



COLLEGE OF HEALTH PROFESSIONS
SCHOOL OF NURSING
Pre-licensure BSN Student
Handbook

(Revised June 2018)

A Supplement to the Marshall
University Student Handbook

This handbook is developed for students entering the College of Health Professions, School of Nursing, Pre-licensure Bachelor of Science in Nursing (BSN) program.

Students are expected to read the Marshall University Catalog and the Marshall University Student Handbook in order to be familiar with University policies.

**The Bachelor of Science in Nursing Program is accredited by the:
Accreditation Commission for Education in Nursing or ACEN
3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326
<http://acenursing.org> (404) 975-5000**

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Greetings from the Chair:

Welcome to the School of Nursing at Marshall University. We are the largest regional provider of nursing education located within a major university setting, and have access to resources which provide students with unique and varied experiences. In the Pre-licensure Bachelor's in Nursing (BSN) program we have campuses in Huntington, WV and in Point Pleasant, WV at the Mid-Ohio Valley Center ([MOVC](#)) campus. Additionally, we offer an online RN to BSN program for graduates of accredited Diploma or Associate Degree Nursing programs. Our Family Nurse Practitioner (FNP) Master's in Nursing Program is televised to multiple sites: the [Erma Bird Higher Education Center](#) in Beaver, WV; [Bluefield State College](#) in Bluefield, WV; MOVC in Point Pleasant, WV, and the [South Charleston campus](#) in South Charleston, WV. We also have online MSN programs in Nursing Administration (NA) and Nursing Education (NE). And in collaborative with [Shenandoah University School of Nursing](#) in Winchester, Virginia, we offer Psychiatric/Mental Health Nurse Practitioner and Nurse Midwifery areas of emphasis.

We have a long history of excellence on the national RN licensure examination (taken by our Pre-licensure BSN students) and the Family Nurse Practitioner Certification Exam. This is a direct result of the hard work on the part of our dedicated faculty who bring experience and passion into the educational process. In addition to traditional classroom methods of instruction, we also excel in the use of innovative technologies to enhance learning, including our dynamic online programs of study.

We exist in a challenging world for all health professions, especially the nursing profession. The need for nurses has never been greater and will only grow with the coming years. Many studies support the need for more nurses, especially those with BSN degrees and advanced degrees. It is the responsibility placed upon faculty to assure tomorrow's nurses are prepared and ready to assume leadership roles and safeguard our most vulnerable populations: the ill. To this end, the faculty stand ready to support student achievement and education at the undergraduate and graduate levels.

We are glad you have joined us to become a son or daughter of Marshall University.

Sincerely,

Dr. Denise Landry

Denise Landry, EdD, MSN, APRN-FNP
Chair, School of Nursing
Marshall University

Important University Links

Academic Calendar: to view academic calendar click on the link and select the appropriate semester. <http://www.marshall.edu/calendar/academic/>

University policies can be reviewed by going to www.marshall.edu/academic-affairs and clicking on “Marshall University Policies ” or by going to http://www.marshall.edu/academic-affairs/?page_id=802 and clicking the appropriate link for the following policies: Academic Dishonesty/ Academic Dismissal/ Academic Forgiveness / Academic Probation and Suspension /Affirmative Action/Dead Week/D:F Repeat Rule/Excused Absence/Inclement Weather/ Sexual Harassment/Students with Disabilities/ University Computing Services Acceptable Use

Students should review the following University policies: Incomplete grade, Students with disabilities, Grade appeal, D/F forgiveness, Academic dishonesty, University excused absences, Core curriculum, and others as needed. See the Marshall University Undergraduate Catalog for the Marshall University policies: <http://www.marshall.edu/catalog/undergraduate-catalogs/>

MU online: <http://www.marshall.edu/muonline/>

MyMU:

https://adfs.marshall.edu/adfs/ls?wa=wsignin1.0&wtrealm=urn%3amymu.marshall.edu&wctx=https%3a%2f%2fmymu.marshall.edu%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252F&wreply=https%3a%2f%2fmymu.marshall.edu%2f_trust%2fdefault.aspx

INCLEMENT WEATHER POLICY

If you have questions pertaining to the University being closed during inclement weather, you may call Marshall University 304-696-3170.

School of Nursing Vision Statement

Marshall University School of Nursing endeavors to be regionally recognized for innovative programs in nursing education, scholarship, and interdisciplinary partnerships that improve the health and well-being of the individual, family, and society.

School of Nursing Mission Statement

To provide quality, innovative education to improve the health and well-being of the individual, family, and society.

To accomplish this mission, the SON:

1. Maintains rigorous professional education standards through the high expectation of student learning and performance.
2. Encourages involvement of faculty in service to society and the profession.
3. Supports the engagement of faculty and students in research, practice, and other scholarly endeavors.
4. Provides an environment that is sensitive to a culturally and ethnically diverse student body, faculty, and staff.
5. Maintains an environment that provides for academic freedom and shared governance.

MARSHALL UNIVERSITY SCHOOL OF NURSING

STATEMENT OF PHILOSOPHY

PERSON/ENVIRONMENT

The person is a holistic being; an individual who is complex, dynamic, and cannot be reduced to the sum of his/her parts. Each person has values, attributes, and behaviors that are influenced by environment, culture, social norms, experiences, physical characteristics, moral and ethical constructs, and religious beliefs and practices. The person is viewed as a system interacting with the environment and developing relationships with others. The person is capable of growth and development, self-direction, change and goal directed behavior. Each person is diverse and unique in nature and should be recognized as such. Diversity may occur in, but is not limited to, race, gender, ethnicity, sexual orientation, age, socioeconomic status, religious beliefs, political beliefs, and physical abilities. Each person deserves respect and dignity.

HEALTH

Health is a dynamic process which has variations along a wellness/illness continuum throughout the lifespan. Wellness is the highest functional potential for holistic well-being. Illness incorporates any alteration in health which produces dysfunction or a potential alteration in the individual. Perceptions of health are determined by society and by the person. Health is

influenced by heredity, environment, and lifestyle. Individuals ultimately have the right and responsibility to make decisions and set goals concerning their health.

NURSING

“Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.” (ANA, 2010, p. 3) Nursing involves integration of many values including caring, diversity, integrity, holism, patient-centeredness, and excellence. Caring is the essence of nursing and can be described as the act and expression of compassion and concern towards others to promote a sense of health and well-being. Diversity is integrated into nursing through recognition and acceptance of unique and individual differences and the beliefs, values, gender, race, and ethnicities among individuals and communities. Nursing practice demonstrates integrity through adherence to moral and ethical principles, respecting the dignity of others and providing honest and trustworthy care. Nursing is patient-centered where the patient is the focus of care and is actively involved in the process of change to enhance health. The value of holism is integrated by viewing the individual as a dynamic being and every aspect of the human condition is considered during the nursing process. Nursing is a dynamic profession continuously striving for excellence. The practice of professional nursing incorporates a spirit of inquiry and judgment utilizing knowledge and science to help patients achieve their highest level of wellness. Nursing practice is performed autonomously and collaboratively.

EDUCATION

Education is an interactive, life-long process, which includes formal education and life experiences contributing to self-fulfillment. Learning is fostered in the cognitive, affective, and psychomotor domains. The educational process occurs in an environment which is conducive to learning by encouraging self-direction and active student participation. Faculty members facilitate learning through the identification of content and experiences necessary for students to integrate knowledge and skills of contemporary nursing practice. Experiences are designed to address the health care needs of patients in a variety of settings.

Baccalaureate nursing education provides a general education with an introduction to multiple disciplines including fine arts, social sciences, natural sciences and humanities. Baccalaureate education in nursing is the basis for professional practice as a nurse generalist and should be accessible to traditional students and to those who have previous formal educational experiences. It also provides students with the education needed to develop critical thinking skills. Consideration is given to the needs of diverse populations of the 21st century while providing culturally-competent care in a safe, nurturing environment within a complex and changing health care system. This level of education is guided by a spirit of inquiry focused on improvement and delivery of nursing services through evidence-based practice. The professional

practitioner is prepared to make critical decisions regarding health care based upon competencies and standards for patients across the lifespan, whether individuals, families, groups, or communities. An individual's responsibility for continued self-learning, professional growth, and the advancement of nursing as a profession is fostered and expected. Baccalaureate nursing education is the foundation for graduate study.

Graduate nursing education builds upon baccalaureate nursing education. The hallmark of graduate education is the scholarly exploration of theoretical and clinical concepts. It prepares graduates to practice an advanced level of professional nursing in clinical, administrative or academic positions. Graduate nursing education provides the foundation for doctoral studies.

Approved by the SON Faculty 05/09/2011, Reviewed 10/2017

The above philosophy was developed and revised incorporating a broad range of materials including, but not limited, to:

- American Association of Colleges of Nursing. (2009). *The essentials of baccalaureate education for professional nursing practice: Faculty tool kit*. Washington, D.C: AACN.
- American Association of Colleges of Nursing. (2009). *The essentials of masters education for professional nursing practice: Faculty tool kit*. Washington, D.C: AACN.
- American Nurses Association. (2010). *Nursing's social policy statement*. (3rd ed.)
- National League for Nursing. (2010). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing*. New York: National League for Nursing

School of Nursing Social Justice Policy Statement

Marshall University Board of Governor's Policy GA-3 Social Justice

Policy. 2.1. Marshall University is committed to bringing about mutual understanding and respect among all individuals and groups at the University and to eliminating all forms of discrimination as provided by West Virginia and federal law.

2.2. Consistent with its comprehensive mission, and in recognition that the development of human potential is a fundamental goal in a democratic society, the University promotes an education system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability. Passage Date: November 13, 2002. For the complete policy go to:

<http://www.marshall.edu/board/files/Policies/MUBOG%20GA-%203%20Social%20Justice.pdf>

Approved SON 02/27/06 Reviewed SON 10/24/2017

Bachelor of Science – Nursing

The baccalaureate program in nursing prepares professional nurse generalists to work with individuals, families, groups and communities in a variety of health care settings. The program is available to qualified high school graduates, college students, and college graduates. Graduates of the program are eligible to apply to take the registered nurse licensing examination (NCLEX-RN).

Baccalaureate nursing education provides a foundation in the humanities and the biological, social and behavioral sciences. Students are able to apply this foundation, as well as a strong base in nursing science to the professional practice of nursing. In addition to achieving the professional goals of the nursing program, students also become responsible members of society and are required to complete the University general education core requirements.

The program includes a clinical practice component which gives students opportunity to apply their nursing theory and skills in caring for individuals, families, groups and communities in clinical health care settings. The program uses Cabell Huntington Hospital, River Park Hospital, St. Mary's Medical Center, Veterans Administration Medical Center, HealthSouth Rehabilitation Hospital, King's Daughters Medical Center (Ashland, Kentucky), Pleasant Valley Hospital (Point Pleasant, WV), Holzer Health Systems (Gallipolis, OH) and others for clinical experiences. Additionally various clinics, primary care provider's offices, health departments and schools are also utilized for clinical. Students are required to provide their own transportation to clinical experiences.

BSN End of Program Student Learning Outcomes

The graduate is a nurse generalist with competence to:

- (1) Use the nursing process to provide nursing care to individuals, families, groups, and communities in multiple settings, considering cultural diversity.
- (2) Synthesize theoretical and empirical knowledge from nursing, natural and social sciences, and the humanities to promote, maintain, and restore health throughout the life span.
- (3) Promote health care through communication and collaboration with clients and other health care providers.
- (4) Coordinate comprehensive nursing care through the application of management and leadership skills, including prioritizing and delegation of care.
- (5) Use clinical and critical reasoning to address simple and complex situations.
- (6) Integrate evidence-based practice into nursing care.
- (7) Perform as a responsible and accountable member of the profession who practices nursing legally and ethically.
- (8) Examine professional activities that help define the scope of nursing practice, set health policies and improve the health of the public.

Reviewed SON 10/24/2017, Revised SON 5/08/2012, Revised SON 02/04, Revised SON 02/03
Revised SON 2/26/01, Approved SON Faculty 5/11/93

School of Nursing Admission Policy

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, handicap, national origin, or sexual orientation.

All students must be physically and emotionally able to meet the requirements of each nursing course, and, therefore, the requirements of the nursing program. Consistent with applicable statutes, the School of Nursing will make every effort to make reasonable accommodations in its course delivery to insure that students with disabilities receive equal treatment.

During the course of the nursing education program, students may be exposed to potentially infectious situations. Students with or who develop compromised health status should discuss their health risks with their health care provider.

Reviewed:

10/24/2017

Revised: 02/04

Revised: 02/03

Revised: SON

2/26/01

Approved: SON Faculty 1/26/93

**SCHOOL OF NURSING
PRE-LICENSURE BSN ACADEMIC POLICIES**

THE POLICIES AND INFORMATION CONTAINED IN THIS HANDBOOK ARE FOR THE NURSING STUDENTS ADMITTED TO THE BACHELOR OF SCIENCE IN NURSING. THE BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM RESERVES THE RIGHT TO WITHDRAW OR CHANGE POLICIES LISTED IN THIS HANDBOOK. CHANGES WILL BECOME EFFECTIVE WHENEVER THE PROPER AUTHORITIES SO DETERMINE. NURSING STUDENTS AFFECTED WILL BE NOTIFIED.

Definition of Terms

PREREQUISITE (PR): Defined as a course that **must** be satisfactorily completed **prior** to admission into a specified course.

PREREQUISITE (PR) OR CONCURRENT (CC): Defined as a course that must be satisfactorily completed **prior to**, or taken **concurrently with**, a specified course.
(terms reviewed by SON without changes 10/24/17)

SATISFACTORY COMPLETION: For required non-nursing courses and/or nursing courses this is defined as a grade of "C" or higher.

1. The School of Nursing reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance, or behavior in nursing is judged unsatisfactory or potentially unsafe.
2. In order to progress and remain in the nursing program, students must maintain an **cumulative grade point average (GPA) of 2.3 or higher**. A student whose overall GPA falls below 2.3 will be given a maximum of one (1) semester (fall or spring) to raise the overall (GPA) to 2.3 or higher. During this period, classes taken during summer school would count toward the GPA, but the term would not be counted as the one semester. If the GPA remains below 2.3 at the end of the one semester probationary period, the student will be **dismissed** from the School of Nursing.
Example 1: A student's GPA falls below 2.3 at the end of the fall semester. That student may take classes in both the spring and summer terms to raise his/her GPA which **must** be a 2.3 or higher at the end of the last summer term.
Example 2: A student's GPA falls below 2.3 at the end of the spring semester. That student may take classes in summer school and fall to raise his/her GPA which **must** be a 2.3 or higher at the end of the fall semester.
3. **All basic nursing students must complete the required freshman classes with a "C" or higher and maintain a 2.3 or higher cumulative grade point average to progress into the sophomore year. Students who do not satisfactorily complete these requirements, according to their program plan, will be withdrawn from the Bachelor of Science in**

Nursing Program. Students unable to progress into the sophomore level must reapply for admission.

4. All required nursing and required non-nursing courses must be completed with a "C" or higher. Students who earn a grade of less than "C" in a required non-nursing course **must** repeat that course. **All freshman and sophomore non-nursing courses must be completed with a "C" or higher before progressing into junior level nursing courses.** Each nursing course must be completed with a grade of "C" or higher to be considered satisfactory. **If a student earns a grade of less than "C" in a nursing course, that course must be repeated. A petition to repeat the course must be submitted to the chair of the Admission, Progression and Graduation Committee within three weeks of receiving the failing grade. Repeating any nursing course is on the basis of several factors including, but not limited to: space availability, overall course performance (specifically exam scores), academic honesty and historical course grades (nursing and pre-requisite courses). Students may repeat only one required nursing course in which a grade of less than "C" is earned. Students receiving a second D or F in a required nursing course will be withdrawn from the program.**
5. All students who receive a grade of less than "C" in a nursing or required non-nursing course may not progress into nursing courses for which that course is prerequisite.
6. A passing grade earned by CLEP or departmental challenge exams in non-nursing courses will be accepted.
7. **Students who are deemed "unsafe" or "irresponsible" in clinical practice will be dismissed from the program.**
8. Students who find it necessary for any reason to withdraw from a nursing course must abide by the BSN Program withdrawal policy.
9. No more than nine (9) hours of electives may be taken on a credit/non-credit basis.
10. The grading scale is standard throughout all nursing courses. Students must obtain a "C" average on course exams in order to pass the course. If students obtain less than a "C" average on exams, the final grade of "D" or "F" will be derived solely from the exam grades; and grades from other work will not be considered. The grades will be based on the weight of each exam.
11. All required nursing courses in the pre-licensure BSN undergraduate program must be completed within five (5) years prior to graduation from the program. The five-year period starts from the time the first nursing course is taken.
12. **All prerequisites for nursing courses are strictly enforced.** Students will be denied permission to enroll in any course for which they do not have the prerequisite or concurrent courses.
13. **Credits and grades from developmental courses are not calculated toward graduation requirements.**
14. All students will be required to take nationally normed exams throughout the curriculum and to make satisfactory scores on such exams. Please see NCLEX Success Program; Policy for HESI exams.

IN ORDER TO GRADUATE, THE MARSHALL UNIVERSITY GRADE POINT AVERAGE MUST BE A 2.0. UNIVERSITY POLICIES AND THE STUDENT CODE OF CONDUCT ARE PUBLISHED IN THE MARSHALL UNIVERSITY STUDENT HANDBOOK. THESE POLICIES WILL BE ADHERED TO BY STUDENTS IN THE SCHOOL OF NURSING. THIS INFORMATION CAN BE ACCESSED VIA MARSHALL UNIVERSITY'S WEBSITE.

Reviewed 10/24/2017, Revised 08/17/16, Revised 10/27/15, Revised 02/27/06, Revised 05/15/02, Approved SON 04/22/02

Pre-Licensure BSN Withdrawal Policy

The decision to withdraw from any class, nursing or non-nursing, is one that requires great thought. Students who want to withdraw from any class must meet with their academic advisor to discuss the issues and potential consequences related to that withdrawal. The issues and consequences are as follows:

- Withdrawal from high-demand classes may result in the student not being able to pre-register for that class the following semester for which the course is offered. Instead, that student will have to wait until the first week of classes to see if there is space available in the class.
- Some nursing courses are prerequisites or co-requisites of other nursing courses. Therefore, the student may have to withdraw from more than one nursing course which may make the student have part-time status. Part-time status could affect financial aid and the ability to be covered by the parent's insurance policy.
- Withdrawal from certain non-nursing and nursing courses may delay completion of the nursing program by as much as one (1) year.
- A BSN student has five (5) years from enrollment in the first clinical nursing course to complete the program. Repeated withdrawal from nursing courses may result in the student not being able to meet this requirement. A student who cannot complete the nursing program within five (5) years will be dismissed.

A student may withdraw from an individual class after the schedule adjustment period and by the last day to drop an individual course and receive a "W". The student must also drop any co-requisite classes at that time. After the tenth week, the student cannot drop an individual class but must completely withdraw from the university. The university calendar lists specific dates for withdrawal.

A student who withdraws from a nursing course(s) must complete a "Request to Repeat a Course" form and submit it to the Chair of the Admissions, Progression and Graduation (APG) Committee of the School of Nursing. The APG Committee must receive the form within three (3) weeks of withdrawal from the nursing course(s). Members of the APG Committee consult with faculty of the dropped courses regarding the student's status at the time of the withdrawal. The committee also seeks the faculty member's recommendation about the student repeating the nursing course. Repeating a nursing course is contingent on available space. Students enrolling in any nursing course for the first time receive priority. A student cannot repeat a nursing course without permission of the APG committee. Administrative withdrawal or dismissal from the MUSON will occur by the beginning of the next semester if the "Request to Repeat a Course" has not been submitted to the APG committee.

A student who withdraws from NUR 219 and NUR 221 by the last day to drop an individual course or who withdraws totally from the University during the first semester of the sophomore level of nursing must reapply for admission. A student may reapply to the nursing program only once following withdrawal from the first semester of the sophomore level. Readmission is not guaranteed and is dependent upon the applicant pool for that particular year. A student who is re-admitted will have 5 years from the date of readmission to complete the nursing program.

Revised 4/27/10, Revised 08/17/16 Revised and Approved by SON 10/24/17

Pre-licensure BSN Progression Policy

Nursing is a high demand program with limited space. Acceptance of students into the School of Nursing BSN program is predicated on the understanding that students should be able to complete the curriculum in four years, if admitted at the freshman level, and three years, if admitted at the sophomore level. Should students need to slow their program plan, they need to petition the Admissions, Progression and Graduation Committee for permission. A student admitted to the School of Nursing directly out of high school must complete the freshman level pre-requisite courses during the first year of study. If the student is unable to progress to the sophomore level the year following admission, the student is dropped from the nursing program and must reapply. (This progression policy does not apply to RN-BSN students).

Adopted SON 4/27/10, Reviewed 10/24/2017

SON Pre-Licensure Leave of Absence

Due to restricted enrollment in the School of Nursing, nursing students unable to maintain continuous progression must follow the Leave of Absence policy.

- The student must meet with academic advisor to discuss need for LOA and revise plan of study.
- The student must request permission in writing for a leave of absence from the BSN Program. Notification should be at earliest possible time.
- Student Petition for Leave of Absence Form and revised plan of study must be submitted to the Chair of the Admission, Progression, and Graduation Committee.
- Any student who fails to request a leave of absence will forfeit his or her space in the nursing program and must reapply for admission.
- Permission for a leave of absence may be granted for up to one year.
- Decisions to grant LOA are based on many factors including but not limited to space available, overall course performance (e.g., exam grades), academic honesty and previous course grades.

Revised and Approved SON 10/24/17

SON Policy on Academic Dishonesty

Marshall University College of Health Professions, School of Nursing will not tolerate academic dishonesty of any kind. Academic dishonesty is defined as:

I. CHEATING

- A. Unauthorized use of any materials, notes, sources of information, study aids, commercial textbook test banks or tools during an academic exercise. No cell phones, personal calculators, palm computers or “smart” devices (watches, etc.) or hats allowed during exams. Calculators will be provided, if necessary.
- B. Unauthorized assistance of a person, other than the course instructor during an academic exercise.
- C. Unauthorized viewing of another person’s work during an academic exercise.
- D. Unauthorized securing of all or any part of assignments or examinations (including commercial textbook test banks) in advance of the submission by the instructor.

II. FABRICATION / FALSIFICATION: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence of a university record.

II. PLAGIARISM: Submitting as one’s own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:

- A. Oral, written and graphical material
- B. Both published and unpublished work
- C. Any material(s) downloaded from the Internet It is the student’s responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

IV. BRIBES / FAVORS / THREATS Attempts to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

V. COMPLICITY Helping or attempting to help someone commit an act of academic dishonesty.

VI. SANCTIONS: The instructor will impose one or more of the following:

1. A lower or failing project / paper / test grade.
2. A lower final grade.
3. Failure of the course
4. Exclusion from further participation in the class (including laboratories or clinical experiences).

Please refer to the University Student Handbook, Code of Conduct for the process of charges made and the process for subsequent sanctions imposed, and the process of appeal.

SON Policy on Academic Dishonesty Reviewed 10/24/17, Revised 08/17/16 Approved BSN Faculty 08/21/03, Approved Nursing Faculty 05/13/03

SON Original Work Policy

All formal work to be submitted is to be an original work completed by the student for the class at the time the class is being taken. This cannot be a work that has been previously submitted in another class in whole or part unless prior approval has been obtained from the primary Faculty of the class. This policy applies to current classes as well as classes students are repeating.

Approved SON 4/24/2012, Reviewed 10/24/2017

SON Anti-Plagiarism Software Policy

All PAPERS that require the use of MU SON approved anti-plagiarism software program are expected to be turned in to the software program early enough for students to obtain the similarity index and adjust the paper for any matching issues. It may take up to 24 hours to receive a report back from the anti-plagiarism software program. A final paper submitted that does not meet the anti-plagiarism software requirements of the class will be reduced according to the grading guidelines for that particular assignment. Assignments that have a high degree of matching may receive a zero grade. Make sure to check the individual course assignment description for the accepted percentage matching allowed for that course assignment. The accepted percentage matching may vary between assignments and courses.

Approved by SON 5/12/14, Revised 10/24/2017

SON Distance Education Policy

Marshall University School of Nursing (SON) offers individuals the opportunity to participate in classroom instruction for specified nursing courses at the graduate and undergraduate level from multiple distant sites. While the SON strives to ensure that distance education meets the needs of students, it must be noted that technical difficulties do occasionally occur. Students, however, are ultimately responsible for the course content, and as with any missed class it is the student's responsibility to get the missed material. Should a student have any specific problem, these should be brought to the attention of the site faculty/facilitator and the on-campus faculty immediately. If students at any of the distant sites find that this method of instructional delivery is not meeting their educational needs, then the student(s) are welcome to attend classroom instruction on-campus at any time.

Approved SON 08/16/07, Revised 10/24/2017

School of Nursing BSN Online Exam/Quiz Policy

Exams/Quizzes are to be completed by each individual; not as a group. The student will have a 72 hour window in which to access the exam/quiz. If exam/quizzes are not completed on time, students will receive a zero for that exam/quiz unless PRIOR arrangements have been made with the Professor concerning that particular exam/quiz. Approved by the SON 5/12/14

BSN Online Policy for Late Assignments

Students are expected to complete assignments as scheduled unless other arrangements have been PREVIOUSLY worked out between the Professor and the student. Late assignments will be reduced by **10% per day**. For example, if the assignment is worth 100 points, that is 10 points off the final assignment grade per day late. This applies to ALL assignments such as and not limited to individual assignments, discussion board assignments, group assignments, and peer review assignments.

ASSIGNMENTS that are 5 days past due or later will not be accepted.

Approved by the SON 4/23/13, Reviewed 10/24/2017

SON Academic Appeals (Grievance)

The following has been adapted from the Marshall University academic appeals policy. It applies to academic appeals for nursing courses only. Students should refer to the Marshall University student handbook, for academic appeals in non-nursing courses.

In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure.

In those cases, in which an undergraduate student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

1. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting all applicable documentation. If the instructor is unavailable for any reason, the process starts with the Departmental Chair. 2. If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the Departmental Chair within ten (10) days after the initial action, who will attempt to resolve the issue at the program level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.
3. Should the issue not be resolved at the program level, either the student or instructor may appeal in writing to the Dean of the College of Health Professions within ten (10) days of the action taken in Step 2. The Dean will attempt to achieve a mutually satisfactory resolution.
4. Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within (10) days of the action taken in Step 3 to the Budget and Academic Policy Committee who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.
5. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board, then either party may file an appeal with the V. P. for Health Sciences within

thirty (30) days from receipt of the decision of the Board. The decision of the Vice President shall be final.

Note: A day is defined as a calendar day.

Reviewed: 02/06 Approved: 05/30/96, Reviewed 10/24/2017

Pre-Licensure BSN Policy HESI Remediation Policy

Beginning in spring 2017, students who score below a 75% conversion score on any HESI exam will be required to remediate. The proposed remediation will consist of Evolve practice quizzes or Elsevier Adaptive Quizzing for that specialty and/or applicable Evolve case studies. The rationale for choosing the 75% conversion score rather than the HESI score is that our program requires 75% for a passing exam average. The rationale for the proposed remediation is that it requires application and learning at the application level through Evolve case studies and practice with NCLEX-style questions.

Approved by SON faculty 12/13/2016

Pre-licensure BSN Program Policy on Weight of HESI Conversion Score

Effective fall 2017, the HESI conversion score will count from 5-20% of the course grade. This conversion score will be calculated into the total exam average for each course in which a HESI exam is given. The maximum weight of the HESI conversion score will be 10% per course. One exception will be in courses in which more than one HESI specialty exam is given; in this case the weight of each HESI exam will be 5% for a total of 10% in the course. Another exception to this rule is NUR 425 in which there two HESI exams worth 10% each, for a total of 20% of the course grade.

Approved by SON faculty December 13, 2016

Transfer Credit for Required MU Courses

Students planning to **take courses at other institutions** must use the following procedure. Student must meet with their academic advisor or associate dean for approval of the courses(s). Student will also:

- Obtain the Approval of Courses form found in the COHP website and complete the grey area of the form.
- The form must be taken or mailed to the Admissions Office in Old Main.
- The Admissions Office will determine equivalency.
- The Dean of the COHP must give final approval.

The completed form must be returned to the Registrar's Office in Old Main.

SON COMMUNICATION INFORMATION/POLICIES

SON Communication with Faculty

The primary method of communication between faculty (full and part time) shall be the Marshall University email system. Faculty are responsible for checking their Marshall email account at least every other day during the contract period. If a communication requires that faculty be made aware of information and/or a response is required with less than 48 hours notice, an attempt will be made to contact faculty by phone. Faculty are also required to check their Marshall email account weekly during the summer months and/or when not under contract.

Reviewed by SON 10/24/2017

SON Communication Between Faculty and Students

The primary method of communication between faculty (full and part time) and students shall be the class Blackboard email system (for class-related communications during the semester the class occurs) and the Marshall email account (for non-class related communications). Faculty and students are responsible for checking the Blackboard email system at least every other day during the time classes are ongoing. Faculty and students are responsible for checking their Marshall University email account at least every other day during the academic year (fall-spring) and/or when involved in a nursing class. Students are also required to check their Marshall e-mail account weekly during the summer months and/or periods when students are not actively enrolled in classes. Communication between faculty and students, other than those occurring face-to-face, including but not limited to telephone conversations and texting, must be followed up with email as soon as possible by the party initiating the communication.

Approved SON 4/24/12, Reviewed 10/24/2017

SON Cell Phone Policy

1. All cell phones should be set to vibrate or turned off while in class and clinical or during project based experiences.
2. Cell phone conversations are not allowed within the classroom. If you know you will be receiving an important call, position yourself near an exit and quietly go outside the classroom to accept the call.
3. Cell phone conversations/texting are not allowed in patient care areas or during project based experiences. If you receive a call you must answer, notify your clinical instructor or preceptor and leave the patient care area to do so. Upon return to the patient care area you must check in with your clinical instructor or preceptor.
4. It is not permissible to make personal phone calls or send personal text messages while in the patient care area or during project based experiences. If you must do so during the clinical day outside scheduled break/lunch time you must first notify your clinical instructor or preceptor and leave the patient care area. Upon return to the patient care area you must check in with your clinical instructor or preceptor.
5. Texting in class is subject to the teacher's discretion and should be confirmed by their approval at the beginning of the semester.

6. Failure to follow this policy during clinical or project based experiences will result in an unsatisfactory clinical grade for the day.

Approved by Nursing Faculty 10/23/12, Effective 10/23/12, Revised 10/24/2017

SON Recording Policy

Recording lectures by any means is subject to the teacher's discretion and should be confirmed by their approval at the beginning of the semester.

Approved by Nursing Faculty 10/23/12, Effective 10/23/12, Reviewed 10/24/2017

School of Nursing Usage of Electronic/Social Media Guidelines Policy

1. Standards of Conduct for the Use of Electronic/Social Media
 - A. The School of Nursing recognizes that social networks and other electronic media can be beneficial to the delivery of quality healthcare. However, inappropriate use of electronic media such as social networks, chat rooms, forums, etc. , violate a patient's right to confidentiality and privacy. It may also cross the professional boundary between a nurse and his/her patient. Therefore the School of Nursing has adopted the following guidelines to minimize the risks associated with use of social networks and all other electronic media.
 1. Students must recognize they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
 2. Students are strictly forbidden from transmitting any patient-related image via electronic media.
 3. Students must not share, post or otherwise transmit any patient information, including images, unless there is a patient care related need to disclose information or other legal obligation to do so.
 4. Patients should not be identified by name or any other method (such as nickname, room number or diagnosis) that could lead to the identification of the patient. Limiting access to postings through privacy settings is not sufficient to protect the patient's privacy.
 5. It is not acceptable to post any information about a patient even if the patient's name is not identified.
 6. Students should never refer to a patient in a derogatory or disparaging manner, even if the patient is not identified.
 7. No photos or videos of patients may be taken on a personal device, including cell phones.
 8. Students must always maintain appropriate professional boundaries with patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. Inappropriate communication via electronic media is discouraged. This includes instances where the patient contacts the student

first. If this should happen, the student should notify their instructor as soon as possible.

9. Students should understand patients, colleagues, institutions and prospective employers may view postings on social media websites. Students should not make disparaging remarks about patients, instructors, other students or facilities, even if they are not expressly identified. Students must not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
10. Students should bring content that could harm a patient's privacy, rights, or welfare to the attention of faculty.

B. If the student has any doubt about the appropriate use of electronic/ social media they should contact their instructor for further guidance.

2. Inappropriate use of Electronic/Social Media can lead to disciplinary action including but not limited to formal reprimand, suspension or dismissal from the program. Students can also be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.

References

Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2(1), 36-41.

National Council of State Boards of Nursing. (2011). *White paper: A nurse's guide to the use of social media*. Chicago, IL. Retrieved from www.ncsbn.org/

Approved SON 4/24/ 2012, Reviewed 10/24/2017

SON REQUIRED HEALTH RECORDS & TECHNICAL STANDARDS

Health Form

All students admitted to the BSN Program must have a current complete Health Form on file with Verified Credentials **by June 15th** prior to the sophomore year. Students without the current complete Health Form will not be permitted to begin a clinical practicum experience and will receive a grade of unsatisfactory for each missed clinical.

The health care provider must complete a physical examination for the student and certify the student's emotional and physical fitness for carrying out nursing responsibilities. Any deviations and treatments must be noted. Several medical lab tests are also required for the health certification. The College of Health Professions abides by the requirements of the clinical facilities. The form may be found on the School of Nursing's website.

Accepted: Fall, 1986

SON Change in Student Health Status Policy

Students experiencing a change in health status (i.e., any health change from student's MUSON health form on file) requiring any medical treatment for the change in health status including but not limited to pregnancy, injury, new onset or exacerbation of chronic illness, acute illness, or hospitalization, **MUST** communicate this information to the School of Nursing main office in writing as soon as possible **but before returning to clinical or project based experiences**. In order to return to clinical or project based experiences, the student **MUST** secure a medical release from a licensed health care provider that confirms the student is able to return to clinical or project based experiences and perform the duties required. An Injury, illness, or pregnancy that prevents a student from completing a clinical, project based experience or didactic requirement may require a student to drop the course and complete it once released by the licensed health care provider. If a student must drop a course due to injury, illness, or pregnancy, a revised program plan of study completed by the student and their Advisor must be submitted to the Admissions, Progression, and Graduation Committee for approval for Pre-licensure and RN to BSN Committee for RN to BSN Program. No guarantee is made by the SON that the revised plan of study will be accepted, implementation of the plan as it depends upon various factors including clinical availability. A revised program may delay graduation for the student. However, the MUSON five (5) year policy from first nursing course to graduation must still be followed.

Approved 11-27-2012 and effective immediately. Revised SON 4/24/2018

**Marshall University School of Nursing
Pre-Licensure BSN Program
Immunization/Lab Testing Requirements**

To ensure compliance with clinical agency requirements all students of the Marshall University School of Nursing are required to present proof of vaccination or immunity to the diseases identified below and completion of specific lab testing. It is the student's responsibility to pay for all required immunizations or lab tests. Instructions on when and how to provide this information to the School of Nursing will be sent to students prior to beginning the sophomore year. As noted below it may take 4 weeks or longer to complete required immunizations or lab tests, students should keep this in mind so as to be able to meet established deadlines. Some vaccines may also interfere with timing of the TB skin test, so students should discuss this with their health care providers prior to TB testing and immunizations.

1. Measles, Mumps, and Rubella: Need proof of MMR vaccine X 2 doses at least 4 weeks apart or titer showing immunity.
 - If you were born before January 1st, 1957 you can select the waiver option and supply proof documents including your name and date of birth. Clinical sites are under no obligation to accept a waiver. See note on following page about waiver option.
2. Tetanus, Diphtheria, Pertussis: Need proof of Tdap vaccinations and Td booster every 10 years thereafter.
3. Varicella (chicken pox): Need to provide proof of immunity by one of the following :
 - a. Documentation of two doses of varicella vaccine 4 weeks apart
 - b. Titer showing immunity
 - c. Documented diagnosis of chickenpox or verification of history of chickenpox by your health care provider.
4. TB Skin Test (TST): Students must provide documentation of a 2-Step TB Test (or blood assay testing), then annual TB testing and testing post-exposure. Students with history of positive TB testing, BCG vaccination, or allergy to TB skin test should follow directions **bolded below**.

2-step TB Test

The 2-step TB Skin Test is performed in two stages. It can be done over a two–three week period. This 2-step test must be performed even if you have had annual TB screening in the past. But if you have previously completed a 2-step TB test you need only supply supporting documentation, you do not need to do a 2-step again.

1. The first test is administered and read 36-72 hours later. If the results are negative, the student proceeds to the second step. (See note below if first step is positive.*)

2. The second step is performed between one to three weeks after the first test. The TB Skin Test is again administered and read 36-72 hours later (See note below if second step is positive.)*

***At any point in the above testing if the student has a positive TB skin test, or if the student has been previously diagnosed with TB, routinely tests positive to the TB skin test, or tests positive while in the program, the student must provide documentation of a clear chest X ray and be evaluated by their Primary Care Provider or Health Department for signs/symptoms of TB (form available on the School of Nursing website). Annual evaluations by a Health Care Provider are required thereafter. Alternately, students may use annual blood assay testing. Currently there are 2 blood assay tests for TB: the QuantiFERON-TB Gold In-Tube Test or T-Spot.TB Test. Either may be used. In the case of positive blood assays, the student must provide documentation of a clear chest X ray and be evaluated annually by their Primary Care Provider or Health Department for signs/symptoms of TB (form available on the School of Nursing website).**

Students who have received the BCG immunization, or who have an allergy to any component of the TB Skin Test, are to utilize one of the blood assays for *M. Tuberculosis* and provide results annually. **In the case of positive blood assays, the student must provide documentation of a clear chest X ray and be evaluated annually by their Primary Care Provider or Health Department for signs/symptoms of TB (form available on the School of Nursing website).**

5. Hepatitis B Vaccine: a series of 3 shots is required, titer showing immunity, or student must sign waiver. If the series is not completed at the time this information is submitted, it is the student's responsibility to see that this information is submitted as soon as possible and the student must sign a Hepatitis B waiver in the meantime.
6. Influenza vaccine: Clinical sites may require students have the influenza vaccine, usually between October through March. Students will be notified of these requirements as necessary. Clinical agencies may deny students admission to the facility without documentation to influenza vaccination.
7. Clinical sites may require other immunizations or tests prior to allowing students to participate in activities in their facilities. It is the student's responsibility to pay for all required immunizations or lab tests.

Students that have a medical exemption, must select the waiver option and supply documentation signed by a healthcare provider detailing the exemption. The support document must include healthcare provider signature, date, address and phone number.

Clinical sites are under no obligation to accept a waiver of immunization and may refuse placement to students submitting an immunization waiver for any reason. If a student elects to waive the immunization or testing requirement, they may be disqualified from some or all clinical sites and be potentially unable to complete the program.

Revised and approved Nursing Faculty Organization 8/2017, revised 9/12/17

Technical Standards

One of the purposes of the Marshall University School of Nursing (MUSON) is to provide graduates with a broad and basic preparation for professional nursing practice. Applicants to the program must be able to meet the cognitive, affective, and psychomotor requirements of the curriculum. The MUSON has identified technical standards critical to the success of students in the nursing program. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe patient care. **The technical standards form is located on the Verified Credentials website. Once a student creates a Verified Credentials account, the form will be available. A signed technical standards form must be current and on file with Verified Credentials.** The documentation is due no later than **July 1 (Fall admission) or January 2 (Spring admission).**

Approved SON 2/23/2010, Revised UGAPS 3/2/2010, Approved GAPS 3/9/2010, Revised UGAPS 3/16/ 2010, Approved SON 3/30/2010; Approved with revisions 02/2017

SON Drug and Alcohol Testing Guidelines/Procedures

I. Standards of Conduct for Drug Free Environment Policy

- A. School of Nursing students are prohibited while on the premises of Marshall University or any clinical agency from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion or possession of drugs, alcohol or other controlled substances, including, without limitation, any substance which affects behavior.
- B. School of Nursing students are prohibited from reporting to a clinical experience, class, or other school sponsored function under the influence of any controlled substance, including, without limitation, alcohol or drugs, which have the potential of impairing the student's ability to function in an appropriate and safe manner. A student who is prescribed by his/her physician, or ingests any drug (including over the counter medication) which has the potential of modifying the student's behavior and/or mental/physical acuity, must report to the clinical faculty member that:
 1. He/she is taking that drug.
 2. The doctor (if any) who prescribed the drug.
 3. The condition for which the drug is being taken.
 4. The dosage.
 5. Duration that student will be taking the drug.

The faculty member shall maintain the confidentiality of such information in accordance with State or Federal laws and regulations, and shall rely upon such information for the protection of the student, other students, patients and other third-parties, (Marshall University adheres to policies prohibiting unlawful discrimination against individuals with a disability. Nothing in this Drug and Alcohol policy is intended to abrogate its policies against unlawful discrimination.)

- C. School of Nursing students, while in the clinical setting, may be subject to policies of the clinical agency, including, but not limited to random drug and alcohol screening.
- D. School of Nursing students must report to the Chair of the School of Nursing or his/her advisor, any students of the School of Nursing, reasonable suspected of being “under the influence” or “impaired”. Such reporting obligation includes an obligation to self-report any impairment that a student believes may be the result of his/her own use of any medication or other controlled substance. The terms “under the influence” or “impaired” shall mean that the individual displays behavior or conduct which suggests that his/her ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs, alcohol or the combination use of any controlled substances. (See below III A,I).
- E. Any student of School of Nursing who is arrested for driving under the influence of alcohol or violating and statute pertaining to the manufacture, possession, sale or use of any drug shall notify the Chair of the School of Nursing, or his/her advisor, of such arrest within five (5) days after such arrest. Thereafter, the student must notify the Chair whether such arrest has resulted in a conviction or acquittal, including whether the student entered a plea of guilty or nolo contendere (no contest), as well as whether the student entered into any agreement with the prosecution to reduce charges or defer prosecution.
- F. Any drug screening results which are positive for the presence of alcohol or other controlled substances may be reported to appropriate health care licensing boards or authorities in accordance with local, state, or federal laws or regulations.

II. General

- A. Any student who violates any policy of School of Nursing is subject to disciplinary action up to and including expulsion. Similarly, any conduct by a student which has the potential of adversely impacting School of Nursing may be subject to review and disciplinary action.
- B. The Chair or the student’s advisor will document any reported suspicion that a student is impaired or under the influence, any efforts to confront the student and request a drug test, as well as any post-testing communication.

III. Applicability

A. School of Nursing requires drug testing as follows:

1. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the class, Clinical environment or anywhere on hospital or University premises. Observable signs might include, but not be limited to:
 - Slurred speech
 - Odor of alcohol on breath or person
 - Unsteady gait
 - Disorientated or confused behavior
 - Significant changes
 - Hallucinations
 - Unexplained accident or injury
 - Other clinical observations consistent with impairment
 - Sloppy, inappropriate clothing and/or appearance
 - Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
 - Excessive sick leave, excessive lateness when reporting for class or clinical experience or returning from lunch or break, frequent unscheduled short term absences
 - Work takes more time to produce, missed deadlines, careless mistakes
 - Unable to concentrate or distracts easily
 - Inconsistent behavior or mood swings

2. Random: Any student in a “safety sensitive” position who is undergoing treatment and/or in a rehabilitation monitoring program. “Safety sensitive” includes those positions where students’ responsibility involves public safety or the safety of others and is determined on a case by case basis.

Notification of selection for random drug testing will be initiated by the Chair or authorized designee who will refer the collection to the Clinic Specialist or authorized designee.

Approved by SON faculty 4/28/15

Counseling and Other Assistance.

Help is available on the Marshall University campus at the Student Health Education Program, 145 Prichard Hall (304-696-4800). An Alcoholic Anonymous group meets on campus and is open to all interested parties. Community resources are also available and can be accessed by calling information and Referral Services (304-528-5660).

Reviewed 10/24/2017

CLINICAL INFORMATION & POLICIES

Clinical Times/Sites

Students will spend time in a variety of health care sites as an essential element of their nursing education. Nursing clinical may occur at sites other than in the immediate Huntington area. Students are responsible for supplying their own transportation to clinical. Clinical also may occur on any day of the week or time of day.

Hospital Orientation

All sophomores, junior and senior nursing students are required to complete a mandatory hospital orientation. This provides the student with required hospital educational information. This orientation must be done annually and will be offered once per year at the beginning of fall semester. The orientation will be offered online. Additional orientation education may be required by specific facilities.

Marshall University

School of Nursing

CPR Verification Policy: Pre-licensure BSN Program

Students in the pre-licensure BSN program must obtain and maintain a current CPR card (Adult, Infant and Child) while in the BSN program beginning the sophomore year of the program. Students must submit proof of having satisfactorily completed an approved CPR course from the list provided below, **including didactic and skills performance check-off**, by August 15 the summer prior to beginning sophomore year nursing courses. Students need to have on file a current CPR card that is active through the close of that entire academic year for which it is being offered (that is the card must cover the period from August 15 through May 15 of the academic year). Failure to have a current card on file by August 15 may result in the student being administratively withdrawn from the nursing courses.

It is the student's responsibility to maintain documentation of CPR at all times. Failure to have a current CPR card on file with the School of Nursing will result in the student being declared ineligible to engage in clinical or in any activity involving agencies other than the School of Nursing. If the student attends clinical or engages in activities involving outside agencies without a current CPR card on file with the School of Nursing before faculty become aware of the lapse, all clinical or activities engaged in during this time will be given an unsatisfactory grade.

The following CPR courses are the **only ones approved** by the School of Nursing:

1. The American Heart Association Basic Life Support (BLS).
2. The American Safety and Health Institute Basic Life Support, BLS for Healthcare Providers and Professional Rescuers.
3. The American Red Cross courses:
 - a. Basic Life Support for Healthcare Providers or
 - b. Adult and Pediatric CPR/AED

4. The International Occupational Health and Safety Association BLS for Healthcare Provider (inclusive of adult, child and infant CPR and AED).

No other Courses will be accepted.

Approved by Nursing Faculty Organization 8/17/16; revised 8/18/17; reviewed 9/12/17

Injury in Clinical Setting

Any student who is injured during a clinical/project based nursing experience may be treated at a local health care facility. However, neither the health care facility nor the university is responsible for paying for those student medical services. The student is covered under his or her own health plan or one that they may take out with the university. **The student is responsible for paying for his or her own medical expenses.**

Revised Fall, 2004, Reviewed SON 2/27/18

Criminal Background Checks

To do clinical in the hospitals or participate in project based experiences, all nursing students must complete information for a criminal background check prior to their sophomore year in nursing school for the pre-licensure program. This information will be sent to you via your Marshall e-mail account. If you do not receive the information it is your responsibility to contact the School of Nursing Records Assistant at (304) 696-3821. For the RN to BSN Program, background checks are completed as part of the admission process.

Drug Screening

Facilities and/or community agencies utilized by the School of Nursing require students have drug screening done within a certain time frame prior to starting clinical or projected based experiences. It is the student's responsibility to ensure that this is completed in time for reports to get returned to the School of Nursing before clinical/project based experiences begin. (It is recommended that students allow at least 2 weeks for this processing.) Information about drug screening will be sent to students via the Marshall e-mail account. For questions about the drug screen process, contact the School of Nursing Records Assistant at (304) 696-3821. For the RN to BSN Program, drug screening is completed as part of the admission process.

Revised Uniform Policy for Pre-licensure BSN Students

Uniforms

Students are required to wear the official Marshall University Nursing Uniform and/or lab coat with the Marshall University emblem attached to both. Students are to wear a white Cherokee scrub top and hunter green Cherokee pant with a white lab coat. Suggested Styles include the following.

Women's Tops - 4700 WHTW, 4801 WHTW, 4727 (Stretch) WHTW, and 4728 (4728)

WHTW.

Women's Pants - 4005 HUNW (stretch with elastic waist) and 4200 HUNW (basic poly cotton blend), and 4044 (stretch with drawstring) HUNW

Men's Tops - 4777 WHTW, 4743(stretch), 4876 WHTW (UNISEX), and 4725 (stretch) XS to XL and 2X-5X

Men's Pants - 4000 HUNW (elastic waist and cargo pockets), 4100 HUNW (UNISEX) (drawstring polycotton blend), and 4243 HUNW (stretch)

Unisex Lab coat - 36400A WHCH

Approved SON 2/28/18 Revised 4/24/18

School of Nursing Emblem

The School of Nursing emblem is available at the Workingman's Store and must be sewn two inches from the shoulder seam of the left sleeve of both the lab coat and uniform.

Shoes

Nursing shoes or athletic shoes that are low heeled with an enclosed toe and heel (no clogs unless student has a physician excuse stating they are necessary) and all white or black (no colored trim) are required for the clinical area when wearing nursing uniforms. For infection control purposes, shoes must be non-porous, leather or leather-like and cover the entire foot (no open toes or open heels such as clogs (unless student has a prescription from a health care provider for clogs). Students must also wear white socks or hose with white shoes and black socks with black shoes. If wearing uniform dresses, students must wear appropriate white hosiery to cover the legs (for example, panty hose), but may not wear ankle or knee-length socks with uniform dresses or skirts in clinical.

Revised SON 3/2/2018 by e-vote

Other Uniform Requirements

Hair must be off the collar and of a natural hair shade. Long hair must be secured (no loose pony tails) in a bun or other neat style when in clinical. Only white, black or green headbands matching the shade of the uniform pants may be worn. Any shirt worn under the uniform top must be plain white; no visible logos. Females must wear white or flesh tone undergarments under the uniform top. Beards and mustaches must be neatly trimmed.

Jewelry limited to one post earring per ear lobe. Students must remove jewelry from any other visible pierced areas and cover the piercings. Fingernails must be kept short with no polish or a clear shade of polish. Student should project a professional appearance. Uniforms and lab coats must be laundered after wearing, uniform tops must be kept clean and white, and the uniform should not be wrinkled. The lab coat may not be worn over the uniform on the clinical unit. If students are cold, they may wear a plain white shirt with 3/4 length sleeves under the uniform top. At the end of clinical, lab coats must be worn over the uniform when leaving the hospital unit. Students may not chew gum while on the unit to pre-plan or in clinical.

Revised SON 3/2/2018 by e-vote

Dress Code for Pre-Planning for Clinical Experiences

The dress code for pre-planning on the clinical unit is business casual; for example, polo shirts or blouses (no tee shirts or low cut blouses showing cleavage), long slacks (no jeans, ankle length pants, capri pants unless hose are worn, shorts or leggings) or dresses/skirts no shorter than knee length and appropriate shoes with closed heels and toes with socks/hosiery. The lab coat with ID badge clipped to the collar must be worn over these clothes. Revised SON 3/2/2018 by e-vote

Dress Code

The clinical faculty will have the final decision concerning the appropriate appearance in the clinical area. Students can be sent home and receive an unsatisfactory for unprofessional appearance.

Universal Badges

The School of Nursing BSN students use a Universal Badge for clinicals in the hospitals and project based experiences. Badges are made in the Marshall University ID Office. There is a \$ 5.00 fee that must be paid when the badge is made. This fee is the responsibility of the student. Also, you will need a picture I.D., driver's license, MU ID, or passport to validate your identity. This badge must be worn above the waist in the clinical/project based experience area at all times.

Revised SON 10/24/17 Revised SON 3/2/2018 by e-vote

Body Piercing, Tattoos and Artificial Nails

To maintain a professional image, the School of Nursing highly discourages body piercing and tattooing. If the student already has a tattoo or body piercing, the student will, as much as possible, keep the body part covered and/or remove all facial jewelry while engaging in clinical/project based experience related activities or any activity representing the SON except for one post earring per earlobe.

Due to a continued concern for infection control, artificial nails will not be worn by anyone providing direct patient care or when preparing items for patient use. Artificial nails are defined as any artificial material such as acrylics, wraps, overlays, tips or bonding material.

Approved SON 2/27/2018

STUDENT ORGANIZATIONS

Student Nurses' Association

The Student Nurses' Association (SNA) is an organization for all nursing students. It is a recognized campus organization. Members of the SNA participate in the following: leadership development, educational opportunities, socialization with other students, various community activities such as: adopt a family at Christmas, health fairs, University flu vaccinations and Big/Nurse Little/Nurse Program.

Meetings are once a month and dues are \$5.00 per semester. Officers for SNA are voted in from the membership in March. Students are also encouraged to join the National Student Nurses' Association.

Sigma Theta Tau-Nu Alpha chapter nursing honor society

Sigma Theta Tau International Honor Society of Nursing, is the second largest nursing organization in the United States and among the five largest and most prestigious in the world. The Society exists to:

- Recognize superior achievements in nursing
- Encourage leadership development
- Foster high nursing standards
- Strengthen the commitment to the ideals of the profession

Membership is conferred only upon nursing students in baccalaureate or graduate programs who demonstrate excellence in nursing or upon qualified bachelors, masters, and doctoral graduates who demonstrate exceptional achievement in the nursing profession.

To be eligible for nomination, baccalaureate nursing students must have completed half of the nursing courses in the nursing program, rank in the upper 35% (15% from the junior class and 20% from the senior class) of the class, and have a grade point average of 3.0 (4.0 scale) or higher. No more than one-third of the total number expected to graduate from that class will be nominated. An induction ceremony for new members is held every spring. Other scholarly activities are planned throughout the year.

Nurses Christian Fellowship

Nurses Christian Fellowship (NCF) at Marshall University is a part of The National and International Nurses Christian Fellowship, a subsidiary of InterVarsity Christian Fellowship. Within the School of Nursing, Nurses Christian Fellowship is a student group that meets throughout the academic year.

Scholarships

Marshall University School of Nursing (SON) has a limited number of endowed scholarships available. The Student Affairs Committee of the School of Nursing awards the scholarships to students based on financial need and the meeting of criteria specified by the founders of scholarship. You may access information regarding the scholarships by contacting the Student Affairs Committee Chair. You may also access general scholarship information from <http://www.marshall.edu/wpnu/sfa> regarding FAFSA.

ACADEMIC ADVISEMENT AND REGISTRATION

The College of Health Professions has an advising/registration procedure which will help the student successfully complete the nursing program. When admitted to the BSN Program, the student will be notified in writing of the name, office location and phone number, and email address of their assigned faculty advisor. Each semester the student must meet with his/her advisor to develop and review the academic program plan. Registration dates (except as noted for some freshman and sophomore students) are based on the student's status in the university, not in the College of Health Professions. For example, a senior in the University may only be a sophomore in the College of Health Professions. Dates are determined by the class and by the first letter of the student's last name. Advance registration dates are listed in each semester's Marshall University Schedule of Courses

FRESHMAN AND SOPHOMORE STUDENTS: It is the student's responsibility to schedule an appointment with their advisor, prepare the schedule and register via MyMU or obtain the required signature and stamp from PH 421 before attempting registration in the Registrar's Office in Old Main. Students registering for freshmen and sophomore level courses are permitted to participate in special advance priority registration. Dates for this limited enrollment period are announced each semester in the BSN newsletter. It is important that you

register during these dates. In order to register the student must have all holds such as those placed for parking or library fees removed.

After the freshman year, students will be block registered into nursing courses. This process of registration is designed to give students experience in a variety of settings, with a wide range of clinical instructors and to ensure experience with diverse clients. Students will be assigned courses, clinical days, and times. It is still the student's responsibility to meet with the advisor, complete a schedule and register for the required courses.

BASIC JUNIOR AND SENIOR STUDENTS: Junior and senior nursing students register according to the university schedule which is based on the number of credits earned. They will be blocked registered into nursing courses. It is the student's responsibility to meet with their advisor, complete their schedule and register for the required courses. In order to register the student must have all holds such as those placed for parking or library fees removed.

Students who have an academic problem will have an ***ACADEMIC HOLD*** placed on their student record in the computer system and must obtain special permission from the Associate Dean's office to register for classes. An Approval for Registration of Academic Ineligible Students must be attached to all registration forms, schedule adjustments, etc. of students with academic holds. **Academic holds will be removed after academic problems are resolved. It is the student's responsibility to verify the removal of the academic hold.** Specific information on academic problems can be obtained from the academic advisors or the Records Officer, Prichard Hall, Room 421.

Core Curriculum

Effective summer 2010, the University implemented a new Core Curriculum designed to foster critical thinking skills and introduce students to the basic domains of thinking in the disciplines. The faculty's goal in creating this new Core is to provide a direct linkage between the first classes a student takes and the senior Capstone experience. This new general education curriculum applies to all majors. Click the link to see the core curriculum requirements.

<http://www.marshall.edu/gened/introducing-the-core-curriculum/>

Some nursing and required courses fulfill core curriculum requirements.

Writing intensive: NUR 416

Multicultural: NUR 400

Composition: ENG 101, 102, 201H

Natural/Physical Science: BSC 228

Math: MTH 121, STA 225

Social Science: PSY 201, SOC 200

Critical Thinking: MTH 121 and some sections of SOC 200 also designated CT

*Students may take a class that fulfills more than 1 requirement (i.e. Some sections of ENG 200 are both a Core I critical thinking, a Core II humanities course and writing intensive).

Freshman Year Courses					
Fall Semester			Spring Semester		
COURSE	GRADE	SEMESTER	COURSE	GRADE	SEMESTER
ENG 101(3)			CMM 213 (3) CMM 103 OR CMM 104H (3) if taken before admission to program		
BSC 227 (4)			Bsc 228 (4)		
CHM 205 (3)			PSY 201 (3)		
NUR 200 (2)			MTH 121 or 125 (3)***		
FIRST YEAR SEMINAR (3)			Core 2 Requirement (3)		
Sophomore Year Courses					
Fall Semester			Spring Semester		
COURSE	GRADE	SEMESTER	COURSE	GRADE	SEMESTER
NUR 219 (3)			NUR 319 (4)		
NUR 221 (5)			NUR 222 (6)		
BSC 250 (4)			DTS 314 (3)		
ENG 201(3)			Stats (3)		

NUR 200 (2) if not taken as freshman					
Junior Year Courses					
Fall Semester			Spring Semester		
COURSE	GRADE	SEMESTER	COURSE	GRADE	SEMESTER
NUR 318 (2)			NUR 321/322 5		
NUR 321/322 (5)			NUR 328 (5)		
NUR 327 (5)			NUR 408 (4) or Core 2 Requirement(3)		
NUR 350 (3)			NUR 400(3) or NUR 416 (3)		
Senior Year Courses					
Fall Semester			Spring Semester		
COURSE	GRADE	SEMESTER	COURSE	GRADE	SEMESTER
NUR 414 (5)			NUR 422 (5)		
NUR 419 (3)			NUR 425 (3)		
NUR 400 (3) or NUR 416 (3)			NUR 421 5) or Core 2 requirement (3)		
NUR 408 (4) or NUR 421 (5)					
CORE 2 REQUIREMENTS					
	COURSE	GRADE	SEMESTER		
CRITICAL THINKING (3)					
CRITICAL THINKING (3)					
CORE 2 REQUIREMENTS					
	COURSE	GRADE	SEMESTER		
FINE ARTS (3)					
HUMANITIES (3)					
*WAC COURSE (3) other than NUR 416					

Credit/Clock Hours

Many of the nursing courses are 5 credit hours, hours spent in the clinical setting are included in the credit hours. Most nursing courses are 3 credit hours of theory and 2 credit hours of clinical lab. Therefore, a student will have 3 hours of lecture per week and 4 hours of clinical per week in that course.

Credit hours/Clock hours are as follows:

	Credit	Clock
Theory	1	50 minutes
Seminar	1	60 minutes
Campus Lab	1	120 minutes
Clinical Lab (Practicum)	1	120 minutes

Audits

Student services of the College of Health Profession audit the progression of all juniors and seniors in the college. It is the student's responsibility to respond when contacted by that office.

Graduation

Each student is provided with a copy of the course of study and a copy of the program plan developed with the assistance of their advisor. It is the student's responsibility to maintain a record of completed courses and to notify the College of Health Professions when ready for graduation. Students must meet all university graduation requirements as outlined in the undergraduate catalog. All graduates must pay a graduation fee to Bursar Office and apply to graduate by turning in a graduation application in the fall semester of their last year along with the Bursar's receipt to Director of Student Services.

Recognition Ceremony

All Bachelor of Science in Nursing graduates are invited to participate in this traditional ceremony which honors and recognizes the achievements of the nursing graduates. This annual event is planned by the Student Affairs Committee. Graduates purchase tickets for their family and friends. This money is used to offset the cost of this event.

Licensure as a Registered Nurse

To practice registered professional nursing in West Virginia an individual must be licensed by the West Virginia Board of Examiners for Registered Professional Nurses. Students who successfully complete the Bachelor of Science in Nursing program meet the education requirements to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The Board may refuse to admit persons to the examinations or may refuse to issue a license upon proof that an applicant:

- is or was guilty of fraud or deceit in procuring or attempting to procure a license to practice registered professional nursing; or
- had been convicted of a felony or misdemeanor, or
- is unfit or incompetent by reason of negligence, habits or other causes; or
- is habitually intemperate or is addicted to the use of habit-forming drugs; or
- is mentally incompetent; or
- is guilty of conduct derogatory to the morals or standing of the profession of registered nursing; or
- is practicing or attempting to practice registered professional nursing without a license or registration; or
- has willfully or repeatedly violated any of the provisions of the licensing law.

For questions, contact the Director of Education & Licensure , WV Board of Examiners for Registered Professional Nurses, 101 Dee Drive, Charleston, WV 25311, Business Phone: (304) 558- 3596, Business Fax: (304) 558-3666 or <http://www.wvrnboard.wv.gov/Pages/default.aspx>

A student who wants to take the NCLEX-RN in another state must obtain information regarding requirements and procedures from the agency responsible for professional nurse registration in that state.

FAQ's

I am failing a class. What should I do?

Contact the course professor and see if the professor has any suggestions as how to improve your grade. The tutoring center has tutors for many subjects.

<http://www.marshall.edu/uc/tutoring-services/>

Get help early, do not wait.

What if I want to drop the class?

First: Contact your advisor and make an appointment to discuss your options. Do not drop any class until you discuss the ramifications with your advisor.

How do I address my professors in person or in email?

Professors with earned doctorates should be addressed as Dr.unless that professor says otherwise. Faculty without an earned doctorate should be addressed as Professor.....

How long will it take for a professor to respond to my email?

Most professors check email daily during business hours on weekdays of fall or spring semester and respond then. Emails sent outside of those hours (nights or weekends) may not get addressed until business hours during the week.