Register's Office and/or the transcript evaluator though Distance Education. General education requirements may be satisfied by taking courses equivalent to those required by Vincennes University at other institutions. Students are encouraged to consult the Core Transfer Library at www.transferin.net when planning to take courses at public institutions in the State of Indiana.   Transferability of courses for general education courses are not determined by the Department of Nursing. Students are responsible for having official transcripts sent to Vincennes University for evaluation of transfer credits.

CLINICAL/PRACTICUM POLICIES

When participating in outside agencies students must adhere to all policies of the agencies in addition to Vincennes University Nursing Department policies.

A student who experiences a personal injury, such as a being stuck by a contaminated needle, should follow the procedures of the clinical agency. The student is responsible for any incurred medical costs.

Good Samaritan Hospital: Additional Requirements for Clinical Participation
SSN
In order to access computer systems at Good Samaritan Hospital, we are required to provide them with the last four numbers of your social security number. If you have any questions or concerns about this, please contact the Nursing Department at vunursing@vinu.edu

Badges
Students attending clinical at Good Samaritan Hospital will be provided with a hospital badge.   These badges are property of Good Samaritan Hospital. Any student that is not actively enrolled in the VU Nursing Program is required to return the badge to the VU Nursing Department.

Passport
Students attending clinical at Good Samaritan Hospital will be required to purchase Passport software. Students on the Vincennes Campus will be assessed a fee for the use of the software.

MyClinicalExchange
In order to participate in clinical at Good Samaritan Hospital students are required to use software called MyClinicalExchange. Students will be sent instructions on the purchase of this product and steps to complete in order to meet clinical requirements.

Vincennes University Media Release Policy

Activities in the simulation and clinical laboratory may be video-recorded for learning, debriefing, and/or evaluation purposes. The videos are stored on a password protected server and are destroyed at the end of each semester. The student may view the simulation or laboratory video in real time and during debriefing. Video recordings are considered confidential. All students, whether actively participating or observing, must maintain confidentiality. This includes participating in real time or viewing video footage. Any use of video outside of the learning purpose is strictly prohibited. Students can view a copy of their performance only in the semester they are enrolled in the course. If a video is to be used for other educational purposes outside of the clinical class cohort, permission must be obtained from all participants.

Vincennes University Department of Nursing
Criminal History and Drug Screening Policy

Criminal History Policy

Our nursing programs are committed to selecting students for admission who can be guaranteed placement in our affiliated clinical agencies. As part of the admissions process, applicants selected for admission to the Associate of Science in Nursing Program, Practical Nursing Program, or ASN Completion Concentration for LPNs will be required to complete a criminal history and drug screening. The criminal history report and drug screening results will be used as criterion for admission to and continued enrollment in the programs.   Applicants should be aware that any adverse criminal history report or treatment for substance abuse may result in denial of admission or dismissal from the program.

Directions for submitting the criminal history report from Vincennes University's approved vendor will be provided to applicants that are selected for admission to the program.   Applicants are responsible for the cost of the criminal history report.   Results of criminal history reports from our approved vendor automatically release to the Department of Nursing and may be shared with affiliated clinical agencies.

Information will be shared with our clinical affiliates regarding any applicants with an adverse criminal history report.   If a clinical agency deems an applicant ineligible for clinical placement the student will not be eligible for admission/continuation in the program.

Any applicant or currently enrolled student in any of the Nursing Programs who has had an arrest or any change in their criminal history since the initial background check was completed must report the information to the Department of Nursing Nurse Administrator or Department Chair prior to the next nursing course day. Failure to report this information violates our clinical agency agreement and is grounds for immediate dismissal from the Nursing Program.

Drug Screening Policy

All applicants selected for admission to the LPN to BSN Completion Program, Associate of Science in Nursing, Practical Nursing, or ASN Completion Concentration for LPNs, are required to submit a 10 panel drug screening prior to beginning courses. The drug screening includes screening for Amphetamines, Barbiturate, Benzodiazepines, Cocaine, Creatinine, Cannabinoids, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene, and PH. Drug screen results with a dilute negative will not be accepted. Applicants with a dilute negative result will be required to retest within 2 weeks of the original posted results. A second dilute negative will result in the student either supplying a blood test or hair sample for drug testing. Failure to do so will result in dismissal from the program. Please note that use of CBD oil may result in a positive drug screen. A positive drug screen for any reason will result in denial of admission to the program. Instructions for the drug screening will be provided to applicants that have been selected for admission to the program.

The determination on eligibility to take the licensure exam will be made by the Indiana State Board of Nursing. Approval for admission to the Nursing Program does not guarantee approval by the State Board of Nursing to take the licensure exam (NCLEX). More information about the Indiana State Board of

Nursing Licensure Laws and Regulations may be found on the Indiana Professional Licensing Agency's website at www.in.gov/pla.

Impaired Student

Vincennes University nursing students are expected to remain drug free and in appropriate physical condition for the learning and care-giving environment. A student who is under the influence, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs becomes an individual at risk for harming others and themselves.

Definition: Impaired is broadly defined to include the inability to cope with the stress of performing professionally in a learning environment; evidence of alcohol by smell or self-admission, drug abuse by self-admission or inability to function professionally, unsteady hands, mental confusion, lethargy, unsteady gait, major psychiatric disorder, or a physical illness with psychological complications. [Indiana State Board of Nursing, Title 25, Article 23, Chapter 1]

"Reasonable suspicion" is a belief based on objective facts sufficient to lead to a prudent person to suspect that a student is under the influence of alcohol and/or drugs in a manner that the students' ability to perform satisfactorily is reduced. All students are subject to an alcohol and/or drug test whenever a supervisor has a reasonable suspicion that the student is under the influence of alcohol and/or drugs while at clinical. The instructors' observations of any suspected physical or behavioral manifestation of alcohol and/or drug use will determine reasonable suspicion. Examples may include, but not limited to:

- Drug count discrepancy
- Extreme and rapid mood swings
- Odors of alcohol on the breath or the body
- Slurred speech
- Dilated or pinpoint pupils or reddened eyes
- Sleeping on duty
- Excessive absence or tardiness
- Frequent disappearance from the unit
- Changes in physical appearance, which may include personal grooming, weight loss, tremors, and diaphoresis.

All behaviors will be documented and the appropriate policy with regard to employee/students will be followed at that time. All drug and alcohol testing will be done at the student's expense.

CPR

LPN-BSN, ASN, and PN students must possess **current** certification in Cardiopulmonary Resuscitation (CPR). Students must obtain BLS for Healthcare Providers (American Heart Association).

RN- BSN students participate in practicum under their registered nursing licensure. They are expected to follow guidelines for CPR as required by the participating practicum agency.

Student Medical Forms and Immunizations

LPN-BSN, ASN, and PN students must complete and have on file the approved Department of Nursing medical/physical form, immunization records form, and the Hepatitis B vaccination form. Students must possess current immunizations including a Tdap, annual tuberculin skin test (TST) test, proof of chicken pox immunity (either by blood titer or 2 doses of varicella), and provide verification of Hepatitis B inoculation or refusal thereof. Flu vaccination is required when the current vaccination becomes available. Faculty will provide deadlines to students. All health forms must be in good standing in order for students to participate with the clinical component of the program.

RN-BSN students will be responsible for submitting any required health forms to the agency in which they are completing practicum.

Any costs for necessary health care will be the responsibility of the student. See additional information located under Health Insurance.

Bloodborne Pathogen Training

Training will be conducted annually for LPN-BSN, ASN, and PN students in order to fulfill clinical agency requirements.

HIPAA Training

HIPAA training will be conducted annually for for LPN-BSN, ASN, and PN students in order to fulfill clinical agency requirements.

Child Care

Children are not allowed to be brought into the classroom or clinical/lab portion of any course.

Dress Code

Uniform

The student must comply with ALL rules, regulations, and policies of the occupational area and/or clinical agency/affiliate. The Vincennes University Nursing uniform is to be worn when the student is assigned for clinical practice as required by the clinical agency. It is the student's responsibility to be appropriately groomed and professionally attired for clinical experiences. Students are responsible for maintaining their own uniforms. An optional undershirt may be worn (undershirt must be plain white or navy blue) or a Vincennes University lab coat. Scrubs are to be worn during lab.

ID Badges
LPN-BSN, ASN, and PN students will be provided a VU Nursing ID Badge using their student ID photograph. The approved name badge/ID should be worn and visible on the front, upper side of the uniform in the clinical setting.

<u>Grooming</u>

Use of cologne or scented lotions in the clinical area is not allowed.

Students are not allowed to smoke during clinical or use other tobacco producers including vapor or e-cigarettes.   Cigarette smoke odor is offensive and/or nauseating to many patients. Cigarette smoke odor is not acceptable on a students' person, breath, or uniform, while in the clinical/lab setting. No smoke odor will be tolerated during patient care.

Required Equipment for Clinical

LPN-BSN, ASN, and PN students are required to carry the following items to clinical. These supplies may be purchased at the bookstore or an independent vendor.

1. Bandage scissors
2. Black ball point pen
3. Small notebook
4. Stethoscope
5. Watch with second hand or digital movement.   The watch should be inconspicuous in color. No cloth or bracelet style bands permitted (the band must be secure/closely fitted to wrist).

Malpractice Requirement

A $15.00 liability insurance fee will be charged per semester to all students participating in clinical/practicum.

Transportation

Students may be required to travel to outlaying clinical agencies. Students are responsible for the arrangement of their own transportation to all clinical experiences.

Appendix A: Nursing Programs Academic Policies, Catalog, and Curriculum

RN to BSN Completion Program

RN-BSN Completion Program Curriculum and Catalog Entry

Grading Policy

Course grade is based on satisfactory performance in practicum setting (if applicable) in addition to the scores accrued on all assignments. The student must achieve a final grade of 80% or better in all required NURS courses as a prerequisite of the next semester. The student will receive a midterm and/or course grade of "F" if practicum evaluation is unsatisfactory. The student who receives an "F" in any NURS course will be dismissed from the program and is not eligible to re-admission.

The Nursing Department does not round percentages/grades.   For example, a 91.5% is a grade of A-; a 79.5% is a grade of C+.

GRADE	
A	92-100
A-	90-91
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	75-76
D	70-74
F	Less than 70

Student Assignments
Student papers/assignments may be displayed as student examples for course files and accreditation purposes. Student work used for any other purpose will require permission from the student(s) prior to faculty use. If a student assignment is late, a 5% deduction will be made for each 24 hours (including weekends and holidays until the assignment is turned into the instructor.

Student Advising
RN-BSN students should contact their nursing advisors, not distance education, for all advising needs.

Examination Retention Policy
Examinations are the property of the Vincennes University Nursing faculty, and will be retained by said faculty.

Early Completion Credits
An early completion examination option is available for Physical Assessment, Gerontology, and Pathophysiology. Please see RN-BSN Resource Center Blackboard site for information on testing opportunities. If successful, the student will receive credit for the appropriate course.   The student is responsible for tuition costs for the course; however, there is no exam fee for early completion.   Students may attempt the test out option one time only per course. If unsuccessful in the exam attempt, the student will complete the appropriate course.

Early completion credit is also available in Informatics, Community Health Nursing, and Nursing Leadership and Management. Students who have more than five years of work experience as a registered nurse in the above areas or are certified in any of the above areas may be eligible to receive credit. These students will be required to complete an assignment in addition to providing documentation as requested by the Nursing Department.

RN-BSN Resource Center

The RN-BSN Resource Center is available to students on Blackboard. This site provides information, announcements, and updates related to the program. It is the students' responsibility to check this site at least once a week. Please note: Communication sent by BSN faculty will be sent through email. It is your responsibility to make sure the email address listed in Blackboard/MyVU is one that you check. It is your responsibility to check your email for information from the BSN Program/faculty.

State Authorization Reciprocity Agreement (SARA)

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council and administered by four regional education compacts.

Some states have limitations regarding distance education courses being offered in other states. VU is required to be in compliance with SARA regulations. **If you are in a BSN Program and plan to move, it is imperative that you speak with your academic advisor to ensure the state where you relocate is an approved SARA state. If you relocate to a non-SARA state, VU may be prohibited from offering courses in your location. More information regarding SARA can be found at https://www.nc-sara.org/**

A list of states in which Vincennes University is authorized to offer distance education courses can be found at https://www.vinu.edu/web/distance-education/state-authorizations2

Online Learning Success

All RN-BSN courses are completed online. Please keep in mind the following:

- You should plan to commit the same (or more) time and effort as you would a traditional course.
- Online learning takes time management and self- discipline.
- You will need to access your course content often and meet deadlines established by the course syllabi for each course.
- You will need to understand how to use technology associated with online learning. This includes but is not limited to, using a computer and computer software, having access to a good internet connection, upload course assignments as needed, and ability to send and receive electronic communications.

Estimated Fees and Expenses

In addition to regular tuition and housing expenses, RN-BSN students can anticipate the following fees. These fees are estimates and are subject to change at any time.

Miscellaneous

Graduation Cap and Gown	$18.50 (optional)
BSN Pin	$ 29.00 to $ 590 depending on type (optional)
Liability insurance fee	$15.00 for courses for NURS 460 and NURS 475
Drug screen/background check (if required by clinical agency)	Drug screen $32; Background check $80
Clinical travel	Varies depending upon clinical location

LPN to BSN Completion Program

LPN to BSN Completion Program Curriculum and Catalog Entry

Grading Policy

Course grade is based on satisfactory performance in practicum setting (if applicable) in addition to the scores accrued on all assignments. The student must achieve a final grade of 80% or better in all required NURS courses as a prerequisite of the next semester. The student will receive a midterm and/or course grade of "F" if practicum evaluation is unsatisfactory. The student who receives an "F" in a nursing course will not be eligible for readmission to the nursing program for three years.

GRADE	
A	92-100
A-	90-91
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	75-76
D	70-74
F	Less than 70

Course exams are weighted at 65-70% of total course grade. Comprehensive final exams will constitute 25% of the total course grade. No more than 10% of the total grade may be based on quizzes, group projects, presentations, collaborative testing or other assignment. The total weighted value of the course will not exceed 100%. The Nursing Department does not round percentages/grades. For example, a 91.5% is a grade of A-; a 79.5% is a grade of C+.

The student who makes less than a passing grade is responsible for contacting the instructor for an appointment within one week after receiving examination results. Faculty are available for individual and group assistance in order to help the student achieve the course objectives.

Standardized Testing

Some courses within the LPN-BSN Completion Concentration will include mandatory standardized tests required for completion of the course. Students will be provided a copy of the standardized testing requirements at the beginning of each course as applicable. Requirements may differ from course to course.

Examination Retention Policy

Examinations are the property of the Vincennes University Nursing faculty, and will be retained by said faculty.

Missed Examinations
Students must do the following:

1. Call the instructor prior to missing the examination
2. Call the instructor to arrange time for a makeup examination
3. Students should expect to take the makeup examination within 3 business days.
4. If a student fails to make up the exam within 3 business days, 5% of total exam grade may be deducted per day, per instructor discretion.
5. A student may miss one exam per semester without a penalty. At the discretion of the faculty member, any further missed exams in a semester may result in the deduction of 5% of the possible exam grade.

Exam Review Policy
1. Students taking computerized exams will have an opportunity to review feedback/rationale regarding incorrect answers after completion of the test.
2. No exam will be reviewable by the student after the 2 week period.
3. The student who makes less than a passing grade is responsible for contacting the instructor for an appointment within one week after receiving examination results. The faculty are available for individual and group assistance in order to help the student achieve the course outcomes.
4. No course or final exams will be reviewed after noon on Friday of final exam week.

During Administration of the Exam
1. All student possessions (backpacks, cell-phones, water or soda bottles, hats, smart watches/Fitbits, etc.) must be left at the front/edge of the room (or as indicated by instructor).
2. Exams are typically given electronically. Testing may be on university and/or personal computers.
3. Specific instructions will be given as indicated.
4. Students that complete the exam and leave the classroom are not to discuss the exam with others as this is a violation of the academic dishonesty policy

Clinical Laboratory Assessment and Evaluation Practices
Grading in the Clinical Lab will be on a pass-fail basis using the following:

Satisfactory clinical performance is MANDATORY for passing the nursing course and progressing to the next clinical course rotation. The student's performance is evaluated for each clinical experience. Evaluation is based upon designated outcomes for the overall clinical performance as described on the Cumulative Clinical Evaluation Tool. Failure to achieve satisfactory clinical performance for the rotation shall result in a grade of "F" for the course.

Cumulative Clinical Evaluation Tool

Grading in the Clinical will be on a pass-fail basis using the following:

During the clinical component of each course, the student and faculty member will keep records of the student's clinical nursing practice. Both the student and faculty member will contribute to the written evaluation of the learner's performance. Satisfactory clinical performance is MANDATORY for passing the nursing course and progressing to the next clinical course rotation. Students will be evaluated in the clinical portion of the course on a 0-4 clinical performance evaluation tool (CPET) rating scale.

Clinical Evaluation Scale for Rating Performance: Student Role

- 4 - Function independently without supporting cues.
- 3 - Function independently, requiring occasional supervision and or verbal cues.
- 2 - Function with assistance, requiring frequent supervision and or verbal cues.
- 1 - Function dependently, requiring continuous direct supervision and or verbal cues
- 0 – Unsafe performance and/or does not meet expectations

The student's performance is evaluated for each clinical experience. Evaluation is based upon designated outcomes for the overall clinical performance as described on the cumulative Clinical Performance Evaluation Tool. Clinical faculty will engage in a final formal evaluation with each clinical course. Achieving a satisfactory evaluation for the clinical course rotation will be based on a passing score based on the 0-4 CPET rating scale, which has been set for each program level outcome **-and-** meet the minimum total score for each Core Value. If it is deemed by the clinical faculty that the student has not demonstrated clinical competency or met the minimum expectations of the CPET, the student will not pass the clinical portion of the course, which shall result in a grade of "F" for the course.

Satisfactory clinical performance is achieved by:

1. Meeting the required score on the 0-4 CPET rating scale for EACH clinical expectation **-AND-**
2. Meeting the minimum total score for each Core Value

Unsatisfactory clinical performance is earned by:

1. Not meeting the required score on the 0-4 CPET rating scale for EACH clinical expectation **-OR–**
2. Not meeting the minimum total score for each Core Value **–OR–**
3. Earning four (4) Unacceptable Occurrences

Unacceptable Occurrence:
1. Based upon the degree of the clinical incident, an unacceptable occurrence will be given or possibly dismissal from the program will be given for, but is not limited to:
   a. Failure to perform specific skills (e.g., medications, safety of the patient, confidentiality, right of the patient, isolation, asepsis should show good progression.)
   b. Failure to meet critical criteria for physical and psychological safety of the patient
   c. Lack of good nursing judgment affecting the welfare and safety of the patient and family
   d. Inadequate preparation for each clinical.
   e. Not adhering to the Vincennes University Nursing Department dress code
   f. Failure to meet critical requirement/element
   g. Inappropriate in the clinical setting (Example: use of profanity, lacking professionalism when speaking about peers, faculty, and/or clinical site)
   h. Failure to notify the hospital unit or instructor before clinical if unable to attend clinical as scheduled. The clinical will have to be made up; however the unacceptable occurrence will remain on the student's cumulative record.
   i. Three (3) failed written assignments is equal to one unacceptable occurrence (the number of failed written assignments is cumulative throughout the program)
2. The student who receives a fourth unacceptable occurrence will be dismissed from the program and shall receive a grade of "F" for that semester. (The number of unacceptable occurrences is cumulative throughout the program.)

Student Assignments

Student papers/assignments may be displayed as student examples for course files and accreditation purposes. Student work used for any other purpose will require permission from the student(s) prior to faculty use. If a student assignment is late, a 5% deduction will be made for each 24 hours (including weekends and holidays until the assignment is turned into the instructor.

Student Advising

LPN-BSN students should contact their nursing advisors, not distance education, for all advising needs.

Examination Retention Policy

Examinations are the property of the Vincennes University Nursing faculty, and will be retained by said faculty.

Early Completion Credits

An early completion examination option is available for Physical Assessment and Gerontology. Please see the LPN-BSN Resource Center Blackboard site for information on testing opportunities. If successful, the student will receive credit for the appropriate course.   The student is responsible for tuition costs for the course; however, there is no exam fee for early completion.   Students may attempt the test out option one time only per course. If unsuccessful in the exam attempt, the student will complete the appropriate course.

LPN-BSN Resource Center

The LPN-BSN Resource Center is available to students on Blackboard.   This site provides information, announcements, and updates related to the program.   It is the students' responsibility to check this site at least once a week.   Please note: Communication sent by LPN-BSN faculty may be sent through email. It is your responsibility to make sure the email address listed in Blackboard/MyVU is one that you check. It is your responsibility to check your email for information from the LPN-BSN Program/faculty.

State Authorization Reciprocity Agreement (SARA)

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council and administered by four regional education compacts.

Some states have limitations regarding distance education courses being offered in other states.   VU is required to be in compliance with SARA regulations. **If you are in a BSN Program and plan to move, it is imperative that you speak with your academic advisor to ensure the state where you relocate is an approved SARA state.   If you relocate to a non-SARA state, VU may be prohibited from offering courses in your location. More information regarding SARA can be found at https://www.nc-sara.org/**

A list of states in which Vincennes University is authorized to offer distance education courses can be found at https://www.vinu.edu/web/distance-education/state-authorizations2

Online Learning Success

Some LPN-BSN courses are completed online.   Please keep in mind the following:

- You should plan to commit the same (or more) time and effort as you would a traditional course.
- Online learning takes time management and self- discipline.
- You will need to access your course content often and meet deadlines established by the course syllabi for each course.
- You will need to understand how to use technology associated with online learning. This includes but is not limited to, using a computer and computer software, having access to a good internet connection, upload course assignments as needed, and ability to send and receive electronic communications.

Estimated Fees and Expenses

In addition to regular tuition and housing expenses, nursing students can anticipate the following fees. These fees are estimates and are subject to change at any time.

Description	Cost
Criminal history report (required prior to admission)	$79.40
CPR course (required prior to admission)	$50.00
Drug Screening (prior to admission)	$32.00
Health Form Compliance Review	$35.00
Malpractice Insurance: $15 per semester (through VU)	$60.00
Verified Credentials	$7.00
Uniforms (prices vary depending on selections/sizes)	$82.00 +
Shoes	$75.00
Stethoscope: $36 - $95	$36.00
Blood pressure cuff: $15 - $40	$15.00
Watch with numbers and second hand	$28.00
Bandage scissors	$3.00
Nursing pin - $30 - $100 (optional)	$50.00
NCLEX Exam (required for licensure)	$200.00
ISBN Application fee for licensure	$50.00
Laptop/netbook (prices vary, estimated cost $500 and up)	$500.00 +

Meditrek (per semester)	$22.00
ATI ($800 per semester)	$3200.00+
Total Estimate	$5425.00+

Other Expenses:

- Students are also responsible for providing their own transportation to clinical sites.
- Tuition rate, student activity fee, parking permit, room and board costs may be found on-line at www.vinu.edu.
- Required textbook, syllabi and supply costs may also be found on the VU website (www.vinu.edu) by choosing: *VU Bookstore*.
- Students that attend clinical at Good Samaritan Hospital will be required to purchase software from Passport ($11 annually) and MyClinicalExchange ($80 annually).

Associate of Science in Nursing (ASN) Program Academic Information

Associate of Science in Nursing Curriculum and Catalog Entry

ASN Completion Concentration for Licensed Practical Nurses Curriculum and Catalog Entry

Grading Policy: Course Grade/Exam Policy

Course grade is based on satisfactory performance in clinical, in addition to the scores accrued on all examinations. The student must achieve a final grade of 80% or better in all required NURS courses as a prerequisite of the next semester. The student will receive a midterm and/or course grade of "F" if practicum evaluation is unsatisfactory. The student who receives an "F" in a nursing course will not be eligible for readmission to the nursing program for three years regardless of GPA.

GRADE	
A	92-100
A-	90-91
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	75-76
D	70-74
F	Less than 70

Course exams are weighted at 65-70% of total course grade. Comprehensive final exams will constitute 25% of the total course grade. No more than 10% of the total grade may be based on quizzes, group projects, presentations, collaborative testing or other assignment. The total weighted value of the course will not exceed 100%. The Nursing Department does not round percentages/grades.   For example, a 91.5% is a grade of A-; a 79.5% is a grade of C+.

The student who makes less than a passing grade is responsible for contacting the instructor for an appointment within one week after receiving examination results. Faculty are available for individual and group assistance in order to help the student achieve the course objectives.

Standardized Testing

Each course in the Associate of Science in Nursing and Practical Nursing Program will have mandatory standardized tests required for completion of the course. Students will be provided a copy of the standardized testing requirements at the beginning of each course. Requirements may differ from course to course.

Examination Retention Policy

Examinations are the property of the Vincennes University Nursing faculty, and will be retained by said faculty.

Missed Examination

Students must do the following:

1. Call the instructor prior to missing the examination

2. Call the instructor to arrange time for a makeup examination

Students should expect to take the makeup examination within 3 business days. A student may miss one exam per semester without a penalty. At the discretion of the faculty member, any further missed exams in a semester may result in the deduction of 5% of the possible exam grade.

Examination Review Policy

1. Students taking computerized exams will have an opportunity to review feedback/rationale regarding incorrect answers after completion of the test.
2. If a student wants to review a paper exam, it is the student's responsibility to contact the instructor and make arrangements to review the exam. The review must occur within 2 weeks of the date of the exam.
3. No paper or computer-administered exam will be reviewable by the student after the 2-week period.
4. The student who makes less than a passing grade is responsible for contacting the instructor for an appointment within one week after receiving examination results. The faculty are available for individual and group assistance in order to help the student achieve the course outcomes.
5. No course or final exams will be reviewed after noon on Friday of final exam week.

During Administration of an Exam

All student possessions (backpacks, cell-phones, water or soda bottles, hats, smart watches/fitbits, etc.) must be left at the front/edge of the room (or as indicated by instructor). Exams are mostly given exams on the computer. Testing may be on university and/or personal computers. Specific instructions will be given as indicated. Students that complete the exam and leave the classroom are not to discuss the exam with others as this is a violation of the academic dishonesty policy.

College Laboratory

The Nursing Laboratory has materials designed to complement learning objectives and may be used for individual skills practice during scheduled college laboratory times and during "open lab" with instructor permission. Students are expected to practice with each other in a respectful and professional manner. Students are to participate in clean-up as indicated by the lab instructor and are responsible for the equipment and materials in terms of safety, maintenance, and care. Students may only use equipment related to skills that have been taught in the classroom and lab and/or as indicated by the lab instructor. Students are responsible for reporting any equipment in need of repair to a faculty member. Only currently enrolled Vincennes University nursing students are allowed in the lab unless permission has been granted otherwise by a Vincennes University Nursing faculty member.

College Laboratory Assessment and Evaluation Practices

Grading in college lab will be on a pass-fail basis using the performance skills check-off lists and associated rationale as the criteria for a satisfactory evaluation. No letter grade is given for lab. In addition, students will be required to complete assignments as designated by the instructor, which may include quizzes and study guides related to the college laboratory content. Successful completion of the

college laboratory component of nursing courses is mandatory for continued enrollment in the nursing program. Failure to complete college laboratory with a passing grade will result in a course grade of "F". Course syllabi supplemental/ college laboratory course materials packet will provide additional information on laboratory practices for applicable courses.

Clinical Laboratory Assessment and Evaluation Practices
Grading in the Clinical Lab will be on a pass-fail basis using the following:

Satisfactory clinical performance is MANDATORY for passing the nursing course and progressing to the next clinical course rotation. The student's preference is evaluated for each clinical experience. Evaluation is based upon designated objective outcomes for the overall clinical performance as described on the Cumulative Clinical Evaluation tool. Failure to achieve satisfactory clinical performance for the rotation shall result in a course grade of "F".

Clinical Laboratory Assessment and Evaluation Practices

Grading in the Clinical Lab will be on a pass-fail basis using the following:

Satisfactory clinical performance is MANDATORY for passing the nursing course and progressing to the next clinical course rotation. The student's performance is evaluated for each clinical experience. Evaluation is based upon designated outcomes for the overall clinical performance as described on the Cumulative Clinical Evaluation Tool. Failure to achieve satisfactory clinical performance for the rotation shall result in a grade of "F" for the course.

Cumulative Clinical Evaluation Tool
I.   Satisfactory clinical performance is achieved by:
   1. All outcomes are satisfactory

   2. All outcomes are satisfactory with areas of improvement or behaviors needing modified/changed as identified through narrative documentation

II.   Unsatisfactory clinical performance is acquired by receiving:
   1. Any unsatisfactory Level outcome

   2. A fourth program Unacceptable Occurrence
III.   Unacceptable Occurrence:
        Based upon the degree of the clinical incident, an unacceptable occurrence will be given
        or possibly dismissal from the program will be given for, but is not limited to:
   1.   failure to perform specific skills (e.g., medications, safety of the patient, confidentiality, right of the patient, isolation, asepsis should show good progression.)
   2.   failure to meet critical criteria for physical and psychological safety of the patient
   3.   lack of good nursing judgment affecting the welfare and safety of the patient and family
   4.   inadequate preparation for each clinical.
   5.   failure to meet critical requirement/elements
   6.   inappropriate in the clinical setting (for example: use of profanity)
   7.   failure to notify the hospital unit or instructor before clinical if unable to attend clinical as scheduled. The clinical will have to be made up; however the unacceptable occurrence will remain on the student's cumulative record.

8.   three (3) failed written assignments is equal to one unacceptable occurrence (the number of failed written assignments is cumulative throughout the program)

9.   the student who receives a fourth unacceptable occurrence will be dismissed from the program and shall receive a grade of "F" for that semester. (The number of unacceptable occurrences is cumulative throughout the program.)

Estimated Fees and Expenses

In addition to regular tuition and housing expenses, nursing students can anticipate the following fees. These fees are estimates and are subject to change at any time.

Description	Cost
Criminal history report (required prior to admission)	$79.40
CPR course (required prior to admission)	$50.00
Drug Screening (prior to admission)	$32.00
Health Form Compliance Review	$35.00
Malpractice Insurance: $15 per semester (through VU)	$60.00
Verified Credentials	$7.00
NURS course lab fees	$305.00
Uniforms (prices vary depending on selections/sizes)	$82.00 +
Shoes	$75.00
Stethoscope: $36 - $95	$36.00
Blood pressure cuff: $15 - $40	$15.00
Watch with numbers and second hand	$28.00
Bandage scissors	$3.00
Scrubs for lab use	$30.00
Nursing pin - $30 - $100 (optional)	$50.00
NCLEX Exam (required for licensure)	$200.00
ISBN Application fee for licensure	$50.00
Laptop/netbook (prices vary, estimated cost $500 and up)	$500.00+
Meditrek (per semester)	$22.00
ATI ($800 per semester)	$3200.00+
Total Estimate	$4792.00+

Other Expenses:

- Students are also responsible for providing their own transportation to clinical sites.
- Tuition is based on current rate times 71 credit hours. Tuition rate, student activity fee, parking permit, room and board costs may be found on-line at www.vinu.edu.
- Required textbook, syllabi and supply costs may also be found on the VU website (www.vinu.edu) by choosing: *VU Bookstore*.
- Certain courses may be assessed a lab fee.
- Students that attend clinical at Good Samaritan Hospital will be required to purchase software from Passport ($11 annually) and MyClinicalExchange ($80 annually).

Practical Nursing Program Academic Information

Practical Nursing Curriculum and Catalog Entry

Grading Policy

Course grade is based on a satisfactory performance in the clinical and/or college laboratory, in addition to the scores accrued on all examinations, quizzes, written work and/or special assignments. The student must achieve a final grade of "C" or better as a prerequisite of the next course. The student will receive a course grade of F if a clinical and/or college laboratory is unsatisfactory. A student who receives an F in a required nursing course will not be eligible for readmission to the program regardless of grade point average (GPA).

An **Incomplete** is given when, as a result of illness or other justifiable cause, the work cannot be completed. The grade may be given only if the student's work thus far is satisfactory. In the Practical Nursing Program, work for the course must be completed before entering the following semester.

Grades will be figured on a percentage basis and converted to a letter grade. A plus or minus will be given according to the grading scale as shown. Each instructor will determine the degree of emphasis he/she desires for quizzes, written work, classroom participation, and so forth. Grades/percentages will not be rounded. For example, a grade of 91.5% is an A-; a 74.5% is a D.

GRADE	
A	92-100
A-	90-91
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	75-76
D	70-74
F	Less than 70

Course exams are weighted at 65-70% of total course grade. Comprehensive final exams will constitute 25% of the total course grade. No more than 10% of the total grade may be based on quizzes, group projects, presentations, collaborative testing or other assignment. The total weighted value of the course will not exceed 100%.

The student who makes less than a passing grade is responsible for contacting the instructor for an appointment within one week after receiving examination results. Faculty are available for individual and group assistance in order to help the student achieve the course objectives.

Standardized Testing

Each course in the Practical Nursing Program will have mandatory standardized tests required for completion of the course. Students will be provided a copy of the standardized testing requirements at the beginning of each course. Requirements may differ from course to course.

Examination Retention Policy

Examinations are the property of the Vincennes University Nursing faculty, and will be retained by said faculty.

Missed Examination

Students must do the following:

1. Call the instructor prior to missing the examination

2. Call the instructor to arrange time for a makeup examination

Students should expect to take the makeup examination within 3 business days. A student may miss one exam per semester without a penalty. At the discretion of the faculty member, any further missed exams in a semester may result in the deduction of 5% of the possible exam grade.

Examination Review Policy

1. Students taking computerized exams will have an opportunity to review feedback/rationale regarding incorrect answers after completion of the test.
2. If a student wants to review a paper exam, it is the student's responsibility to contact the instructor and make arrangements to review the exam. The review must occur within 2 weeks of the date of the exam.
3. No paper or computer-administered exam will be reviewable by the student after the 2-week period.
4. The student who makes less than a passing grade is responsible for contacting the instructor for an appointment within one week after receiving examination results. The faculty are available for individual and group assistance in order to help the student achieve the course outcomes.
5. No course or final exams will be reviewed after noon on Friday of final exam week.

During Administration of an Exam

All student possessions (backpacks, cell-phones, water or soda bottles, hats, smart watches/fitbits, etc.) must be left at the front/edge of the room (or as indicated by instructor). Exams are mostly given exams on the computer. Testing may be on university and/or personal computers. Specific instructions will be given as indicated. Students that complete the exam and leave the classroom are not to discuss the exam with others as this is a violation of the academic dishonesty policy.

NURP 100 Lecture

NURP 100 lecture is an 8 week course that is connected to the 16 week NURP 100 college lab. You must be successful in NURP 100 lecture with 75% or higher in order to progress past Mid-term in the Practical Nursing Program. Please see Readmission policy for criteria to be re-admitted to the program.

College Laboratory Assessment and Evaluation Practices

Grading in college lab will be on a pass-fail basis using the performance skills check-off lists and associated rationale as the criteria for a satisfactory evaluation. No letter grade is given for lab. In addition, students will be required to complete assignments as designated by the instructor, which may include quizzes and study guides related to the college laboratory content. Successful completion of the college laboratory component of nursing courses is mandatory for continued enrollment in the nursing program. Failure to complete college laboratory with a passing grade will result in a course grade of "F".

Clinical Laboratory Assessment and Evaluation Practices

Clinical Laboratory Assessment and Evaluation Practices

Grading in the Clinical Lab will be on a pass-fail basis using the following:

Satisfactory clinical performance is MANDATORY for passing the nursing course and progressing to the next clinical course rotation. The student's performance is evaluated for each clinical experience. Evaluation is based upon designated outcomes for the overall clinical performance as described on the Cumulative Clinical Performance Evaluation Tool. Failure to achieve satisfactory clinical performance designated by the minimum required score for each performance measure criterion shall result in a grade of "F" for the course.

Cumulative Clinical Evaluation Tool

I.   Satisfactory clinical performance is achieved by:
      1. Meeting or exceeding minimum required performance scores for each measurement criterion for all course clinical objectives.

II.   Unsatisfactory clinical performance is acquired by receiving:
       1. Achieving a score below the minimum required benchmark in one or more criterion listed under any required clinical objective.

      2. A third program Unacceptable Occurrence

III.   Unacceptable Occurrence:
       Based upon the degree of the clinical incident, an unacceptable occurrence will be given
       or possibly dismissal from the program will be given for, but is not limited to:
       1.   failure to perform specific skills (e.g., medications, safety of the patient, confidentiality, right of the patient, isolation, asepsis should show good progression.)
       2.   Failure to meet critical criteria for physical and psychological safety of the patient
       3.   Lack of good nursing judgment affecting the welfare and safety of the patient and family
       4.   Inadequate preparation for each clinical.
       5.   Failure to meet critical requirement/elements
       6.   Inappropriate in the clinical setting (for example: use of profanity)
       7.   failure to notify the hospital unit or instructor before clinical if unable to attend clinical as scheduled. The clinical will have to be made up; however, the unacceptable occurrence will remain on the student's cumulative record.
       8.   Three (3) failed written assignments is equal to one unacceptable occurrence (the number

of failed written assignments is cumulative throughout the program)
9. The student who receives a third unacceptable occurrence will be dismissed from the program and shall receive a grade of "F" for that semester. (The number of unacceptable occurrences is cumulative throughout the program.)

Estimated Fees and Expenses

Students are expected to assume tuition and University fees and expenses including two uniforms, shoes, , name pin, accessory items, and textbooks. The following costs incidental to admission and graduation are expected to be covered by all students.

1. Admission and physical examination fees, fees for laboratory tests and required immunizations, and criminal history.
2. Fifteen-dollar fee for malpractice insurance coverage as a practical nursing student.
3. Meals during the clinical experience.
4. Program's official cap, optional.
5. Graduation cap and gown, optional
6. Program pin for pinning ceremony
7. A laboratory fee for content mastery assessment and remediation tools/examinations will be assessed to designated nursing courses throughout the course of study.
8. $250 payable to the National Council of State Boards of Nursing, for application to take the National Council Licensure Examination for Practical Nursing.
9. $50 payable to the Professional Licensing Agency, for Indiana State licensure.
10. Two 2 ½ by 3 inch (billfold size) black and white or colored pictures to be used by the Indiana State Board of Nursing. The professional picture should include head and shoulders and be easily identifiable.
11. Fee for criminal history and fingerprinting as required by the Indiana State Board of Nursing when applying for licensure. Please visit the ISBN website for costs and additional information.

Description	Cost
Criminal history report (required prior to admission)	$79.40
Health form compliance requirement	$35.00
CPR course (required prior to admission)	$50.00
Drug screening	$32.00
Malpractice Insurance: $15 per semester (through VU)	$30.00
Verified Credentials	$7.00
Uniforms (purchased through VU Bookstore). Students must purchase two COMPLETE uniforms (cost is for two tops/two pants or skirts).	$138-154.00
Shoes	$75.00
Stethoscope: $36 - $95	$36.00
Watch with numbers and second hand	$28.00
Bandage scissors	$3.00
Nursing pin - $30 - $100 (optional)	$50.00
NCLEX Exam (required for licensure)	$200.00

ISBN Application fee for licensure	$50.00
ISBN criminal history/fingerprinting	$50-$100
Laptop/Netbook (estimated cost $500+)	$500 +
ATI ($660 per semester)	$1980.00+
Total Estimate	$3344.00+

Required Course Fees (These fees are subject to change.)

- Tuition is based on current rate times number of credit hours. Tuition rate, student activity fee, parking permit, room and board costs may be found on-line at www.vinu.edu.
- Required textbook, syllabi and supply costs may also be found on this site by choosing: *VU Bookstore*.
- Students that attend clinical at Good Samaritan Hospital will be required to purchase software from Passport ($11 annually) and MyClinicalExchange ($80 annually).

Appendix B: Student Services

STUDENT SERVICES

A variety of student services are available at Vincennes University. More information can be found at
https://www.vinu.edu/services

Service	Description	Department Contact
Academic Advising	Students will be assigned to an academic advisor to assist with academic planning/goals.	Individual student advisor information is found in MyVU
Academic Center for Excellence (ACE)	ACE is a free resource for all VUJC students. The Center provides all users access to library materials, free academic coaching (tutoring) services, and support from academic success coordinators.	**Jasper Campus** atempel@vinu.edu 812.481.5914 https://www.vinu.edu/web/jasper-campus/academic-center-for-excellence
Bookstore	The Campus bookstores provide students, both online and on campus, the opportunity to purchase textbooks and other required course materials. For students that qualify, financial aid may be available and used to purchase textbooks in Campus bookstores.	Vincennes Campus: Old Post Bookstore 1101 N. 2nd Street, Vincennes, IN 47591 812-888-4334 **http://vubookstore.vinu.edu/Home** Jasper Campus VUJC Bookstore 850 College Avenue. Jasper, IN 47546 812.481.5912 http://vujcbookstore.vinu.edu/Home
Bursar's Office	The primary responsibility is maintaining the fiscal records associated with student accounts.	812-888-4244 bursars@vinu.edu. https://www.vinu.edu/web/financial-services/welcome
Career Center	Connects students and alumni with employers by providing various avenues which lead to part time jobs, internships, or career positions. The Career Center provides intentional programming as well as one on one advising.	Vincennes Campus Vigo hall, 3rd floor 812-888-4280 careercenter@vinu.edu https://www.vinu.edu/web/center-for-career-and-employer-relations/welcome

Center for Teaching and Learning	The Center for Teaching and Learning envisions a university culture that values and encourages excellence in teaching and learning and enhances student engagement.	Faculty/Student Technical Support 812-888-5750 **vublackboard@vinu.edu**
COPE Student Support Services (SSS)	Offers inclusive services to promote retention, graduation, and transfer to four-year institutions. Criteria for admission into this program can be found on the University website.	**Vincennes Campus** Davis Hall rm 424 and 414B copeoffice@vinu.edu 812-888-4515 https://www.vinu.edu/web/cope/welcome
Counseling Center	The mission of the Vincennes University Counseling Center is to facilitate the academic and personal success of Vincennes campus students by providing emotional counseling and psychotherapeutic services to VU students who are experiencing a personal problem that interferes with their ability to function in a college environment.	Vincennes Campus: Learning Resource Center, Room 134 812-888-4374 Fax: 812-888-4050 Jasper Campus Administrative Office (812) 482-3030.
Dean of Students	The Dean of Students serves students, faculty, staff and others by promoting student academic success and achievement. The office is available to respond to questions and concerns about University policies, procedures, and services pertaining to our students.	deanofstudents@vinu.edu 812-888-4241 Harrison Hall, Room 198 https://www.vinu.edu/web/dean-of-students-office/welcome
Diverse Abilities and Accommodations	The Office of Diverse Abilities and Accommodations assists all qualified students in obtaining reasonable accommodations. Additional information about services found on pages 4-5.	Vincennes Campus: Jill Steele Phone (812)888-4502 Email: **ssteele@vinu.edu** Jasper Campus Mary Campion Phone: (812)481-5905 Email: mchampion@vinu.edu
Financial Aid	Provides information to students regarding financial aid.	Welsh Administration Building 812-888-4361 **fa@vinu.edu**

		https://www.vinu.edu/web/financial-services/welcome
Housing and Residential Life	Vincennes University (Vincennes Campus) has 7 residence halls on Campus. In addition, Vincennes University has multiple townhomes and duplexes that can be rented by second-year VU students.	812-888-4225 housing@vinu.edu https://www.vinu.edu/web/housing-and-residential-life/welcome
Library Services	**The mission of library services is to develop and present innovative programs, to provide access to physical and online library resources, and to engage in teaching and learning in order to equip students with the tools they need to be successful.**	Vincennes Campus: Shake Learning Resource Center 812-888-4165 **libref@vinu.edu** **https://www.vinu.edu/web/shake-library** Jasper Campus https://www.vinu.edu/web/jasper-campus/library
Management Information Center	Maintains all administrative computing systems for Vincennes University as well as servers, networks, PC's and telecommunications. We also provide support to ensure that quality electronic communication services are available for the faculty, staff and students to meet their needs for worldwide information access and interchange.	michelpdesk@vinu.edu 812-888-4332 **https://www.vinu.edu/web/mic/about**
Multicultural Affairs	**P**rovides services and support that **aids in the retention and holistic development** of minority students. Through purposeful partnerships, they offer multicultural awareness programs that foster inclusive learning environments for the campus community.	Vincennes Campus Vigo Hall, Room 184 C 812-888-5886 **https://www.vinu.edu/web/multicultural-student/welcome**
Office of International Affairs	Assists and reaches out to international students who are considering coming to the U.S. for their education.	Vincennes Campus Admissions Office 812-888-4313 **intstudent@vinu.edu** International Affairs Vigo Hall Lobby

		812-888-4156 **zchen@vinu.edu**
Office of Student Life	The mission of the Office of Student Life is to encourage student success by enhancing the college student experience. The office develops the student through a holistic student-centered approach that promotes personal and social responsibility.	**Vincennes Campus** Harrison Residence Hall, Suite 198 Phone: 812-888-4301 https://www.vinu.edu/office-of-student-life **Judicial Affairs** Harrison Residence Hall, Suite 198 JudicialAffairs@vinu.edu. **Student Activities** Physical Education Complex Room 102 https://www.vinu.edu/student-activities-clubs-and-organizations Jasper Campus https://www.vinu.edu/web/jasper-campus/student-activities
Peer Monitoring Program	The Vincennes University Peer Mentor Program is a student support service provided to new Vincennes University students. Our mission is to provide support and guidance to our first-year students through peer mentoring relationships that will assist them in transitioning to Vincennes University academically and socially.	https://www.vinu.edu/web/division-of-student-affairs/vincennes-university-mentor-program
Registrar's Office	The Registrar's Office houses official student records, evaluates and process transfer credits, and processes requests for official University transcripts.	Welsh Administration Building Vincennes, IN 812-888-4220 **records@vinu.edu** **https://www.vinu.edu/web/registrar-s-office/registrar-s-office**
Scholarships	60% of VU students receive financial assistance to pay for college -- including more than $1 million in scholarships and grants.	Vincennes Campus 812.888.4510 or 877.300.6992 vuscholarships@vinu.edu Jasper Campus

		https://www.vinu.edu/web/vu-alumni-foundation-site/allcolleges-jasper
Student Success Center	Student Success Center staff actively promote student success and selection of career pathways.	Vincennes Campus: **Learning Resource Center (LRC) - 115** 812-888-4451 **studentsuccesscenter@vinu.edu** Jasper Campus Habig Building 812-481-5910 vkieffner@vinu.edu

Appendix C: Affirmations

I affirm that I have received a copy of the Nursing Department Student Handbook. I have been instructed that the Nursing Student Handbook, the Vincennes University Student Handbook and the Vincennes University Catalog contain all policies pertaining to nursing students. I have also been instructed regarding where to obtain copies of the Vincennes University Student Handbook and the Vincennes University Catalog. I further affirm that I:

1)   agree to abide by established University and Nursing Program policies;

2)   Understand the standards of progression and graduation as stated in the Catalog and the course syllabi.

3)   Have reviewed the Vincennes University Essential Functions for Nursing Students. I certify to the best of my knowledge that I have the ability to perform these functions. I understand that admission, progression, and graduation are contingent upon my ability to demonstrate the essential functions delineated for nursing students with or without reasonable accommodations.

4)   Will be responsible for any medical expenses incurred that are related to program requirements and/or activities.

5)   Am aware I will be notified of any changes to the Nursing Program policies/handbook through a posting on the course Blackboard sites

_____   _____
Signature   *printed name*

_____
Date

Proof of student affirmations will be kept on file by the Nursing Department.

HIPAA

As a Vincennes University Nursing student, I will not divulge any information which comes to me through the carrying out of my duties while in the clinical. lab, or lecture setting.

Protected information includes but is not limited to:

any patient or any information pertaining to any patient with anyone (including my own family) who is not directly working with said patient.

any patient or any information pertaining to any patient in any place where it can be overheard by anyone not directly working with said patient, especially other patients.

any patient's name or admitting, directly or indirectly, any person named is a patient, except to those authorized to have this information.

any behavior which I have observed or learned through my relationship as a student at this hospital, except to those authorized to have this information.

I further understand that reading any patient chart/document or obtaining/attempting to obtain other patient information that is not related to my clinical assignments constitutes a violation of the HIPAA Privacy Rule.

Failure to comply with this policy will result in immediate dismissal from the VU Nursing Program.

I acknowledge that I have received and understand the annual HIPAA training.

_____   _____

Signature   *printed name*

_____

Date

Proof of affirmation will be on file with the Nursing Department.

Bloodborne Pathogen

By the nature of the profession, students will be exposed to high risk situations; examples are radiation, chemicals, and infectious disease and blood borne pathogens (falls, needle sticks, etc.). **In the event of accidental exposure, the procedures and policies of the agency in which the exposure occurred will be followed at the student's expense.** Vincennes University and their clinical affiliates are not liable for any illness or injury that students may acquire and students are financially responsible for any cost incurred on their behalf, including laboratory tests, hospital stays, or any other medical or non-medical liability that may or may not be a result of the student's participation with the nursing program and their clinical affiliates.

I have received training regarding bloodborne pathogens. I acknowledge that if, upon on the occasion of an incidental bloodborne pathogen exposure, whereas a student is involved, the following protocol will be followed:

I will follow the procedures of the facility where then incident occurred. Each individual in a bloodborne pathogen exposure will be advised to be HIV tested:

Protocol:
1. Obtain baseline HIV testing at time of incident (within one week);
2. Follow up with repeat HIV testing in three (3) months;
3. Copy of each report submitted to the ASN Chairperson;
4. Any expenses involved are the responsibility of the student.

It is preferred that the student inform the Nursing Chairperson of the results after obtaining HIV testing proceeding an exposure incident. However, it is the student's option to reveal the results.

I have read and understand the above policy.

_____   _____

Signature   *printed name*

_____

Date

Proof of affirmation will be on file with the Nursing Department.

Appendix D: Program Admission Information

Department of Nursing Application Period and Deadlines

Jasper Campus

Program	Associate of Science in Nursing (Fall)	Practical Nursing (Fall)	ASN Completion Concentration for LPNs (Spring)
Priority Application submission period	October 1-December 15	October 1-December 15	September 1-October 1
Priority review period	December 15-Janaury 10	December 15-January 10	September 15-October 15
Priority notification	By February 1	By February 1	By November 15
Late application submission period	January 15-March 31	January 15-March 31	November 1
Late application review period	January 20-April 15	January 20-April 15	November 1-November 15
Late application notification	*April 15-June 1	*April 15-June 1	By November 30
Final application deadline (no new application accepted/considered)	*June 1	*June 1	November 15

*Date is subject to change dependent upon program status.

Vincennes Campus

Program	Associate of Science in Nursing (Fall)	Practical Nursing (Fall)	ASN Completion Concentration for LPNs (Spring)
Early Action Application submission period	October 1-December 15	October 1-December 15	
Early Action Review period	December 15-Janaury 10	December 15-Janaury 10	
Early Action Notification	By February 1	By February 1	
Priority Application submission period	January 15-March 31	January 15-March 31	September 1-October 1
Priority review period	January 20-April 15	January 20-April 15	September 15-October 15
Priority notification	April 15-May 1	April 15-May 1	By November 15
Late application submission period	April 1-June 30	April 1-June 30	November 1
Late application review period	April 1-June 30	April 1-June 30	November 1-November 15
Late application notification	By June 30	By June 30	By November 30
Final application deadline (no new application accepted/considered)	June 30		November 15

RN-BSN and LPN-BSN Application Deadlines
Spring Application Deadlines
Applicants are encouraged to apply early as there is limited space available. No applications for the Spring semester will be evaluated after December 10 each year. Please note that official transcripts must be on file in order for an application to be evaluated. Preferred application submission is September 1-November 1.
Fall Application Deadlines
Applicants are encouraged to apply early as there is limited space available. Applications for Fall are accepted up to the Monday one week prior to classes beginning. Please note that official transcripts must be on file in order for an application to be evaluated. Preferred application submission is September 1-March 1.

ASN and Practical Nursing Application Process & Ranking

The selection process for Vincennes University's Nursing Programs are based on the premise that student selection is vital to the development and maintenance of a strong program. The standards of selection will also contribute to the quality of care administered by graduates of the programs. In order to successfully complete the programs, students must be highly motivated and have an academic background sufficient to cope with the curriculum.   Compliance with all criteria does not guarantee acceptance to the program. **Applicants will be evaluated using point sheets.   Applicants should consult the Vincennes University catalog at www.vinu.edu/catalog for a complete listing of admission criteria.**

Orientation Information and Dates
Applicants that are selected for admission should be aware that there will be mandatory orientation sessions that take place prior to classes beginning in the Fall.   Applicants must be able to attend the appropriate orientation session in order to begin a nursing program. Students selected for admission will be provided additional details.

<u>Fall 2023</u>

Jasper Campus

> TBD. Please contact Cassie Flock at cflock@vinu.edu for more information for all Jasper Nursing programs.

Vincennes Campus

> **LPN to BSN Completion Program:** TBD. Please contact Stephanie Garrett at **sgarrett@vinu.edu** for more information.
>
> **Associate of Science in Nursing Program (ASN)**: TBD. Please contact Jill Chrispell at jchrispell@vinu.edu for more information.
>
> **ASN Completion Concentration for LPNs**: TBD. Please contact Jill Chrispell at jchrispell@vinu.edu for more information.
>
> **Practical Nursing Program**: TBD. Please contact Nellie Jones at njones@vinu.edu for more information.

Distance Education

> The **RN-BSN Completion Program** is online and does not have an on campus orientation requirement.