The baccalaureate degree in nursing and master's degree in nursing at Xavier University School of Nursing are accredited by the Commission on Collegiate Nursing Education, www.aacn.nche.edu/ccne-accreditation.

The baccalaureate degree in nursing and master's degree in nursing are approved by the Ohio Board of Nursing (OBN), www.nursing.ohio.gov.

The baccalaureate degree in nursing and master's degree in nursing are endorsed by the American Holistic Nurses Credentialing Corporation (AHNCC), www.ahncc.org.
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INTRODUCTION AND HANDBOOK ACKNOWLEDGEMENT

Introduction
The Xavier University School of Nursing publishes an Undergraduate Nursing Student Handbook and a Graduate Nursing Student Handbook. The first section of each handbook is common to both, covering Xavier University, School of Nursing and clinical student policies and information. The second section of each handbook is specific to either undergraduate students or graduate students.

Current handbooks are posted at www.xavier.edu/nursing/Current-Students.cfm, the Nursing Current Students web page and archived ones are accessible via a link from that page. The handbook is to serve as a guide and reference for students.

The nursing handbook provides information regarding School of Nursing policies and procedures. Students are expected to be familiar with the content of their handbook (undergraduate or graduate handbook) and the information in the University catalog pertaining to undergraduate or graduate education at Xavier University. If any item in the School of Nursing handbook or the catalog is not clear, it is the student's responsibility to seek clarification.

Students are to reference the handbook under which they entered throughout their enrollment in the School of Nursing. Students will be notified of any changes that apply to them after the publication of their handbook.

Policies revised during the academic year will be communicated to current students via email announcements. Therefore it is important that students routinely check their Xavier University email account.

The nursing handbook is considered to be test material in some nursing courses.

Both students and faculty provide input into the revision process through the questions they ask and the problems/challenges that may arise during use of the handbook. Students are invited to give suggestions for improving the handbook. Submit ideas in writing to the Director of the School of Nursing or to the Academic Program Director.
Nursing Student Handbook Acknowledgement

I have accessed/received my nursing student handbook and understand I am responsible for reading and abiding by all policies set by the School of Nursing.

Pre-licensure students: I understand that a past felony or misdemeanor conviction may disqualify me from taking the National Licensing Examination for Registered Nurses (NCLEX-RN) as outlined in Section 4723.28 of the Ohio Revised Code.

I agree to permit the School of Nursing, if necessary, to release my social security number to clinical facilities in order to produce an identification badge to be used during my clinical rotation.

I hereby grant to Xavier University the right and authority to photograph or produce audio/video digital recordings of any activity, including but not limited to, simulations within the Xavier Center for Holistic Nursing in which I am a participant. I understand and consent that these recordings may be used for promotional, educational, or publicity purposes. They may be published in mass media publications, on the Xavier internet sites. In addition, they may be viewed for educational purposes in the classroom, shown at local or national workshops, or made available for distance learning via the internet.

Student's Name________________________________________________
(please print)

Handbook received/accessed (circle appropriate handbook):
Undergraduate Nursing Student Handbook for Academic Year ____________
Graduate Nursing Student Handbook for Academic Year ____________
Student's Signature ________________________________
Today's Date ________________________________

Submit to the School of Nursing
XAVIER UNIVERSITY INFORMATION FOR STUDENTS

Xavier University Mission Statement
Xavier is a Jesuit Catholic university rooted in the liberal arts tradition. Our mission is to educate each student intellectually, morally, and spiritually. We create learning opportunities through rigorous academic and professional programs integrated with co-curricular engagement. In an inclusive environment of open and free inquiry, we prepare students for a world that is increasingly diverse, complex and interdependent. Driven by our commitment to the common good and to the education of the whole person, the Xavier community challenges and supports students as they cultivate lives of reflection, compassion and informed action.

Xavier University Services, Guides & Policies
University services, guides and policies are accessible on the Student Hub via the Systems and Guides icon. Of particular note are academic policies, undergraduate and graduate catalogs and the University's student handbook. All students are expected to review both the university student handbook and the nursing student handbook. Every Xavier student is a representative and ambassador for the University. Expectations, policies, and the code of student conduct found in the handbooks have been established to assure respect for oneself and others. Students are held accountable for inappropriate behavior both on-campus and off-campus and there are consequences to unwise decisions and choices if a student is found to be responsible for violations.

Xavier University Academic Honesty
The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of standards of ethical behavior will not be tolerated at Xavier University. These include but are not limited to cheating, plagiarism, unauthorized assistance in assignments and tests, and the falsification of research results and material.

All work submitted for academic evaluation must be the student's own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another’s efforts is prohibited as is the use of any work untruthfully submitted as one's own.

Penalties for violations of this policy may include, but are not limited to, one or more of the following: a zero for that assignment or test, an “F” in the course, and expulsion from Xavier. The Academic Dean of the college in which the student is enrolled is to be informed in writing of all acts of academic dishonesty, although the faculty member has authority to assign the grade for the assignment, test, or course. If disputes regarding the applicability or enforcement of this policy arise, the student, faculty member and department chair should attempt to resolve the issue. If this is unsatisfactory, the Academic Dean of the college will rule on the matter. As a final appeal, the Provost will call a committee of tenured faculty for the purpose of making a final determination.
Xavier University Student Hub

Xavier University provides the Student Hub as an easy way to access many of the services students will need to use. Students register for a new Xavier account to open the gateway to e-mail, billing, grades and so much more. Register at www.xavier.edu/newuser.

Once registered, all of Xavier's systems are easily accessible for students via the Student Hub at www.xavier.edu/student including the services below:

**Bill Pay**: At Xavier, we only utilize electronic billing. On the Student Hub, click the Pay Bill icon for access your bill, payment options, payment plans and more. You can set-up other users to access your billing information if that's helpful. Contact the Bursar's office at 513-745-3435 for assistance.

By paying your bill on time, you will always have access to your Xavier systems and never have your classes cancelled due to being delinquent.

**E-mail**: You will have a brand new Xavier e-mail account. Make sure to check important messages for have the e-mails forwarded to another account.

**NURSING STUDENTS: IT IS CRITICAL TO CHECK YOUR EMAIL REGULARLY. YOU WILL RECEIVE MANY COMMUNICATIONS FROM YOUR FACULTY AND THE SCHOOL OF NURSING BY EMAIL.**

**Academic information**: Students can access online course collaboration spaces by selecting the Canvas icon on the Student Hub. The Student Hub also has easy links to search course descriptions, get to the online Library, and view your grades through Self-Service. Access the catalog at www.xavier.edu/registrar and click the catalog link.

**XU Alert Me**: Your safety is a top priority. Hit the XU Alert Me icon to register for important safety and weather related notifications.

**Parking**: Purchasing a Xavier parking permit is easy at www.xavier.edu/parking.

Source: Information Technology, 5/2014

The Student Hub is the gateway via links to numerous offices, services and information. Many of the less obvious links are at the System and Guides icon or the Student Affairs page.

Partial list of links or icons: bursar, financial aid, registrar (catalog, academic calendar, class registration, changes in your information), ALL Card Center (including XCash), library, Canvas, Learning Assistance Center, Health and Wellness Center, commuter services, counseling services, residence life, student involvement, policies and procedures, and the university student handbook.
Personnel
ACADEMIC YEAR 2015-2016

DIRECTOR, SCHOOL OF NURSING
Dr. Susan M. Schmidt, Director and Professor/Epidemiologist 745-3815, Cohen 120
PhD (U of Cincinnati, College of Medicine - Epidemiology)
MSN & BSN (U of Cincinnati, College of Nursing and Health–Occupational Health Nursing) PhD, CNS, C.O.H.N.-S, CNL

FULL-TIME FACULTY

Dr. Kelly Bohnhoff
Master’s in Marriage and Family Therapy, Capella University 745-1019
PhD (University of New Mexico – Psychological Foundations of Education
MSN (University of New Mexico)

Dr. Jennifer Bradley, PhD, RN, GPCC 745-1915
BSN (Mt. St. Joseph), MSN (University of Cincinnati), PhD (Union Institute)

Dr. Elizabeth J. Bragg, PhD, RN 745-4873
PhD (U of Cincinnati), - Political Science, MSN (Ohio State University)

Jacqueline Clippinger, MSN, RN 745-3749
BSN (College of Mount St. Joseph), MSN (Xavier University)

Collin Dadosky, MSN, RN – Temporary 745-3814
BSN (University of Cincinnati), MSN (Xavier University)

Mary Beth Doyle – Temporary 745-3749
BSN (Mt. St. Joseph), MSN Xavier University

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BSN (University of Cincinnati), MSN (Walden University)

Carlene Galanopulo, MSN,RN 745-3875
MSN (Xavier University), PhD (c) (Walden University – Health Services)

Dr. Judi Godsey, PhD, RN 745-3816
BSN and MSN (Northern Kentucky University, Education and Administration)
PhD (U of Hawaii, Nursing)

Barbara Harland, MSN, MEd, RN 745-3045
BSN (College of Mt. St. Joseph), MSN, MEd (Xavier University)

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MSN (Xavier University), FNP-BC

Jacqueline Kerber, RN, MSN, FNP 745-3897
MSN (Xavier University), FNP-BC Board Certified Family Nurse Practitioner (Xavier University)

Cheryl Leksan, MSN, MEd, RN, CNL 745-1916
BSN (University of Toledo), MSN, Med (Xavier University)

Dr. Betsy List, PhD, RN 745-3690
PhD (Walden University, Public Health – Epidemiology), BSN (Graceland U., Lamoni, Iowa)
121 Cohen
MN Master of Public Health, U. of Mass., Amhurst

FULL_TIME FACULTY (continued)

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MSN, Xavier University  
745-3836  
112 Cohen

Dr. Linda Moore, PhD, RN, CNS, CNL  
BSN, MSN (U of Cincinnati - Medical-Surgical Nursing/Gerontology)  
PhD (University of Cincinnati - Nursing)  
745-1008  
130B Cohen

Lisa Niehaus, MSN, RN  
BSN (University of Cincinnati), MSN (Xavier University)  
745-1907  
115 Cohen

Marie Reynolds, MSN, MS, RN, CNL  
MS (California State University), MSN (Xavier University)  
745-1902  
131A Cohen

Dr. Linda Schmid, PhD, RN  
ADN, BSN, MSN (University of Cincinnati - Maternal-Child), PhD (U of Cincinnati - Nursing)  
745-4232  
125 Cohen

Dr. Cynthia Sublett, PhD, RN, CNL  
BSN, MSN (University of Evansville), PhD (Widener University)  
745-4333  
123 Cohen

Dr. Kimberly Toole, DNP, APRN, CPNP  
DNP/MSN (University of Cincinnati – Maternal-Child; Pediatric Nurse Practitioner)  
745-3095  
105 Cohen

Dr. Debra Van Kuiken, PhD, RN  
BS (Western Michigan University – Biology)  BSN (Creighton University)  
PhD (University of Cincinnati – Nursing)  
745-3042  
126 Cohen

Brenda Wiles, MSN, MEd, RN  
BSN (Spaulding University), MSN (Xavier University)  
745-3040  
186 Cohen

STAFF

Ms. Michelle Eckert, RN, MSN, MBA, CCRN, Director of Health Arts and Sciences Lab  
BSN (Kent State University); MSN (Xavier University)  
745-1913  
118 Cohen

Mrs. Marilyn Gomez, M.Ed., Academic Program Director  
M.Ed. (Xavier University)  
745-4392  
106 Cohen

Mrs. Linda Niehaus, Administrative Assistant  
745-3814  
119 Cohen

Ms. Janet Cheney, Administrative Assistant (Evening)  
745-3814  
119 Cohen

Mrs. Nancy McDonald, Administrative Assistant,  
BA (Edgecliff College)  
745-1009  
109 Cohen

Mrs. Betty Rosenacker, Administrative Assistant  
745-3134  
109 Cohen
School of Nursing Mission Statement

Following the precepts put forth in the Xavier University’s mission statement and definition of Jesuit education, the faculty of the School of Nursing affirms its mission to educate baccalaureate and masters graduates with emphasis on preparing them to be morally reflective nursing leaders and scholars in the delivery of excellent, holistic care in a complex, dynamic healthcare environment and diverse socio-political global community.

Core Value---Altruism, Autonomy, Human Dignity, Integrity and Social Justice

Philosophy for Professional Nursing Programs

The faculty believes the mission is grounded in the traditions, values and spirit of the profession that directly benefits society as well as patients by seeking social justice and decreasing disparities when caring for the sick, promoting health, preventing illness, engaging in scientific inquiry, and ultimately, enhancing quality of body, mind and spirit of individuals across the life span. Our graduates have mastery over knowledge and skills essential to excellent, holistic nursing practice.

Our Xavier graduates while working across various systems, commit themselves to improving health outcomes and safeguarding the health care interests and needs of populations which include individuals, families and communities. Our graduates accomplish this through scholarship, service, leadership, and personal and professional growth.

Scholarship refers to the search for knowledge in the nursing discipline through rigorous inquiry, moral reflection, reasoning, analysis and synthesis of information. The purpose of scholarship is to develop and disseminate knowledge regarding issues of concern to nursing. Our graduates advance nursing in the practice of its discipline using best evidence, clinical expertise, and patient's preferences and values.

Service is the founding principle of professional nursing. Within a cultural and social context, our graduates in the act of caring respect the dignity and worth of each individual. While embracing diversity, our graduates offer a unique blend of knowledge and skills to diverse populations across the life span. They are committed to balancing holistic, empathic, and excellent care within a dynamic, technological, and safe environment.

Leadership, based on communication and collaboration skills, is an essential attribute of professional nurses. Jesuit inspired values guide our graduates to confidently and competently advocate patient’s needs and rights at the microsystem level as well as participate in health care reform at the macrosystem level. They are capable of assuming a leadership role and projecting leadership qualities in various nursing roles as an integral part of nursing and inter-professional teams.

Personal and professional growth encompasses the development and refinement of nursing and life philosophies as well as professional values and value-based behavior. Our graduates advocate for the profession and promote a professional image of nursing. They persist in personal and professional growth through life-long learning and self-reflection. Our graduates seek balance in their lives and take measures to care holistically for themselves and others in order to continue to deliver sustained, excellent care.

Approved by NFO May 4, 2009
Mission vision 2009
**Professional Nursing Standards**

Nursing standards guide us in all that we do as nurses. During the course of nursing studies, there is an evolution in the students’ knowledge, understanding, and incorporation into practice of nursing standards. Students new to nursing become socialized into valuing the meaning and importance of nursing standards. When students value and embrace the standards, it is demonstrated in their performance. Graduate students continue their development of values related to the standards as they acquire advance nursing knowledge and skills.

The nursing faculty selected five sets of professional nursing standards and guidelines, all of which were developed and are distributed under the auspices of the American Nurses Association (ANA), the American Association of Colleges of Nursing (AACN), and the American Holistic Nurses Certification Corporation (AHNCC). These standards include:

- Professional Performance Standards
- Clinical Care Standards; Code for Nurses
- AACN Essentials
- Standards of Holistic Nursing Practice

The [Nursing Mission/Nursing Standards Comparison Table](#) outlines the major components of ANA standards in relation to the School of Nursing Mission Statement. The program objectives for the BSN curriculum were derived from the four key mission concepts.

AACN’s *Essentials of Baccalaureate Education for Professional Nursing Practice* provides the framework for the baccalaureate nursing educational curriculum.
Curriculum Organizing Framework

The faculty of the School of Nursing have selected “Transitions” (Chick & Meleis, 1986; Meleis & Trangenstein, 1994) as an organizing framework for the curriculum. The transition framework is not restricted by a theoretical perspective. It encompasses many nursing theories and concepts, thus allowing contemporary and future nursing theories to compete to answer critical questions. Diversity of theoretical choices allows for diversity in the selection of faculty and encourages the student to think critically. This transitions framework relates to the four key concepts of the School of Nursing’s mission and provides the basic structure of the baccalaureate curriculum on which the master’s curriculum is built.

A transition is defined as a passage or movement from one state, condition, or place to another. This implies change and change is an inherent and normal part of an individual's or group's growth and development. The transition framework provides a way of looking at change as a process rather than as a static event. Transitions are complex processes and more than one type of transition may be occurring at the same time. They may also be cumulative; one transition may lead to another, or one type of transition may initiate another type. Transitions, such as aging, may be expected. Other transitions, such as illness or disability, are unexpected.

Four types of transitions have been identified: developmental, situational, health-illness, and organizational. Developmental transitions are those encountered during the life span (e.g. adolescence, parenthood, and aging). Situational transitions include movement in educational and professional roles (e.g. from student to practitioner, from staff to administration or changing jobs). Health-illness transitions cover the passage from the subjective perception of self as healthy to ill, as well as moving from various levels of care within the health care system. Organizational transitions encompass a wide range of events, from transition precipitated by changes in health care policy, administrative changes, demographic variations, to community reorganization.

Individuals, families, communities and organizations vary widely in their response to transition. The variation is a result of differences in the backgrounds and preparation of the clients. These differences influence the client's interpretation and response to the transition.

The goal of the transition process is the attainment of healthy outcomes. Three indicators of healthy outcomes include a subjective sense of well-being, mastery of new behaviors, and well-being of interpersonal relationships. When a successful transition has occurred, feelings of distress give way to a subjective sense of well-being. Mastery of new behaviors refers to the achievement of a skilled role performance and a level of comfort with the behaviors required. Well-being of interpersonal relationships is indicated by positive interactions with others.

Transition is a holistic concept dealing with the entire client system; it prompts nurses to consider patterns of responses rather than single responses, and to identify vulnerable and critical points for therapeutic nursing interventions. The purpose of nursing is to assist clients to create conditions conducive to healthful transitions.

8/06
Rule 473-5-12 Section C effective 2/1/2014:

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient’s response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient’s property or:

(a) Engage in behavior to seek or obtain personal gain at the patient’s expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient’s expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s personal relationships.
For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section 2907.01 of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student’s assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student’s assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student’s assigned clinical responsibilities.

Effective: 02/01/2014
R.C. 119.032 review dates: 10/15/2016
Promulgated Under: 119.03
Statutory Authority: 4723.07
Rule Amplifies: 4723.06
Prior Effective Dates: 02/01/1996, 04/01/1997, 02/01/2002, 02/01/2004, 02/01/2007, 02/01/2008, 02/01/2012

www.nursing.ohio.gov
http://codes.ohio.gov/oac/4723-5
School of Nursing Professional Conduct Policy (Policy Under Review)

NOTE: This policy is under review. If revised, students will be notified and the revised policy will be posted on the nursing current student web page and will be included in subsequent handbooks.

Students enrolled in Xavier University nursing program are expected to adhere to rules of professional conduct established by Xavier University and the Ohio Board of Nursing. As stated in the current Xavier University catalogue, under Academic Honesty, this policy is in congruence with university policy. This policy outlines School of Nursing procedures for handling unprofessional behavior by nursing students.

As stated in a number of related professional association Codes of Ethics, a successful professional should demonstrate such characteristics as open-mindedness, tolerance of ambiguity, objectivity, emotional stability, personal security, appropriate interpersonal skills to effectively and confidently communicate with others across racial, cultural or gender lines; and a willingness to learn and grow professionally.

**Definitions and Expectations:**

**Professional Conduct:** Behavior, including acts, knowledge, values, traditions, and practices, deemed necessary professional conduct within a legal and ethical framework by Xavier University and Ohio Board of Nursing for the protection of public interest.

**Academic Misconduct:** Unethical behavior that may occur in any setting and is inclusive of but not limited to theft, cheating on an exam, lying, plagiarism, unauthorized assistance in assignments and tests and/or falsification of records/documents (refer to the current University catalogue).

**Classroom Misconduct:** Unprofessional behavior by student(s) in the classroom setting that disrupt class proceedings and negatively impact the education/learning of other students such as class disruptions, missed classes, and use of foul language.

**Classroom expectations, to include professional behavior,** are stated in the course syllabi, covered by the instructor with students at course beginning, and applied at the discretion of the course instructor.

**Clinical Setting:** Learning environment outside the classroom, to include observation assignments and health care sites accessed for clinical rotations.

**Clinical Misconduct:** Behavior that fails to conform to accepted standards of the nursing profession as outlined in nursing practice act, standards and codes of practice and which could jeopardize the health and welfare of people.

**Behavioral expectations for clinical rotations** will be outlined in writing by instructors and/or clinical preceptors to students prior to the beginning of clinical. Expectations set forth in the Ohio Administrative Code, Chapter 4723-5-12 (J)(1) to (9) also pertain to professional behavior in the clinical setting.

**Clinical Behaviors necessitating a warning** include, but are not limited to: plagiarism, late for clinical, inappropriate dress, inadequate clinical preparation to care for the patient, exceeding the bounds of nursing or student’s skill level, obtaining telephone orders from physicians without instructor involvement, medication errors, delegation of charting responsibility, misinterpretation of medical orders, breaking patient confidentiality, and use of inappropriate language toward health care personnel, clients and/or visitors.

**Verbal Procedures:**

1. At the first incidence of questionable behavior, the instructor will immediately talk with the student(s) to clarify the situation, reiterate professional expectations, and may establish a written plan of action to resolve the situation as described below. A verbal warning form (see attachment) concerning the incident will be completed and placed in the student file. The front cover of the student file will be flagged with the information. The School of Nursing Director and Academic Program Director will be
notified. If an unethical behavior occurs outside of the classroom or clinical setting, the Director of the School of Nursing may initiate this policy.

2. If disputes of interpretation of questionable behavior arise, the student, faculty member, and director should attempt to resolve the issue. If deemed necessary by the director, the dean will be notified in writing in accordance with the university's Academic Honesty Policy.

3. If the student continues with classroom misconduct after corrective actions have been taken/discussed with the student, the nursing instructor reserves the right to recommend the individual's enrollment be modified, suspended, and/or terminated in the best interest of the student, other students, the university, the program, and/or the profession. Such a recommendation will be made after consultation with the Director of the School of Nursing. If termination is agreed upon, the student's case may be presented to the College Leadership Committee for review.

Written Procedures

1) Performance Warning: A written notice to a student stating his/her academic or clinical performance is unsatisfactory and that continuation of such conduct or actions may result in further disciplinary action. A contract (see attachment) may be written between the instructor and student concerning the performance warning. A copy of any written plan is given to the student, placed in the student's file, and the file is flagged (list on front inside cover). The Director of the School of Nursing and the Director of Nursing Student Services will be notified.

2) Performance Probation: Issued following Academic or Clinical Performance Warning for continued unsatisfactory performance (for similar behaviors noted above). Performance probation may also be issued immediately after a severe breach of professional conduct (see list below). A specific period of observation and review of conduct will be established in a written contract by the instructor and Director at which time terms for corrective action will be outlined for the student. The student must complete all professional behavior actions prior to removal from probation. A copy of this contract is given to the student and placed in the student's file. The dean is notified by the Director of School of Nursing as needed of student probation.

3) Performance Suspension/Termination: Students may be immediately terminated and/or suspended following academic or clinical performance probation for continued unsatisfactory performance and/or for serious misconduct behaviors listed below. Performance suspension may also be issued immediately after a severe breach of professional conduct. Following discussion of the situation between the student, instructor, and Director of the School of Nursing, the student may be separated from the nursing program for a specified or indefinite period of time. Prior to separation, the student's case may be presented to full-time faculty for consultation. If the student's termination is agreed upon, the student's dismissal may be submitted to the College Leadership Committee for review. Behaviors necessitating termination include, but are not limited to: unwillingness of student to complete misconduct contracts, lying, use of abusive language toward patients/students/faculty, physical abuse of patients/students/faculty, proof of falsifying a patient's record, sexual misconduct with patient, inappropriate removal of clothes within a professional setting, evidence of chemical dependency, and evidence of criminal acts/theft.

Recurrent Misconduct

Students who have been placed on warning for a specified behavior in one course and/or for one occurrence and who have been removed from warning according to the contract will, if that same or similar behavior occurs at a later date, be placed on probation. If previously placed on probation, the student may be suspended.

Revised: 4-9-10; Revised 12-3-10
School Of Nursing Professional Conduct Written Contract

XAVIER UNIVERSITY
SCHOOL OF NURSING

Written Contract

STUDENT WARNING

Student:_____________  Date:_____________ Course:________________

WARNING: A written agreement between a faculty member and a student that identifies unsatisfactory performance and a written plan that describes change (s) that must occur to correct the unsatisfactory performance. If correction does not occur, the student will be placed on contract.

UNSATISFACTORY PERFORMANCE:

PLAN FOR CORRECTION:

Instructor Signature:________________________________ Date:____________

Student Signature:__________________________________ Date:____________

Copy given to student: Y  N

EVALUATION:

OUTCOME:

_______ Student has satisfactorily demonstrated/completed the above plan.

_______ Student has not satisfactorily completed the above plan and will be put on probation with a contract.

Professional conduct policy
Approved 3/17/06
Revised 12-3-10
VERBAL WARNING

Student: _____________________  Date: _______________  Course: _____________________

Verbal Warning: At the first incidence of questionable behavior, the instructor will immediately talk with the student(s) to clarify the situation, reiterate professional expectations, and may establish a written plan of action to resolve the situation as described in the Professional Conduct Policy.

Unsatisfactory Performance:

Plan for Correction:

Student Signature: ____________________________  Date: ____________

Instructor Signature: ____________________________  Date: ____________

(Verbal Warning will be placed in the student file with a flag on the front inside cover.)

Professional conduct policy/verbal warning
Approved 3/17/06
Revised 12-3-10
Social Media Policy

Social media and the internet provide an important medium for sharing information and offers easily accessible methods for mass communication. Nursing students must be aware of the risks and consequences associated with social networking. On-line social networking (e.g., Facebook, Twitter, blogs, etc.) must be considered public information and postings containing certain information are illegal. On line content and behavior has the ability to enhance or undermine not only an individual but also Xavier University, and the profession of nursing. Violations may expose the offender to criminal and civil liability. It is important to avoid disclosing any HIPAA or academic protected information regarding patients, clinical sites, or peers. Any student found to have violated this policy will be subject to disciplinary action as set forth in school of nursing student handbook. For example infractions may result in utilization of the Professional Conduct Policy.

The following are taken from the American Nurses Association Social Networking Recommendations and modified to serve as a guide to students to avoid potential problems.

Standards of professionalism are the same on-line as in any other circumstance.

Never post photographs or any information gained in a nurse-patient relationship.

Maintain professional boundaries in the use of electronic media. Online contact with patients blurs these boundaries.

Do not post inflammatory or unflattering information about peers, patients, clinical sites and/or their employees on any social media site. Make every effort to present yourself as mature, responsible, and professional.

Do not take photos or recordings of a patient in your clinical setting or peers in their clinical or classroom learning environment without obtaining special permission utilizing the appropriate forms.

Promptly report any breach of confidentiality or privacy to your faculty member.

Do not share any protected health information. (HIPAA)

Source: http://www.nursingworld.org/functionalmenucategories/aboutana/social-media/social-networking-principles-toolkit

Please refer also to Xavier University Student Handbook:
Respect for Others 13.3, page 19;
Harassment Policy 19.18 page 53 & 54;
Online Communities 20.3, page 70
http://www.xavier.edu/deanofstudents/documents/studenthandbook.pdf

For potential consequences of inappropriate use of social and electronic media and common myths and misunderstandings refer to the below site:
https://www.ncsbn.org/Social_Media.pdf

More information is at American Nurses Association Social Media /Social Networking Principles Toolkit
http://www.nursingworld.org/functionalmenucategories/aboutana/social-media/social-networking-principles-toolkit

DATE 8-7-2013
POLICIES: COMMUNICABLE DISEASE, STUDENT INJURY & HIPAA

Policy on Aids and Communicable Disease
The School of Nursing supports the policies of the University and the Student Health and Wellness Center regarding Communicable Diseases. The School of Nursing teaches and adheres to all Universal Precautions as defined by the Centers for Disease Control and Occupational Safety and Health Administration. Should a student test positive for such diseases, it may be necessary due to the clinical agencies' policies to find alternate learning experiences. Should these experiences not be forthcoming the University will provide counsel for assisting the student to identify other career options. In the event that the student and the University are unable to find a reasonable program alternative, the University has no further academic or financial responsibility for the progression of the student through any of its academic programs.

Policy on HIV and Hepatitis B (HBV) Prevention in the Clinical Setting
It is the policy of the School of Nursing at Xavier University that all students will comply with the Center for Disease Control (CDC) guidelines when caring for patients in the clinical setting. Protective measures against Human Immune Deficiency Virus (HIV) and Hepatitis B Virus (HBV) focus primarily on prevention of exposure through compliance with CDC guidelines and through obtaining vaccination against HBV.

The modes for HBV and HIV transmission are similar. Both have been transmitted only by percutaneous inoculation or contact with nonintact skin, or mucous membranes to blood or blood contaminated body fluids. The following measures for preventing HIV and HBV transmission in health care settings are recommended by the Centers for Disease Control: (MMNR 1987 Aug 21; 36: 1-18S).

• Use of blood and body fluid precautions for all patients, since medical history and examination cannot reliably identify all patients infected with HIV and other fluid- or blood borne pathogens.
• Use of special precautions during pre-hospital and emergency care since the risk of blood exposure to health care workers is increased and the infection status of the patient is usually unknown.
• Use of appropriate barrier precautions to prevent exposure to skin and mucous membrane when contact with blood or other fluids is anticipated.
• Gloves should be worn when in contact with blood, body fluids, and mucous membranes and for handling items or surfaces soiled with blood or body fluids, or for performing venipuncture and other vascular access procedures.
• Masks and protective eyewear or face shields should be worn during procedures that are likely to generate air-borne droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose and eyes.
• Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
• Use caution to prevent injuries caused by needles, scalpels, and other sharp instruments. To prevent needle-sticks, needles should not be recapped, purposely bent or broken by hand. After use, sharps should be placed in puncture resistant containers for appropriate disposal.
• Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouth pieces and ventilation devices available in areas in which the need for resuscitation is predictable.
• Health care workers with open lesions or weeping dermatitis should refrain from all direct patient care and from handling equipment until condition resolves.
• Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.
• Wash hands prior to and immediately after patient contact.
Student Injury Reporting Policy

1. BLOOD AND/OR BODY FLUID EXPOSURE
Students are expected to seek emergency assessment and/or treatment when exposed to blood and/or body fluids according to the clinical setting's protocol. If the injury occurs while at Xavier University, the student is expected to seek assessment and/or treatment at the McGrath Health and Wellness Center. If the Health and Wellness Center is closed, the student is expected to seek assessment and/or treatment through an emergency department or private physician.

2. ACCIDENT/INCIDENT REPORT
An accident report is to be completed when an injury, exposure to blood or body fluids, fainting or serious illness requires a student to leave school or the clinical setting for immediate medical attention or when the student has been advised to seek prompt medical attention. It may also be used in the event of any unusual occurrence, whether or not such incident causes direct injury or illness. The ACCIDENT REPORT is to be completed by supervising faculty at the scene of the accident/incident on the day of the occurrence. Copies of the report are to be made available for the Director of the School of Nursing and the student's file. (See accident/incident report form)

3. EMERGENCY CONTACT INFORMATION
All students will provide an emergency contact name and phone number as well as a local contact name and phone number at the beginning of every clinical rotation. The clinical faculty will keep this information for emergency use.

Approved 4/21/06

Student injury reporting policy
Accident/Incident Report  
Xavier University School of Nursing

AN ACCIDENT REPORT is to be completed when an injury, exposure to blood or body fluids, fainting or serious illness requires a student to leave school or the clinical setting for immediate medical attention or when the student has been advised to seek prompt medical attention. It may also be used in the event of any unusual occurrence, whether or not such incident causes direct injury or illness. The ACCIDENT REPORT is to be completed by supervising faculty at the scene of the accident/incident on the day of the occurrence.

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
</table>

DOCUMENTATION OF ACCIDENT/INCIDENT

<table>
<thead>
<tr>
<th>Date accident/incident occurred</th>
<th>Time</th>
<th>Location</th>
<th>Supervising Faculty</th>
<th>Describe how the accident/incident occurred (location and nature of injury/illness)</th>
</tr>
</thead>
</table>

Witnesses

First Aid Given | Yes | No | By Whom

Explain

VS assessed | BP | P | R

ACTION TAKEN

<table>
<thead>
<tr>
<th>Emergency Medical System (911) notified</th>
<th>Yes</th>
<th>No</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person Notified</td>
<td>Yes</td>
<td>No</td>
<td>Time</td>
</tr>
<tr>
<td>If no, explain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XU Notified (745-3815 – Chair)</td>
<td>Yes</td>
<td>No</td>
<td>Time</td>
</tr>
<tr>
<td>Other (s) Notified</td>
<td>Yes</td>
<td>No</td>
<td>Time</td>
</tr>
<tr>
<td>Student Referred</td>
<td>Home</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Physician</td>
<td>Yes</td>
<td>No</td>
<td>Time</td>
</tr>
<tr>
<td>ER</td>
<td>Yes</td>
<td>No</td>
<td>Time</td>
</tr>
<tr>
<td>Student accepted recommendation(s)</td>
<td>Yes</td>
<td>No</td>
<td>Follow up needed</td>
</tr>
</tbody>
</table>

Signature of person completing form

Signature of student

Xavier University Undergraduate Nursing Student Handbook 2015-2016, Page 27
Confidentiality

The ANA Code for Nurses states: "The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature." This statement refers to the protection of client information and access to records, and protection of agency information. Confidentiality in health care is controlled by state and federal statutes. Nurses are morally and legally obligated to protect information obtained during the course of enacting their professional role.

Nursing students need to continuously monitor themselves and others when speaking about clients or agencies in which nursing is practice. When outside of agencies, students must continue to protect information by not talking about clients or agencies.

Occasions where students need to be concerned about the protection of client or agency information include:

1. **Outside of agency.** Confidentiality must be maintained in dormitories or other places of residence where it is so easy to start up a discussion about clinical experiences.
2. **Course assignments.** Assignments for courses should never have the client's name written on them. Initials are used to protect the individual's or group's privacy.
3. **Classroom discussions.** Information shared about clients or agencies during classroom discussion for the purpose of learning is not shared beyond the classroom.
4. **Research.** When conducting research requiring the use of data from a client's records, permission is obtained from the agency and confidentiality is guaranteed. Identifying information should not be recorded that would link subjects to the data. Students will be required to follow the guidelines of the Xavier University Institutional Review Board. Faculty will guide students in this process.
HIPAA Confidentiality Agreement
FACULTY/STAFF/STUDENT CONFIDENTIALITY AGREEMENT

Confidential information includes protected health information (PHI) as defined by the federal Health Insurance Portability and Accountability Act (HIPAA).

Protected Health Information ("PHI") under HIPAA is defined as information that is received from, or created or received on behalf of Xavier University or its affiliated health care organizations and is information about an individual which relates to past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual.

PHI includes medical records, student records, and financial or billing information relating to a patient’s or student’s past, present or future mental or physical condition; or past, present or future provision of healthcare; or past present or future payment for provision of healthcare and contains any of the following identifiers that may be used to identify the patient or student in relation to PHI.

- Names
- Geographic subdivisions smaller than a state
- Telephone/fax numbers
- E-mail addresses
- Social Security Numbers
- Medical Record Numbers
- Health plan beneficiary numbers
- Account numbers
- All elements of dates related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89
- Certificate/license numbers
- Vehicle identifiers and serial numbers including license numbers
- Device identifiers/ serial numbers
- Web Universal Resource Locators (URLs), Internet Protocol (IP address number)
- Biometric identifier (voice, finger prints)
- Full face photo image
- Any other unique identifying number, characteristic, or code

I understand that Xavier University and its affiliated health care organizations have a legal and ethical responsibility to maintain and protect the privacy and confidentiality of protected health information (PHI) and to safeguard the privacy of patient and student and Xavier University and its affiliated health care organizations’ information. In addition, I understand that during the course of my affiliation as a student/faculty/staff at Xavier University and its affiliated health care organizations, I may see or hear other Confidential Information such as financial data and operational information that Xavier University and its affiliated health care organizations are obligated to maintain as confidential.

The term of this Confidentiality Agreement is the length of my affiliation with and during clinical rotations at Xavier University. As a condition of my affiliation as a student, staff, and/or precepting faculty member with Xavier University and its affiliated healthcare organizations I understand that I must sign and comply with this Agreement.

I agree that my obligation under this Agreement regarding PHI and Confidential Information will continue after the termination of my affiliation with Xavier University. I understand that violation of this Agreement may result in disciplinary action up to and including termination of my affiliation with Xavier University and/or suspension, restriction or loss of privileges in accordance with Xavier University’s Policies and Procedures, as well as potential personal civil and criminal legal penalties.

I understand that any PHI or Confidential Information that I access or view at Xavier University and its affiliated health care organizations does not belong to me.
I understand that any access to PHI for research purposes requires proper documentation and approval according to HIPAA policies.

I am aware that Xavier University and its affiliated health care organizations reserves and intends to exercise the right to review, audit, intercept, access, and act upon inappropriate use of computer systems at any time, with or without user notice, and that such access by Xavier University and its affiliated health care organizations may occur during or after working hours.

**The intent of this Agreement is to ensure that students and their faculty preceptors and staff comply with HIPAA Regulations at Xavier University and its affiliated health care organizations Privacy Policies and Procedures.**

I will use and disclose PHI and/or Confidential Information only if such use or disclosure complies with the Policies and Procedures, and is required for the performance of my responsibilities as a student, staff or precepting faculty in the care and treatment of patients or provision of services to students. The use and disclosure of PHI and/or Confidential Information for the purpose of care and treatment of patients does not include the use or disclosure of PHI and/or Confidential information for educational endeavors such as writing educational reports for my course of study, engaging in seminars and presentations in the educational setting.

My personal access code(s), user ID(s), access key(s) and password(s) used to access Xavier University and its affiliated health care organizations computer systems or other equipment are to be kept confidential at all times.

Since the use of PHI and Confidential Information includes access, I will not access or view any PHI or Confidential Information other than what is required to perform my responsibilities as staff, student and/or precepting faculty in the care and treatment of patients or service to students. If I have any questions, I will immediately ask my precepting faculty or the Privacy Officer of Xavier University and its affiliated organizations for clarification.

I will not discuss any information pertaining to patient PHI or the health care organization in an area where unauthorized individuals may hear such information (for example), in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and at social events. I understand that it is not acceptable to discuss any PHI or Confidential Information in public areas even if specifics such as patient's name are not used.

I will not make any unauthorized transmissions, copies, disclosures, inquiries, or modifications of PHI or Confidential Information. Such unauthorized transmissions include, but are not limited to, removing and/or transferring PHI or Confidential Information from Xavier University's and its affiliated health care organizations’ computer systems to unauthorized locations (for instance, my home or school computer).

Upon termination of my affiliation with Xavier University and its affiliated health care organizations, I will immediately return all property (e.g. keys, documents, ID badges, etc) to my precepting faculty. I understand that it is my obligation to return all patient PHI to my precepting faculty and the health care organization upon completion of my clinical rotation at the health care organization. Faculty are responsible for the destruction of PHI, whether hard copy or electronic.

I have read the above Agreement and agree to comply with all its terms as a condition of my continuing affiliation with Xavier University.

_____________________________________________________________  __________________________
Student/Staff/Faculty Signature    Date

_____________________________________________________________  Xavier University
Print your Name                  School of Nursing

Agreements/hipaa/ Confidentiality Agreement
STUDENT EXPECTATIONS

Expectations of the Professional Nurse Related to Drug Therapy

The professional nurse's responsibilities in clients' drug therapies include demonstration of the following:

1. Knowledge of drugs prescribed for patients for whom the nurse is responsible.
   a. Classification of drug
   b. Generic and trade name
   c. Indications for use; i.e. Therapeutic Actions (cellular level - what does the drug do to bring about action)
   d. Desired effect
   e. Possible side effects and toxicity
   f. Normal dosage (adult & child)
   g. Route of administration and excretion
   h. Drug interactions: with food and other drugs
   i. Contraindications to usage
   j. Synergistic action of drugs
   k. Relationship of a specific drug to a specific client problem including correlation with laboratory data


3. Psychomotor skill in preparing and administering medications.

4. Consistent utilization of safety measures to prevent errors during the preparation and administration of drugs. Recognition and immediate reporting when an error has been made. (According to institution and agency policies as limited by the Ohio Nurse Practice Act).

5. Performance of related nursing care activities to promote the maximum effectiveness of drug for each client.

6. Evaluation of client to determine effectiveness of drug therapy (observation of physical and mental response, laboratory data).

7. Knowledge of Nurse Practice Act related to drugs; e.g., awareness of drug abuse and implications for personal and professional practice; knowledge of the nurse's responsibility in the administration of experimental drugs.

The acquisition of knowledge related to drug therapy is a dynamic process. One acquires this knowledge through formal and continuous self-directed learning and applies it in professional practice. Students learn in the classroom the basic knowledge related to the major classes of drugs, their therapeutic actions, concepts of absorption, distribution, metabolism, and excretion of drugs and their interactions. Clinical nursing courses are designed to provide students with clinical learning opportunities to further the acquisition of knowledge and skills related to the above expectations.

Students in all programs within the School of Nursing are expected to demonstrate the above knowledge and skills if required to do so in their study and/or practice of nursing.

Student Signature on Clients' Records

Students are placed at a variety of clinical agencies. Documentation for their nursing care will be evidenced by signing the first initial and full last name for students in the BSN and MSN MIDAS prelicensure program as follows: S. Stevens, XUSN (Xavier University Student Nurse).
**Classroom Conduct and Attendance**

All Xavier nursing students will present themselves in a manner that is consistent with both social and professional standards. Classroom expectations, including professional behavior and attendance policies, are stated in the course syllabus and covered by the instructor at the beginning of the course. Many courses require discussions, debates, case studies and group projects. Your attendance is essential to these shared learning experiences to be effective.

Some web-enhanced graduate courses may not have a face to face meeting each week but interaction and participation occurs via Canvas. Specific expectations and web etiquette will be included with these courses.

**Clinical Attendance Policy: Pre-licensure Students**

Students are required to attend each assigned lecture, seminar or clinical laboratory. Clinical attendance is **mandatory**. Absence is only permissible in extreme situations. If absences interfere with safe practice or achievement of course objectives or course content, faculty may advise the student to withdraw in lieu of failure. In the event that an unplanned absence is necessary, the student should observe the following procedure:

Both the clinical agency and the instructor should be notified as soon as possible but absolutely **no later than one hour preceding the scheduled clinical**.

Should a student anticipate the necessity to be absent from a future clinical experience, arrangements for the absence and its reconciliation should be planned with the instructor as far in advance as possible. Requests for arrangements must be realistic and acceptable for both the clinical agency and the instructor.

The criteria for successful completion of a course is based on the student’s ability to meet the course objectives. Refer to specific course syllabi for further stipulations.

**Fitness for Clinical Practice**

**NOTE:** This policy is under review. If revised, students will be notified and the revised policy will be posted on the nursing current student web page and will be included in subsequent handbooks.

Students will be expected to follow the American Nurses’ Association Standards: Professional Performance, Clinical Practice, and the Code for Nurses. Students have the responsibility to be fit for duty and able to implement nursing care for the assigned client in a safe manner. Fitness for duty incorporates a state of physical and mental health as well as appropriate academic preparation and professional demeanor to insure safe practice.

Students demonstrating signs of physical or mental illness, substance abuse, or behavior which is not consistent with professionalism (language, attire or attitude) that may compromise the care of the assigned client or students who are not prepared adequately to care for the assigned client, will be considered unsafe and dismissed from the clinical area. Such a student will receive an unsatisfactory clinical grade for that day. Repetition of this behavior may warrant failure or expulsion from the course or the program. Also refer to **Compromised or Altered Health Status**.

**Compromised or Altered Health Status**

Compromised or altered health status refers to any condition which results in the student's possible inability to meet the demands and expectations inherent in established clinical and/or classroom situations. New or pre-existing medical conditions, surgery, pregnancy, and emotional stress may be examples of such situations which fall within the scope of this policy. Such conditions are not in themselves reasons to dismiss a student from a course. Contingencies for such a student will be determined on an individual basis with the context of the course objectives and the instructors' prerogatives. Consultation from the Director of the School of Nursing, Nursing faculty, and the Dean of the College of Social Sciences, Health and Education may be requested by the instructor. The student may be required to provide input from a bona fide health care provider. In the event of pregnancy, students must notify the School of Nursing immediately and provide a statement from the obstetrician that the student is able to fulfill clinical objectives.
It is the student's responsibility to inform the School of Nursing and the instructor of their health status. Failure to communicate this places both the health and academic status of the student at risk.

The instructor, with possible input from the above mentioned faculty, will determine the alternative(s) available to the student based upon needs. Options must out of necessity be reasonable and realistic for both student and instructor, as well as congruent with course objectives and University policy and procedure.

The student will be advised of a decision and shall be informed at that time of any necessary protocol. Procedure processes and decisions will be recorded in the student's permanent record. If the student remains in the course, it will be the instructor's responsibility to ensure that any alterations made will not conflict with course objectives. The student shares in the responsibility of identifying alternatives and will be held accountable for those mutually agreed upon.

The University reserves the right to require additional professional health/mental examinations in cases where the program administrator and/or the faculty deem it necessary. While the School of Nursing and University Health Center accept no responsibility for the care of pre-existing conditions, students must arrange a conference with the Director of the School of Nursing and the staff physician of the Health Center to discuss problems which may arise from chronic physical and mental illnesses during the clinical nursing program.

**Substance Abuse**

The School of Nursing supports the statement in the Xavier University Student Handbook's Statement on Xavier Students Rights, Freedoms and Responsibilities, Alcohol Policy and Drugs. Any nursing student found to be abusing drugs or alcohol will be counseled and dismissed from the program. The School of Nursing reserves the right to request for cause drug and/or blood alcohol screens.
REQUIREMENTS AND HEALTH POLICIES FOR STUDENTS IN CLINICAL COURSES

In order to participate in clinical courses, students (sophomore, junior and senior BSN students, MSN MIDAS students and FNP students) must meet the requirements specified below and any other requirements specified in the contracts with clinical facilities. MSN students in other tracks may be required to submit health documentation by the facility selected for practicum experiences. The XU Health and Wellness Center (745-3022) provides health services including immunizations, TB tests and flu vaccines for a fee. Students must submit all required forms by due dates. Specific instructions and forms are on the School of Nursing Current Students web page at www.xavier.edu/nursing/Current-Students.cfm.

ANY STUDENT WHO FAILS TO SUBMIT REQUIRED DOCUMENTATION WILL BE PROHIBITED FROM ENTERING THE CLINICAL SITE.

Professional Liability Insurance
Xavier University maintains a blanket liability insurance policy on all nursing students. This insurance cannot be waived even if a student carries their own professional liability insurance. This coverage is in effect only while the student participates in clinical experiences directly related to the Xavier University nursing program curriculum. This coverage is in the amount of $2,000,000 per occurrence/$4,000,000 aggregate. A fee of approximately $36.00 per year ($18.00 each semester) will be added to the student's Bursar bill to cover this expense when students are enrolled in clinical practicum courses.

Proof of Health Insurance
Students must maintain health insurance throughout the program. A copy of both sides of the health insurance card is required annually.

Health Documentation
Students are required to provide proof from a physician that they are in good health prior to the beginning of clinical courses. See Appendix for sample forms. The following documentation is required to attend clinical:

- Physical examination by a physician validating the student is in good health
- Tuberculin Two-Step Skin Test is required prior to beginning clinical courses with a Tuberculin One-Step Skin Test required annually thereafter. Alternate proof of absence of TB may also be accepted.
- Proof of measles, mumps, rubella immunity through either immunization or positive serology
- Verification of varicella (chicken pox) immunization, history or positive serology
- Proof of Tetanus, diphtheria, pertussis Tdap (Adacel) vaccination
- Hepatitis B three vaccine series or positive serology (series requires 4-6 months to complete)

CPR Certification
CPR certification is required to be maintained by all students in clinical courses. The approved course is the BLS Healthcare Provider course by an approved American Heart Association (www.heart.org) or American Red Cross (www.redcross.org) provider. Certification is to be updated prior to expiration.

Background Records Check
All BSN Seniors, all MSN MIDAS students and all FNP students are required to be fingerprinted and obtain a background records check (BCI and FBI). Students are advised to have the report sent to the School of Nursing and to the Ohio Board of Nursing. Instructions are posted at www.xavier.edu/nursing/Current-Students.cfm. Subsequent background checks are required annually until completion of the program. Sophomore and junior BSN students who participate in clinicals at a facility requiring student nurses to have a background check will be notified of the requirement by the School of Nursing on an individual basis.
Uniform Policy

**BSN and MSN MIDAS students** must meet the requirements of the uniform policy while at clinical sites for practicum courses and at other times as specified by their clinical instructor.

**REQUIRED UNIFORM:**
- White warm-up cardigan (women) or jacket (men) with “Xavier University/School of Nursing” embroidery.
- Short sleeve navy scrub top worn over a short sleeve white crew neck T-shirt. “Xavier University/School of Nursing” will be embroidered on the upper chest of the scrub top. Due to infection control, no long sleeved T-shirts are permitted under the navy scrub top.
- Navy scrub pants.
- White or black professional or athletic shoes. The shoes must be both closed-toe and closed-heel. Shoes should be clean and have clean shoelaces. Matching crew or higher socks are required.
- The Xavier student nurse identification badge: should be visible at all times unless otherwise specified by the clinical instructor.
- Hair should be kept off the collar for both male and female students. Beards should be clipped and neat.
- No jewelry, other than name badge, watch and wedding band, should be worn with uniforms. Only one stud earring in each ear is permitted. No facial hardware (piercing of eyebrows, nose, etc.) is permitted. **No visible tattoos.** No class rings, diamond, dinner, or other rings may be worn. Bracelets, necklaces, bows, scarves, bright nail polish, long finger nails, and excessive perfume or cologne are totally unacceptable for professional dress.

*Note: Some courses may require additional uniform items or include restrictions beyond what is listed here. Your instructor will inform you of these at the appropriate time.*

**REQUIRED SUPPLIES:** All students are required to purchase the following:
1. Quality dual-head stethoscope
2. Traditional face watch with a sweeping second hand (not a digital watch)

**STUDENTS MUST HAVE UNIFORM ITEMS AND SUPPLIES BY THE FIRST DAY OF FALL SEMESTER.**
MIDAS students will be advised of their due date for uniforms.

### UNIFORM AND SUPPLIES PURCHASE INFORMATION

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUPPLIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>White embroidered warm-up cardigan or jacket, navy embroidered scrub top and scrub pants</td>
<td>XU Gallagher Bookstore</td>
</tr>
<tr>
<td>Short sleeve white T-shirt</td>
<td>Purchase on your own</td>
</tr>
<tr>
<td>Xavier student nurse name badge ordered by the School of Nursing</td>
<td>Sophomores, new MIDAS students and FNP students. Students will receive instructions from the School of Nursing regarding purchase and distribution of badges.</td>
</tr>
<tr>
<td>White or black professional or athletic shoes</td>
<td>Purchase on your own</td>
</tr>
<tr>
<td>Quality Dual-head stethoscope</td>
<td>Purchase on your own or through Xavier Bookstore</td>
</tr>
<tr>
<td>Traditional face watch with sweeping second hand (not a digital watch)</td>
<td>Purchase on your own</td>
</tr>
</tbody>
</table>

*Deadlines for ordering uniform and supplies is provided at www.xavier.edu/nursing/current-students.cfm*

School of Nursing uniform policy 2014, 6/23/2014
ADDITIONAL INFORMATION FOR UNDERGRADUATE AND GRADUATE STUDENTS

NCLEX-RN Licensure Application Information

NCLEX-RN Licensure Process
Students make application to take the state board licensure examination during the final semester in the BSN or MIDAS program. Further information is at https://www.ncsbn.org/index.htm.

Students complete a separate application form in order to take the NCLEX-RN examination (www.pearsonvue.org) regardless of the state in which the student plans to be licensed.

It is required that each graduating student inform the Academic Program Director of the state in which he/she plans to be licensed. The School of Nursing must verify that each graduate has successfully completed the program of study.

Ohio Board of Nursing NCLEX-RN Application Requirements
An applicant for the state licensure examination will be required to indicate on the application for licensure whether he/she has a felony conviction or misdemeanor on record. A past felony or misdemeanor conviction may disqualify him/her from taking the state licensure examination (as outlined in Section 4723.28 of the Ohio Revised Code).

“The Ohio Revised Code requires all those applying for a license or certificate issued by the Ohio Board of Nursing (Board) to submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI). The Board cannot, by law, complete the processing of an application until the Board receives BOTH reports.” http://www.nursing.ohio.gov/LicensureInformation.htm

All BSN seniors and MIDAS students should have been fingerprinted around the beginning of fall semester of their final year and should have requested that the background report be sent to the Ohio Board of Nursing (OBN). It is the student’s responsibility to follow-up as appropriate if there is a concern that OBN may not have their report.

Once all requirements for the BSN or MIDAS program have been met, the School of Nursing releases a “Certificate of Completion” form for each student who has applied to the Ohio Board of Nursing.

Other State Board of Nursing NCLEX-RN Requirements
Other state boards of nursing may have different requirements for applicants seeking licensure. It is the responsibility of the student to review and determine a specific state’s requirements for that state’s licensure application.

Sigma Theta Tau International – Omicron Omicron Chapter-At-Large
In 1994 a steering committee of School of Nursing faculty and alumni met to organize the Xavier University Nursing Honor Society. This was done with the dream of becoming a charter chapter of Sigma Theta Tau International. In the spring of 1997, the School of Nursing hosted a site visitor from Sigma Theta Tau International. The dream was fulfilled in 1998 when Xavier University and the College of Mount St. Joseph merged their honor societies and became the Omicron Omicron Chapter-At-Large.

In nursing the privilege of being a member of Sigma Theta Tau International Honor Society of Nursing is treasured. The purposes of the Society are to:

1) recognize superior achievement,
2) recognize the development of leadership qualities,
3) foster high professional standards, and
4) strengthen commitment to the ideals and purposes of the profession.
Membership is by invitation only. Qualifications include superior scholastic achievement, evidence of professional leadership potential, and desirable personal qualifications.

**Undergraduate Requirements:** Undergraduate students are eligible for induction once they have completed at least 50% of the nursing courses in the baccalaureate program, maintain a class rank in the top 35% of their class, and have a cumulative GPA of 3.0 or above.

**Graduate Requirements:** Graduate students are eligible for induction once they have completed 25% of the graduate curriculum and have a minimum cumulative GPA of 3.5 or above.

All students are invited to attend the programs of our International Society. Information is communicated to students via their XU email account. We hope students will set a goal to work toward demonstrating the qualifications for membership in the Honor Society.

**Graduation and Awards Information**

**School of Nursing Pin**
A tradition in nursing education is the nursing pin. Graduate nurses wear their school pin as a symbol of their educational accomplishment. Undergraduate and graduate students are eligible to order a pin providing they are on schedule to complete all requirements for graduation. Orders are placed directly through the Xavier University Bookstore during the spring semester. Each graduate must be approved by the School of Nursing to order a nursing pin. Nursing pins are distributed to graduates at the annual School of Nursing Pinning and Recognition Ceremony held the Friday afternoon prior to the May commencement ceremony.

**Undergraduate: Graduation with Honors**
Honors are awarded on the basis of outstanding achievement. For a bachelor degree, a student who has earned a quality point average of 3.900 in Xavier course work will be graduated summa cum laude; one who has earned a 3.750, magna cum laude; one who has earned 3.500, cum laude.

*Transfer students with appropriate grade point averages are eligible for honors at graduation if they have completed at least 30 credit hours of graded courses at Xavier University.*

Note: Grades of S (Satisfactory) and course hours are not computed in the student's grade point average, although hours taken count toward the University's semester hour requirement. Grades of U (Unsatisfactory) and course hours are computed into the student's grade point average.

Honors are inscribed on the student’s diploma and recorded on the transcript. Students should consult with the Xavier Bookstore staff when purchasing commencement apparel for the appropriate honors cords. (Note: Eligibility for honors apparel is based on the student's seventh (7th) semester grade point average. This information is submitted from the Office of the Registrar to the Xavier Bookstore.)

**Undergraduate School of Nursing Awards**
The School of Nursing offers several awards to graduating BSN students. The selection process takes place during the spring semester. Undergraduate awards are presented to recipients at the annual University All Honors Convocation held in April.

**Nursing Faculty Award** is presented to a graduating senior who exemplifies the highest standards in nursing care according to the following characteristics: compassion, empathy and a caring bedside manner toward clients.

**Helen Hurm Award** is presented to the best all around graduating senior with particular emphasis on academic achievement, participation in campus life, and individual development.
Nursing Mission Award is presented to four seniors who represent the four characteristics of the mission of the School of Nursing: scholarship, leadership, service, and personal and professional growth.

Graduate School of Nursing Awards
The School of Nursing offers several awards to students graduating from the MSN program. The selection process takes place during the spring semester. Graduate awards are presented to recipients at the annual School of Nursing Pinning and Recognition Ceremony held the Friday afternoon prior to the May commencement ceremony.

Ida Casey Award is presented to a graduating registered nurse who best demonstrates the ideals of the nursing profession.

Clinical Innovation and Excellence Award is presented to recognize outstanding students whose innovative clinical capstone projects exemplify the goals and ideals of nursing.

Cura Personalis Award is presented to a graduating MSN student who demonstrates holistic care for both patients and self.

Magis Award is presented to a graduating MSN student who exemplifies a spirit of excellence.

School of Nursing Leadership Award is presented to a graduating registered nurse in the MSN program in recognition of outstanding leadership demonstrated in the classroom and in graduate practicum experiences.

Spirit of Caring Award is presented to a graduating MSN student who best exemplifies the highest standards in nursing care.

American Holistic Nursing Corporation Certification
The purpose of the American Holistic Nursing Corporation (AHNCC) is to promote the professional advancement of holistic nursing by striving to ensure that nurses engaged in the practice of holistic nursing have integrated foundational concepts of holistic nursing into their lives and practice and demonstrate proficiency in the body of knowledge specific of holistic nursing. Further information including The Code of Ethics, is available in the School of Nursing.

Xavier’s graduate and undergraduate nursing programs are one of a select group of colleges/universities throughout the United States approved by the American Holistic Nursing Corporation (AHNCC). This endorsement by AHNCC permits graduates of Xavier’s nursing programs to sit for the holistic nurse certification (HNC) examination. MSN graduates are eligible to apply for the examination upon completion of the graduate program. BSN graduates are eligible to apply for the examination after the graduate has passed the National Licensure Examination for registered nurses (NCLEX-RN). More information on the AHNCC can be found at www.ahncc.org.
Additional Expenses for Nursing Students

BSN and MIDAS Student Expenses
Students should anticipate expenses listed below in addition to tuition, books, lab fees, and living expenses.

Expenses for labs/clinicals: uniforms and lab supplies (see Uniform Policy section).
Transportation to and from clinical sites and parking fees if charged by site.
University liability insurance coverage fees (approximately $18 per semester for each clinical course).
Expenses related to health certification requirements (see Health Policies and Information).
Shadow Health (if required) – an internet based program for simulation experiences (approximately $100) (BSN students only).
Assessment tests associated with some courses (i.e. HESI examinations)
Expenses related to fingerprinting and background checks required by hospital or other facilities and as required for the state board of nursing.
Graduation-expenses: Xavier University graduation fee, graduation apparel (if attending the May commencement ceremony), and the Xavier University professional nursing pin (optional).
BSN class photo – required.
Licensure expenses for BSN and MIDAS students: Pearson VUE testing registration fee and board of nursing application fee. Photo required for NCLEX-RN application (depending upon the state).
Fee for Clinical Nurse Leader certification exam (optional) (MIDAS students only).

Graduate Student (Registered Nurses) Expenses
Registered nurses enrolled should anticipate expenses listed below in addition to tuition, books, lab fees, and living expenses.

Graduation-expenses: Xavier University graduation fee, graduation apparel (if attending the May commencement ceremony), and the Xavier University professional nursing pin (optional).
Expenses related to fingerprinting and background checks required by hospitals or other facilities: MSN FNP/FNP post-master’s students
Fee for Clinical Nurse Leader certification exam (optional) for MSN CNL students
University liability insurance coverage fees (approximately $18 per semester for each clinical course).
MSN (RN students): charged for enrollment in Nurs 703. Liability insurance will cover MSN students for Nurs 703 and Nurs 705 (approximately $18).
MSN CNL or post-master’s CNL students are charged for liability insurance in Nurs 853.
MSN FNP students are charged for liability insurance for each clinical course.

MSN students: depending upon the track selected and/or practicum experiences selected, MSN may be required to submit the health requirements listed below for MIDAS students.

Additional Information for Undergraduate and Graduate Students
8/8/14
Advice for Success

1. Set up your Xavier email account as soon as possible and check it regularly. Students are responsible for information being communicated via email from the School of Nursing. Emails are also sent during the summer. Obtain your ALL Card (required for all students) and if applicable, your parking decal by the first day of classes. Links to these services are on the student hub which is accessed from www.xavier.edu (top of page).

2. Become knowledgeable by reviewing the student handbooks, catalog, academic calendar, exam schedules, policies, procedures, and syllabi.

3. Utilize the Student Hub for links to your student needs. Self-Service, Systems & Guides and the Student Affairs icons/links are particularly valuable in getting you to the right office, service or information. See the Student Hub page in this handbook for more information.
   a. Health related services for which there are links are the McGrath Health and Wellness Center and the Psychological Services Center. These centers offer outpatient medical and counseling services, referral to specialists and other resources and programs. Professional psychologists and counselors assist students in dealing with personal concerns, anxiety, depression, stress management and other difficulties. Fees are charged for medical services and are billed to the student's health insurance. The Psychological Services Center also provides a wide range of clinical and vocational services to Xavier and the Greater Cincinnati community. There is a reduced fee charged to graduate students.
   b. The link to the Office of Financial Aid is in the Student Services icon. Financial pressures and/or the need to work often put students in a position of not allowing enough time to study. This can affect academic standing and progression in the program. See advice from your financial aid counselor. Contact the Office of the Bursar to discuss payment or billing issues.
   c. Links to learning and writing assistance: The Learning Assistance Center (LAC) provides support services such as tutoring, peer advising and study groups and is the center that provides support to students with disabilities. The Writing Center is a good resource for students who are having difficulty with writing assignments. Appropriate and effective written communication is considered a critical outcome of undergraduate and graduate education. Written assignments are used throughout the programs to progressively challenge students to produce documents and are appropriate for the task (scholarly writing versus business communications). Most faculty members will expect students to use the most recent edition of the Publication of the American Psychological Association (APA) manual. In some courses other reference methods may be required. The course syllabi will reflect the reference style required for that course. These manuals are available in the McDonald Library or may be purchased elsewhere including at the Xavier University bookstore. Key information may also be found on-line.

4. Do not assume that deadlines, regulations and tuition charges will be waived. If something is unclear, seek clarification.

5. Computer competencies. One of the outcomes for nursing education is information literacy. Basic computer competencies are expected. These include: a basic knowledge about hardware and software, the ability to receive and send e-mails with attachments, a basic knowledge of Windows and application packages in Microsoft Office (Word, Power Point) and the ability to manage files. During your enrollment in the nursing program, you will be introduced to the Xavier University courseware package, Canvas. Canvas will be introduced to you used extensively through the program for access of course information as well as a method of communication.
BSN Program Objectives

1. **Demonstrate scholarship** through critical thinking vital to professional judgement and ethical/moral decision making.

   Use critical thinking and decision making while facilitating clients’ transitions.
   
   Incorporate legal, moral, and ethical knowledge and theory in decision making appropriate to the practice of nursing.
   
   Synthesize theoretical and empirical knowledge derived from theology and philosophy, the humanities, and the natural and behavioral sciences in the practice of nursing.
   
   Evaluate research for applicability of findings to nursing actions.

2. **Exemplify service** by valuing the dignity and worth of each person while providing thoughtful, compassionate and competent professional care to clients in transition.

   Assess health status and health potential of individuals, families, and communities.
   
   Demonstrate responsible action while caring for a variety of clients who represent all ages and diversity in cultural, social and spiritual backgrounds.
   
   Demonstrate ability to identify needs, prioritize needs and allocate resources appropriate to individuals, families and communities.
   
   Value self as a unique person with the self-awareness essential to the formation of helping relationships.
   
   Demonstrate the ability to establish and maintain therapeutic relationships.
   
   Practice within the legal definition of registered nurse practice acts and adhere to the American Nurses Association Code for Nurses and the standards of nursing practice.

3. **Demonstrate leadership** by coordinating, delegating, collaborating and maintaining collegial relationships with other members of the interdisciplinary health care team to promote the health and welfare of clients.

   Evaluate the quality and effectiveness of nursing practice.
   
   Participate in the evaluation of the efficacy of technology and other therapeutic interventions.
   
   Participate in establishing and implementing professional standards.
   
   Analyze factors related to safety, effectiveness, and efficiency in planning and delivering client care.
   
   Serve as advocate of client needs and rights.
   
   Participate in identifying needed change to improve delivery of care within various health care systems.
   
   Promote consumer awareness of nursing's contribution to health care through involvement in consumer groups.

4. **Value personal and professional growth** through involvement in professional activities and by assuming responsibility for professional competence and continuing education.

   Assume responsibility and accountability for one’s own decisions and actions in the practice of nursing.
   
   Assume responsibility for continued personal and professional growth.
   
   Articulate a personal philosophy of nursing.
## Nursing Mission/Nursing Standards Comparison Table

<table>
<thead>
<tr>
<th>Major Statements for Nursing Mission</th>
<th>Major Concepts From Standards</th>
<th>Code*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Statements for Nursing Mission</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scholarship</strong> refers to inquiry and critical thinking which are requisite components of professional judgment, problem solving and decision making.</td>
<td><strong>Evaluation</strong> of quality and effectiveness of care</td>
<td><strong>Informed</strong> judgment, competence &amp; qualification</td>
</tr>
<tr>
<td></td>
<td>Decisions &amp; actions ethical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utilization of research</td>
<td></td>
</tr>
<tr>
<td><strong>Service</strong> is an inherent component of professional nursing. Within a cultural and social context, graduates respect the dignity and worth of each person. They are committed to balancing physical, psychological, social and spiritual care in an ever changing technological environment.</td>
<td><strong>Evaluation</strong> of quality and effectiveness of care</td>
<td><strong>Human</strong> dignity &amp; uniqueness</td>
</tr>
<tr>
<td></td>
<td>Decisions &amp; actions ethical</td>
<td><strong>Right</strong> to privacy</td>
</tr>
<tr>
<td></td>
<td>Collaboration with others</td>
<td><strong>Protection</strong> from incompetent, unethical, illegal practice</td>
</tr>
<tr>
<td></td>
<td>Management of resources</td>
<td><strong>Informed</strong> judgment, competence, qualifications</td>
</tr>
<tr>
<td></td>
<td>Utilization of research</td>
<td></td>
</tr>
<tr>
<td><strong>Leadership</strong> is an essential characteristic of professional nurses. Jesuit inspired values guide the graduates in their communication and collaboration with others to advocate client needs and rights and to function as an integral part of the health care team.</td>
<td><strong>Evaluation</strong> of quality and effectiveness of care</td>
<td><strong>Protection</strong> from incompetent, unethical or illegal practice</td>
</tr>
<tr>
<td></td>
<td>Contribution to professional development of peers</td>
<td><strong>Informed</strong> judgment, competence, qualifications</td>
</tr>
<tr>
<td></td>
<td>Collaboration with others</td>
<td><strong>Conditions</strong> of employment</td>
</tr>
<tr>
<td></td>
<td>Management of resources</td>
<td><strong>Integrity</strong> of nursing Collaboration</td>
</tr>
<tr>
<td></td>
<td>Utilization of research</td>
<td></td>
</tr>
<tr>
<td><strong>Personal and professional growth, encompassing development and refinement of philosophies of life and nursing, is foster through nursing education at Xavier University. Jesuit inspired nursing beliefs, values and traditions influence personal growth with the profession.</strong></td>
<td><strong>Decisions &amp; actions ethical</strong></td>
<td><strong>Responsible</strong> and accountable for own judgments &amp; actions</td>
</tr>
<tr>
<td></td>
<td>Evaluation of own nursing practice</td>
<td><strong>Maintenance</strong> of competence</td>
</tr>
<tr>
<td></td>
<td>Maintenance of current knowledge in practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluation</td>
<td></td>
</tr>
</tbody>
</table>

*To facilitate reading, the first word of each phrase representing a code statement is underlined.

Major statements for nursing mission
### Sample Curriculum Plan for the BSN Pre-licensure Program

<table>
<thead>
<tr>
<th>Freshman Year (Fall)</th>
<th>Cr.</th>
<th>Freshman Year (Spring)</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 140 Human Anat. &amp; Physiology I*</td>
<td>3</td>
<td>BIOL 142 Human Anat. &amp; Physiology II*</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 141 Human Anatomy and Physiology I Lab*</td>
<td>1</td>
<td>BIOL 143 Human Anatomy and Physiology II Lab*</td>
<td>1</td>
</tr>
<tr>
<td>Second Language I</td>
<td>3</td>
<td>Second Language II</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 101 Intro to Soc. OR SOCW 167 Survey of SW*</td>
<td>3</td>
<td>Math Elective (Required for nursing)*</td>
<td>3</td>
</tr>
<tr>
<td>CORE 100 First Yr. Seminar or THEO 111 Theo. Found.*</td>
<td>2</td>
<td>CORE 100 First Yr. Seminar or THEO 111 Theo. Found.*</td>
<td>2</td>
</tr>
<tr>
<td>CORE 101 First Yr. Co-Curriculum Program I*</td>
<td>0</td>
<td>CORE 102 First Yr. Co-Curriculum Program II*</td>
<td>0</td>
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<tr>
<td>NURS 130 Ways of Knowing</td>
<td>3</td>
<td>NURS 132 Health and Culture I</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>Sophomore Year (Fall)</th>
<th>Cr.</th>
<th>Sophomore Year (Spring)</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>CHEM 150 Physiological Chemistry*</td>
<td>3</td>
<td>NURS 364 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 151 Physiological Chemistry Lab*</td>
<td>1</td>
<td>BIOL 200 Microbiology*</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 Composition or ENGL 115 Rhetoric</td>
<td>3</td>
<td>BIOL 201 Microbiology Lab*</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 100 Ethics as Intro. to Philosophy</td>
<td>3</td>
<td>Historical Perspectives Elective</td>
<td>3</td>
</tr>
<tr>
<td>NURS 224 Nursing Therapeutics I</td>
<td>4</td>
<td>NURS 230 Nursing Therapeutics II</td>
<td>4</td>
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<tr>
<td>NURS 225 Nursing Therapeutics I Practicum</td>
<td>2</td>
<td>NURS 231 Nursing Therapeutics II Practicum</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>Junior Year (Fall)</th>
<th>Cr.</th>
<th>Junior Year (Spring)</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theological Perspectives Elective*</td>
<td>3</td>
<td>PHIL 200 - Philosophical Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>Engl/Clas/Span/Fren 205 Lit. &amp; Moral Imagination</td>
<td>3</td>
<td>PSYC 277 - Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Math Perspectives: MATH 116 or 136 (Statistics)</td>
<td>3</td>
<td>NURS 370 Nursing Research (Prereq: statistics)</td>
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</tr>
<tr>
<td>NURS 360 Adult in Transitions</td>
<td>4</td>
<td>NURS 372 Families in Transitions</td>
<td>4</td>
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<tr>
<td>NURS 361 Adult in Transitions Practicum</td>
<td>4</td>
<td>NURS 373 Families in Transition Practicum</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Senior Year (Fall)</th>
<th>Cr.</th>
<th>Senior Year (Spring)</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>Humanities Elective*</td>
<td>3</td>
<td>NURS 472 Care of the Complex Client</td>
<td>4</td>
</tr>
<tr>
<td>Creative Perspectives Elective</td>
<td>3</td>
<td>NURS 473 Care of Complex Client Practicum</td>
<td>4</td>
</tr>
<tr>
<td>NURS 450 Mental Health Nursing</td>
<td>1</td>
<td>NURS 498 Senior Seminar</td>
<td>3</td>
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<tr>
<td>NURS 451 Mental Health Nursing Practicum</td>
<td>1</td>
<td>Nursing Elective</td>
<td>3</td>
</tr>
<tr>
<td>NURS 470 Community Health Nursing</td>
<td>3</td>
<td>NURS 470 Community Health Nursing Practicum</td>
<td>3</td>
</tr>
<tr>
<td>NURS 471 Community Health Nursing Practicum</td>
<td>3</td>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Total semester hours: 126

Each practicum credit is equal to three (3) clock hours per week.

A minimum of 120 credit hours is required to receive a bachelor of arts degree from Xavier.

All students must satisfy 5 flags in addition to the University core curriculum.

The 5 flags include: Diversity (N 132 fulfills), E/RS, Oral Communication (NURS 130 fulfills), Quantitative Reasoning and Writing.

Nursing students may be able to fulfill the remaining 4 flags via choice of core courses or nursing courses.

A minimum grade of "C" is required in all nursing courses and in science, math and social sciences courses.

A cumulative GPA of 2.70 is required to progress to sophomore level and must be maintained throughout the program.

1 These core courses must be taken in the semester indicated.
2 These core courses must be taken in freshman year.
3 Nursing students should choose a course that also fulfills the E/RS flag.
4 Humanities Elective may be satisfied by 1 course from the following: All Classics except 205; ENGL 121+ except 205; FREN 300+, GERM 300+, HIST 200+, PHIL 300+, or THEO 300+.

Note: Humanities Elective may not double-count as an E/RS flag (though may be an E/RS flagged course). No Theology course may double-count for both Theological Perspectives & Humanities Elective.
Additional Opportunities within the BSN Program

**Nursing Internships/Externships**
Students have the opportunity to apply for paid internships/externships via opportunities provided by hospitals. These internships are competitive and are available during the summer between the junior and senior year (upon completion of NURS 360/361 Adult Transitions).

Students who are interested in this opportunity should see the Academic Program Director for further information. Approved internships will fulfill the nursing elective requirement. The Director of the School of Nursing approves all internships/externships. Students register for NURS 410 Student Nurse Internship in the fall semester of the senior year. NURS 410 will substitute for the required nursing elective. The Director of the School of Nursing will assign a grade for the experience based upon the student's preceptor's evaluation.

**Hispanic Focus**
The Hispanic Focus is a unique elective course of study within the four-year BSN program. This guided focus is a selection of interdisciplinary courses and selected nursing assignments intended to enhance the student's understanding of and nursing practice with Hispanic populations. The objectives of the Hispanic Focus are: to develop Hispanic-specific knowledge and cultural competence, to become culturally engaged, and to acquire intermediate language proficiency.

For further information, students should contact Dr. Debra VanKuiken (Vankuikend@xavier.edu).

**The Gambia Experience**
This opportunity is a joint venture among nursing faculty from Xavier University and Miami University. The Gambia Experience offers student a first-hand view of the health system in a country outside the United States. NURS 499 is a three-week, four credit hour summer workshop. Xavier students enroll through Miami University and transfer the credits to Xavier. The course will count for the BSN nursing elective (minimum grade of C required).

**Note:** Transfer credits do not impact the student's Xavier cumulative GPA. Students who plan to enroll in NURS 499 are required to complete an Off Campus Permission form and have a final, official Miami University transcript sent to the School of Nursing once the course is completed and a grade is posted. For further information, contact Professor Cheryl Leksan at LeksancI@xavier.edu.
BSN-MSN Clinical Nurse Leader Program

Students enrolled in the BSN program have the opportunity to complete a master's degree with a concentration in Clinical Nurse Leader (CNL) within one calendar year and one practicum semester following graduation from the BSN program.

The Clinical Nurse Leader is an advanced generalist who functions at the point of care to improve quality, safety, and continuity of care for the patient. Certification by examination is available to students in the final semester of the curriculum.

Students may apply for admission to the Honors option in the fall semester of senior year. Accepted students will begin the program in the spring semester of the senior year and continue full-time graduate study during the following summer, fall and spring semester. Upon completion of all course work, students will begin a 300 hour residency during the following summer semester.

<table>
<thead>
<tr>
<th>BSN-MSN Clinical Nurse Leader Honors Program</th>
<th>Sequence of Courses</th>
</tr>
</thead>
</table>

**Spring Semester – BSN Senior Year**
- Theology: Ethics or Rel/Cult Elective 3
- Nurs 472 Care of the Complex Client 4
- Nurs 473 Care of the Complex Client Practicum 4
- Nurs 680 Adv. Pathophysiology 3
- Nurs 854 Advanced Informatics 3
- Total spring semester hours 17

**Summer Semester – following BSN graduation**
- Nurs 690 Health Care Policy for BSN Honors 2 *(this is an interim semester course)*
- Completion of NCLEX-RN
  - Nurs 754 Nursing Leadership & Management 3
  - Nurs 502 Nursing Research 3
  - Nurs 756 Adv. Health Assessment 3
  - Total summer semester hours 11

**Fall Semester**
- Nurs 501 Theoretical Bases for Nursing Practice 3
- Nurs 556 Intro to CNL 3
- Nurs 503 Epidemiologic Methods 3
- Total fall semester hours 9

**Spring Semester**
- Nurs 602 Applying CNL Concepts 3
- Nurs 500 Health Care Ethics 3
- Total spring semester hours 6

**Summer Semester**
- Nurs 658 Adv. Pharmacology 3
- Nurs 852 Leadership for Quality 2
- Nurs 853 Leadership for Quality Practicum 6
- Total summer semester hours 11

This sequence is subject to change depending upon student and program needs.

BSN MSN Clinical Nurse Leader Program
UNDERGRADUATE PROGRAM CURRICULAR POLICIES

Progression Policies
(Under review. If revised, it will be posted on the nursing current student web page and students notified.)

NOTE: A grade of C carries 2.00 quality points. A grade of C- (1.67 quality points) does not fulfill requirements (see below).

1. All BSN students must achieve a minimum grade of C in all nursing (Nurs) courses. Nursing course syllabi outline specific course requirements necessary to achieve a C or higher.

2. Freshmen must achieve a minimum 2.70 cumulative grade point average (GPA) to progress to sophomore level nursing courses (200 level). Sophomores, junior and senior level students must maintain a 2.70 cumulative grade point average throughout the program. If a student's cumulative grade point average drops below 2.70, that student will have two semesters to raise the cumulative grade point average. If a student uses the summer to raise the cumulative grade point average, summer semester will be considered as one of the two semesters. NOTE: Courses taken at other institutions will not raise the student's GPA.

3. A minimum grade of C must be earned for all prerequisites of a nursing course prior to enrolling in the nursing course. A grade of C - will not fulfill the requirement. These courses include the math elective, MATH 116 or MATH 156, BIOL 140, BIOL 141, BIOL 142, BIOL 143, BIOL 200, BIOL 201, CHEM 150, CHEM 151, PSYC 277, and SOCI 101 or SOCW 167. See the prerequisite summary table in this handbook.

4. All students enrolled in the BSN program must receive a letter grade for all prerequisite and co-requisite course work. A grade of S for a course taken as Satisfactory/Unsatisfactory will not count toward requirements for the program.

5. Nursing (Nurs) courses with grades less than C must be repeated.

6. Students who achieve grades of less than a C in two nursing (Nurs) courses (the same course or different courses) may not continue in the nursing program.

7. In courses where the theory course and clinical course are co-requisites, if the student fails one of the courses (i.e. earns less than a C) but passes the co-requisite course the student will receive an I (incomplete) in the course that was successfully completed. The student must repeat both the theory and clinical course simultaneously. The student will register and be charged tuition for the course that was failed but not the passing course. Upon successful repetition of the failed course, the previously earned course grade for the prior successful course completion is added to the transcript, provided the student’s performance in the repeated course is satisfactory at that time.

8. A student may not withdraw failing more than once from the same nursing course.

9. If a student withdraws from either a theory or a clinical course, the student must withdraw from the co-requisite course.

10. A student may not withdraw from more than two nursing courses at the sophomore level or above while enrolled in the program.

11. The BSN program curriculum is designed to progress the student from foundational courses to those with more advanced concepts and principles. Therefore, the faculty believes that courses should be taken and successfully completed in the sequence established in the curriculum. Any deviation from the established curriculum sequence must be approved by the Admission, Progression, and Graduation (APG) subcommittee of the Curriculum Committee.

12. A student who is absent from the nursing clinical/practicum courses for more than two semesters (one calendar year) must reapply to the APG subcommittee of the Curriculum Committee in order to be considered to be reinstated. See “Readmission Policy” for the procedure to follow.

13. Upon graduation, BSN students will be eligible to sit for the National Council Licensure Examination—RN (NCLEX-RN).

*Faculty reserves the privilege to change the curriculum if deemed necessary for the progressive development of the program. For further information on grading policies, consult the University catalog.
Professional Behavior Policy

The School of Nursing professional behavior policy will be enforced in that students may be asked to leave the program for non-academic reasons related to unprofessional behavior even if the cumulative grade point average is at 2.70 or above. See the section on Professional Behavior Policy in this handbook.

Pre- & Co-Requisite Courses

All students have the responsibility to satisfy pre- and co-requisites. Co-requisite courses must be taken together because their subject matter and learning opportunity is complementary. Prerequisite courses must be taken prior to current courses to provide background for the courses requiring the prerequisite.

Transfer of Credit

Evaluation of transfer credit to satisfy core and nursing courses required for the nursing program is initiated by the student. Students must verify that all credits have been granted. It is the student’s responsibility to seek assistance with the process from the Academic Program Director. It is also the student’s responsibility to request a final, official transcript to be sent to the Office of the Registrar for all transfer work completed. Credit for nursing courses completed at a previous institution are reviewed by faculty on an individual basis.

Taking an Incomplete Grade in Courses

Faculty may assign an incomplete grade if the student requests this grade option. If the student requests an incomplete grade in the course and faculty concur, a grade of I (incomplete) will be assigned. For those nursing courses that are prerequisites for courses in the following semester, an assigned grade of “I” must be cleared prior to the start of the next semester.

A grade of F will be given if the student does not communicate to the course instructor the desire to take an incomplete prior to the end of the semester in which enrolled.

Further information: [http://catalog.xavier.edu/content.php?catoid=10&navoid=409#Incomplete_Work](http://catalog.xavier.edu/content.php?catoid=10&navoid=409#Incomplete_Work)

Leave of Absence

1. Students are expected to pursue their studies according to the designed curriculum whether they have elected to enroll as a full-time or part-time student. When a student finds it necessary to interrupt their course of study before completion of the program, the student must submit written notification to the Academic Program Director. This statement should include the semester(s) in which student plans to be absent and the semester in which the student expects to enroll again. The student must meet with the Academic Program Director to discuss plans for return. Readmission to the program is contingent upon space availability and being in good standing as exemplified by a cumulative grade point average of 2.70.

2. A student who does not enroll in nursing courses for two or more consecutive semesters must reapply to the APG subcommittee in order to be considered for reinstatement.

Student Initiated Withdrawal from Program

If the student decides to withdraw from the nursing program, the decision to withdraw must be submitted in writing to the Academic Program Director. Students who plan to withdraw from the University are required to complete an official withdrawal form provided by the College of Social Sciences, Health, and Education. The Academic Program Director will provide the form.

Readmission to a Nursing Program

A student who does not complete the nursing program for personal or academic reasons must meet the following criteria to be considered for readmission:

1. Apply for readmission to the University if not enrolled for the past year. A Reactivation Form is required to be submitted to the School of Nursing Academic Program Director and can be found at: [www.xavier.edu/registrar/forms](http://www.xavier.edu/registrar/forms).

2. Apply for readmission to the undergraduate program by petitioning the Admission, Progression, and Graduation (APG) subcommittee of the Curriculum Committee. The student should initiate this process by writing a letter addressed to the APG subcommittee stating the reason(s) for the desired return. The letter should be submitted to the Academic Program Director. The Director will present the letter to the
APG subcommittee for review. The student will be notified in writing of the APG subcommittee’s decision.

3. Have a minimum cumulative GPA of 2.70 at the end of the semester prior to re-entry date. Readmission may be provisional upon achieving a 2.70 GPA for undergraduate students.

4. Readmission is contingent upon space availability.

**Petitioning Policy Decisions**

A student who has extenuating circumstances can petition, in writing, the APG subcommittee for reconsideration of decisions based on the above policies. The student should initiate this process by writing a letter addressed to the APG subcommittee stating the reason(s) for the desired return. The letter should be submitted to the Academic Program Director. The Director will present the letter to the APG subcommittee. The student will be notified in writing of the APG subcommittee’s decision.

**Graduation Policies**

All students must file an “Application for Graduation” required by the University. The deadline for filing is posted on the current year’s academic calendar which can be found on the Registrar’s website, [www.xavier.edu/registrar](http://www.xavier.edu/registrar). A $50 graduation application fee is required. Students who miss the deadline will be charged an additional $50 late fee. Late fees will not be waived by the Bursar.

**Graduation Requirements**

1. Satisfactory completion of all courses required for the Bachelor of Science in Nursing program.
2. Cumulative grade point average of 2.70.
3. Minimum grade of C in all nursing theory and practicum courses.
   - A grade of C- does not fulfill the requirement.
4. Minimum grade of C in all biology, chemistry, math, psychology and Soci 101 or Socw 167 courses.
   - A grade of C- does not fulfill the requirement.
5. Students must complete all degree requirements of Xavier University and the Bachelor of Science in Nursing program requirements to be eligible to graduate.

Undergraduate program curricular policies
Approved 5/11/06, Revised 8/8/06, 7/30/14
EVALUATION PROCESSES

Faculty subscribe to the belief that a critical factor in the development of professional effectiveness is the interactive process of evaluation. Evaluation of faculty and students is conducted for the purposes of personal and professional growth. The evaluative process assists in:

1. establishing the degree of satisfactory achievement of critical standards of performance
2. clarifying incongruities between student and teacher expectations
3. potential identification of alternative styles of teaching and learning

Consistent with Xavier University's current policy and practice, students participate in the evaluation of all faculty, courses, and clinical sites during their education at the University.

The faculty are obligated to evaluate students' achievement based on the course objectives which appear in the course syllabus for each course.

HESI Examinations

Throughout the program students will be required to take Health Education Systems, Inc. (HESI) examinations. These are computerized tests that will be administered as part of courses throughout the curriculum. Appropriate course syllabi provide information regarding how HESI exams are incorporated into selected courses. HESI examination results provide students and faculty with information regarding a student's progression and knowledge of information essential to the practice of professional nursing. For students who do not achieve a minimum score of 900, remediation will be required.

Evaluation of Student Performance

1. Socialization into professional nursing practice at all levels of nursing education requires learning to evaluate one's own performance realistically. Evaluation experiences are based on course objectives and standards of nursing; i.e., Code for Nurses, ANA Standards for Clinical Practice and for Professional Performance. The student of nursing is introduced to this process during their formal educational experiences through various activities in theory and clinical courses.

2. At the onset of a course, the instructor sets forth expectations for performance including occasions for and methods of evaluation and what constitutes passing performance. This information appears in the course syllabus.

3. Throughout courses, students as well as the faculty member carry the responsibility for maintaining an open channel of communication. Feedback, both oral and/or written, about students' performance is provided by the instructor. The instructor is ultimately responsible for evaluating students' performance. If a student thinks he/she is securing insufficient feedback, the student is responsible for notifying the instructor.

4. In clinical courses, both the student and instructor prepare separate written evaluations of student's performance. Copies of the instructor's evaluations are signed by the student and instructor and placed in the student's record.

5. If the student does not agree with the instructor's perception of a student's performance, the student can prepare a separate written statement indicating disagreement. This statement will include documented evidence (dates, situation, behaviors). This statement should be discussed with the instructor. When the student and instructor cannot agree about a specific problem, the perceptions of behaviors, or a plan to resolve the conflict, the practicum course coordinator should be brought in at the option of either the student or instructor. If the conflict remains unresolved through this mechanism, it is brought to the Director of the School of Nursing to explore the problem. A copy of the student's written statement is attached to the corresponding instructor's evaluation in the student's record.

Grievance Procedures

Students may appeal final grades or unjust treatment if they believe that the grade was awarded unfairly. The student must be able to provide some evidence of the lack of fair treatment in order to file a formal grievance. The grievance procedure is outlined in the Xavier University catalog:

http://catalog.xavier.edu/content.php?catoid=10&navoid=409#Grade_Grievance_Procedure

Standards of Student Conduct, Discipline Procedures and Appeals are explained and outlined in the "Statement of Xavier Students' Rights, Freedoms and Responsibilities" found in the Xavier University Student Handbook.

http://www.xavier.edu/student-integrity/

Evaluation Processes undergraduate rev 7/16/14
ACADEMIC ADVISING

Academic advising is designed to assist students in their pursuit of educational plans and programs and will aid them in fulfilling their degree requirements. With guidance from advisors, students establish goals and develop educational plans which may persist through graduation and beyond. Each student is assigned to a specific faculty advisor.

Academic advising normally occurs during the pre-registration enrollment periods. However, the academic advisor is expected to make every effort to meet the needs of students who do not make or keep pre-registration appointments.

The Student’s Responsibilities

All students have the responsibility to seek guidance from a nursing faculty advisor each semester. An advisor is assigned upon enrollment in the nursing program. An academic advising checklist and an advisement narrative are placed in each student’s file. These forms are completed and kept up to date by the student and faculty advisor at pre-registration. The Office of the Registrar also provides an on-line degree evaluation for advising each semester. See the sample BSN curriculum plan and BSN checklist provided in this handbook. The responsibilities of students are to:

1. Consult with the advisor when necessary, and at minimum, once a semester.
2. Make appointments for advising sessions during faculty hours listed.
3. Notify the advisor or the School of Nursing staff if it unable to keep the advising appointment.
4. Be knowledgeable regarding policies for registration as set forth in the University catalog.
5. Be prepared for appointments during pre-registration; have the necessary forms and a preliminary schedule created.
6. Follow through with appropriate action after an advising session (e.g., Dean’s Office, Registrar, Health and Wellness Center, etc.).
7. Understand how to compute the cumulative grade point average. (See GPA calculation instructions in this handbook).
8. Be aware of important dates for each semester such as the last day to add or drop a class and the graduation application deadline.
9. Monitor progress toward graduation (i.e., keep track of the number of academic credits required and earned).
10. Accept responsibility for decisions made.

The Advisor’s Responsibilities

The responsibilities of the advisors are to:

1. Provide students with accurate information about University policies, curriculum requirements and pre-registration and registration procedures.
2. Help students select courses each semester which are appropriate and/or required.
3. Acquaint students with the various support services such as Learning Assistance, study groups, academic clubs, etc.
4. Assist students to develop good study habits if the student requests assistance.
5. Monitor students’ progress toward requirements for graduation.
6. Make proper referrals when necessary (e.g., deans, department chair, Health and Wellness, Psychological Services, Learning Assistance, Campus Ministry, etc.).
Role of Academic Program Director

Students have a variety of needs while enrolled in the BSN program. Mrs. Marilyn Gomez, Academic Program Director, has many roles related to student services, which include:

- advisor when faculty are not available to sign registration or drop/add forms,
- supervision of the nursing priority registration process,
- supervision of the School of Nursing off campus permission process,
- supervision of the collection of all required health documentation for students enrolled in clinical courses

Mrs. Gomez also serves as a liaison between students and the nursing faculty. She assists students in problem solving (e.g., who to go to for what, where to find an office on campus, non-nursing course concerns). You should feel free to seek assistance from Mrs. Gomez at any time. She can be reached at (513) 745-4392 or Gomez@xavier.edu. Her office is located in 106 Cohen.

Registration Information

All nursing students are responsible for viewing the online Xavier University catalog and the Xavier University Student Handbook upon matriculation to Xavier University. Students are also responsible for being aware of policies and procedures listed in the above publications.

Registration Procedures

All students are responsible for understanding and following the University and School of Nursing registration policies, procedures and fulfilling BSN degree requirements. Undergraduate nursing students are permitted to register one week in advance of University pre-registration dates. The School of Nursing notifies all students via email of the nursing priority registration dates each semester. Students are informed of the name of their faculty advisor when they matriculate to Xavier and are required to schedule an advising appointment with their advisor each semester. Updated advising lists are posted on bulletin boards in the School of Nursing.

Nursing students are required to obtain an advisor’s signature to register for classes, and also to drop and/or add classes throughout the year. The School of Nursing is not responsible for any student’s selection of courses without the approval of the advisor or the Academic Program Director.

Change of Major

Students requesting a change in their major out of nursing should follow the steps below:

Notify the current nursing faculty advisor.
Notify Mrs. Marilyn Gomez, Academic Program Director of the decision to leave nursing. Mrs. Gomez will provide information regarding the next steps for changing the major which includes consultation with an advisor in the new area selected. The change of major process is electronic and will be initiated by an advisor in the new program of study.

Off Campus Courses

Students who plan to take courses at another accredited college/university are required to receive written prior approval from the University. If this procedure is not followed, there is no guarantee that the off campus course will be approved. A minimum grade of C is required to transfer courses to Xavier.

A student may transfer no more than 15 hours from another college or university after matriculation to Xavier. All students must complete their last 30 semester hours at Xavier.

Off campus permission requires a catalog course description of the desired course. In some cases, a course syllabus may be required before permission will be granted.

Students follow the process listed below for receiving permission to take non-nursing courses off campus.
1. Obtain an off campus permission form from the Office of the Registrar or download off the Registrar’s website.

2. Provide the appropriate department chair with a printed copy of the course description. Students are responsible for informing the department chair if the desired course is an online course. Students are also responsible for verifying the calendar of the college/university – semester or quarter system.

3. The department chair will place his/her initials in the column provided on the off campus permission form.

4. See Mrs. Marilyn Gomez, Academic Program Director, for a signature, not your advisor. NOTE: all science courses must be taken at a four-year college/university. No science courses will be approved for two year (community colleges) schools.

5. Take the initialed, signed off campus form to Dr. Dennis Long, Associate Dean of the College of Social Sciences, Health and Education, 2nd floor of Hailstones Hall, for his signature.

6. Submit the completed form to the Office of the Registrar.

Example: A sophomore plans to take statistics in summer prior to junior year at Cleveland State University. The student should download a course description and visit the chair of the Math department for initial approval. View the XU on line directory for a listing of department chairs and contact information.

Quarter vs. Semester calendar: Xavier University is on the semester calendar system. Some colleges and universities are on the quarter calendar system. Students are responsible for validating the calendar system of the school they wish to attend. Quarter hours will be converted to semester hours upon transfer and the student needs to be aware of the conversion. Taking one math course on the quarter calendar system that is 3 credits transfers to Xavier as 2 credits. The student would be short one credit hour.

<table>
<thead>
<tr>
<th>Credit Hour Conversion Table</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter Hours</td>
<td></td>
</tr>
<tr>
<td>5 quarter hours</td>
<td>Transfers to Xavier as 3.3 semester hours</td>
</tr>
<tr>
<td>4 quarter hours</td>
<td>Transfers to Xavier as 2.6 semester hours</td>
</tr>
<tr>
<td>3 quarter hours</td>
<td>Transfers to Xavier as 2 semester hours</td>
</tr>
<tr>
<td>2 quarter hours</td>
<td>Transfers to Xavier as 1.3 semester hours</td>
</tr>
</tbody>
</table>

Upon completion of the course, it is the student’s responsibility to arrange for an official transcript to be sent directly to the University, verifying the course and grade completed off campus. Courses taken off campus are treated as transfer courses; grades will not factor into the Xavier GPA.

If a student is completing prerequisites off campus in summer for specific nursing courses, it is the student’s responsibility to provide proof of successful completion of the prerequisite prior to entering the nursing course. A grade report will be required if a final, official transcript is not immediately available.

Courses taken off campus do not factor into the student’s Xavier cumulative grade point average. This is important, as prerequisite courses taken off campus, while fulfilling the nursing program requirements, will not factor into the student’s Xavier GPA.

Students who do not have the required cumulative GPA of 2.70 at the end of the spring semester will not be given permission to take courses off campus unless the student plans to also take courses at Xavier over the summer in order to raise the GPA.
BSN Prerequisite Summary 2015-16

Note: Progression Policy clarification: a nursing student who receives grades of C- or lower in two nursing (Nurs) classes may not continue the nursing program.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 130</td>
<td>Direct admission to the School of Nursing, minimum grade of C in high school chemistry.</td>
</tr>
<tr>
<td>Nurs 132</td>
<td>Direct admission to the School of Nursing.</td>
</tr>
</tbody>
</table>

A minimum 2.70 cumulative grade point average is required to progress to sophomore level and must be maintained sophomore through senior level in order to remain in good standing and to graduate.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 224</td>
<td>Cumulative GPA of 2.70 AND Biol 140, 141, 142, 143, Soci 101 or Socw 167, math elective, Nurs 130, 132 – minimum grade of C Co-requisite is Nurs 225</td>
</tr>
<tr>
<td>Nurs 225</td>
<td>Nurs 132, minimum grade of C Co-requisite is Nurs 224</td>
</tr>
<tr>
<td>Nurs 230</td>
<td>Nurs 224, 225, Chem 150, 151, minimum grade of C Co-requisites are Nurs 231, 364, Biol 200, 201</td>
</tr>
<tr>
<td>Nurs 231</td>
<td>Nurs 224, 225, Chem 150, 151, minimum grade of C Co-requisites are Nurs 230, Nurs 364, Biol 200, 201</td>
</tr>
<tr>
<td>Nurs 364</td>
<td>Biol 140, 141, 142, 143, Chem 150, 151, minimum grade of C Co-requisites are Nurs 230 and Nurs 231</td>
</tr>
<tr>
<td>Nurs 360</td>
<td>Nurs 230, 231, 364, minimum grade of C Co-requisite is Nurs 361</td>
</tr>
<tr>
<td>Nurs 361</td>
<td>Nurs 230, 231, 364, minimum grade of C Co-requisite is Nurs 360</td>
</tr>
<tr>
<td>Nurs 370</td>
<td>Nurs 230 and 231, Math 116 or Math 156, minimum grade of C</td>
</tr>
<tr>
<td>Nurs 372</td>
<td>Nurs 230, 231, 364, minimum grade of C Co-requisite is Nurs 373</td>
</tr>
<tr>
<td>Nurs 373</td>
<td>Nurs 230, 231, 364, minimum grade of C Co-requisite is Nurs 372</td>
</tr>
<tr>
<td>Nurs 450</td>
<td>Nurs 360, 361, 370, 372, 373, Psyc 277, minimum grade of C Co-requisite is Nurs 451</td>
</tr>
<tr>
<td>Nurs 451</td>
<td>Nurs 360, 361, 370, 372, 373, Psyc 277, minimum grade of C Co-requisite is Nurs 450</td>
</tr>
<tr>
<td>Nurs 470</td>
<td>Nurs 360, 361, 370, 372, 373, minimum grade of C Co-requisite is Nurs 471</td>
</tr>
<tr>
<td>Nurs 471</td>
<td>Nurs 360, 361, 370, 372, 373, minimum grade of C Co-requisite is Nurs 470</td>
</tr>
<tr>
<td>Nurs 472</td>
<td>Nurs 360, 361, 370, 372, 373, minimum grade of C Co-requisite is Nurs 473</td>
</tr>
<tr>
<td>Nurs 473</td>
<td>Nurs 360, 361, 370, 373, 450, 451, minimum grade of C Co-requisite is Nurs 472</td>
</tr>
<tr>
<td>Nurs 498</td>
<td>Nurs 360, 361, 370, 372, 373, 450, 451, 470, 471, minimum grade of C</td>
</tr>
<tr>
<td>Nursing Elective</td>
<td>Sophomore, junior, or senior level</td>
</tr>
</tbody>
</table>
UNIVERSITY GRADING SYSTEM AND GRADE POINT AVERAGE

Undergraduate Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Minimum passing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>VF</td>
<td>Failure to officially withdraw</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete, changed when grade is assigned (see Incomplete Work)</td>
</tr>
<tr>
<td>AU</td>
<td>Audit - no credit or grade earned</td>
</tr>
<tr>
<td>S</td>
<td>Passing/Satisfactory, credit earned</td>
</tr>
<tr>
<td>U</td>
<td>Not passing/Unsatisfactory, no credit earned</td>
</tr>
<tr>
<td>NC</td>
<td>No credit earned, non-graded course</td>
</tr>
<tr>
<td>NR</td>
<td>No grade reported</td>
</tr>
</tbody>
</table>

No grade change can be made later than the 15th calendar day after the beginning of the next academic semester (fall or spring) except in the case of a resolved Grade Grievance.

Quality Points

The quality point is the unit used to measure student achievement in a course. The number of quality points received for any course is equal to the number of points attached to the grade received, multiplied by the number of credit hours for the course. Quality points are calculated as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
</tr>
<tr>
<td>U</td>
<td>0.00</td>
</tr>
<tr>
<td>VF</td>
<td>0.00</td>
</tr>
<tr>
<td>NC</td>
<td>0.00</td>
</tr>
<tr>
<td>NR</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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Calculating Your Grade Point Average

To calculate your semester Grade Point Average, follow these steps:

Find the grade points for each class by multiplying the number of credits the class is worth by the Quality Points for the letter grade received.

Ex. 3 hour class with a grade of B+ (3.33 quality points) = 9.99 points
Semester Grade→Quality Points x # of credits = grade points
B+ → 3.33 x 3 = 9.99

Do this for each class. Then total the grade points. Total the credit hours. Divide the total grade points by the total # of credit hours taken to obtain your semester GPA.

Example:

<table>
<thead>
<tr>
<th>Sem. Grade</th>
<th>Quality Points</th>
<th>x</th>
<th># of credits</th>
<th>=</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>x</td>
<td>3</td>
<td>=</td>
<td>12.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>x</td>
<td>4</td>
<td>=</td>
<td>12.00</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>x</td>
<td>3</td>
<td>=</td>
<td>9.99</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>x</td>
<td>3</td>
<td>=</td>
<td>5.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13</td>
<td>39.00</td>
</tr>
</tbody>
</table>

SAMPLE #1 – Student #1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 140-06</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>Biol 141-01</td>
<td>Human A&amp;P I Lab</td>
<td>1</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 130-01</td>
<td>Ways of Knowing</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>Engl 101-18</td>
<td>English Composition</td>
<td>3</td>
<td>B+</td>
<td>9.99</td>
</tr>
<tr>
<td>Phil 100-02</td>
<td>Ethics as Intro to Philosophy</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>Theo 111-09</td>
<td>Theological Foundations</td>
<td>3</td>
<td>A-</td>
<td>11.01</td>
</tr>
<tr>
<td></td>
<td>Totals</td>
<td>16</td>
<td></td>
<td>54</td>
</tr>
</tbody>
</table>

54 divided by 16 = 3.375 grade point average

SAMPLE #2 – Student #2, same semester, different grades

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 140-06</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3</td>
<td>C+</td>
<td>6.99</td>
</tr>
<tr>
<td>Biol 141-01</td>
<td>Human A&amp;P I Lab</td>
<td>1</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>Nurs 130-01</td>
<td>Ways of Knowing</td>
<td>3</td>
<td>B</td>
<td>9.00</td>
</tr>
<tr>
<td>Engl 101-18</td>
<td>English Composition</td>
<td>3</td>
<td>B-</td>
<td>8.01</td>
</tr>
<tr>
<td>Phil 100-02</td>
<td>Ethics as Intro to Philosophy</td>
<td>3</td>
<td>C-</td>
<td>5.01</td>
</tr>
<tr>
<td>Theo 111-09</td>
<td>Theological Foundations</td>
<td>3</td>
<td>B</td>
<td>9.00</td>
</tr>
<tr>
<td></td>
<td>Totals</td>
<td>16</td>
<td></td>
<td>39.68</td>
</tr>
</tbody>
</table>

39.68 divided by 16 = 2.48 grade point average
OPPORTUNITIES FOR PARTICIPATION IN UNIVERSITY AND SCHOOL OF NURSING ACTIVITIES

Student Representation

Student representation and participation in the School of Nursing and University affairs is an important student right. Students should have an important impact upon the activity within the School of Nursing. Students have an opportunity to voice their thoughts on all aspects of the program including the curriculum, student-faculty relationships, instructional resources, and other components of their educational program.

Students are invited to volunteer to represent their classmates on the curriculum committee. Participation provides the opportunity to be involved in the ongoing activities of program development, implementation, and evaluation as well as to learn about new ideas being considered by the faculty.

Faculty will also obtain input from students during class periods, advisement sessions, and through students' evaluation of courses and teachers. This input has been valuable. Students are kept informed of major decisions made by faculty through letters, email messages, and announcements in class. An informal “Dialogue with the Director” is held twice a year - during the fall and spring semesters. At that time students can offer input to the Director of the School of Nursing and the Academic Program Director regarding the program.

During the final semester in the BSN program, students schedule an exit interview with the Director of the School of Nursing to share input regarding their experience in the program. Student input into School of Nursing activities does not stop at graduation. Approximately one to two years after graduation, alumni will receive a graduate follow-up survey to again provide opinions about the program. This survey is intended to evaluate the program from the standpoint of its impact in individual practice as a graduate.

Xavier University Student Nurse Organization (SNO)

The Student Nurse Organization is established for nursing majors. All nursing students are encouraged to join and participate in educational, service, and social activities. In addition, membership prepares students to enter the nursing profession as well as professional nursing organizations. Additional information on SNO activities can be obtained from Dr. Margaret King, moderator, Kingm@xavier.edu.

National Student Nurses Association (NSNA)

Student nurses have the opportunity to join the National Student Nurses Association (NSNA). NSNA is open to nursing students across the country and provides opportunities for learning, career counseling, as well as preparation for state boards. Annual conventions are held offering nationally acclaimed speakers, workshops, exhibits and social events that provide students exposure to the nursing profession. NSNA also offers over $70,000 in scholarships annually to undergraduate nursing students. For further information, contact the NSNA representatives at Xavier. The moderator for SNO can provide the names and telephone numbers of these representatives.

Student Clubs and Organizations

The School of Nursing encourages participation in the activities, clubs, and organizations of Xavier University. The opportunity to meet and work with new people, organize programs, and share interests with others is a valuable learning opportunity. A list of the organizations on campus is listed on line in the Xavier University Student Handbook.

Student Involvement in Recruitment

Students are the best recruiters of potential applicants for our nursing programs. Mrs. Gomez often seeks students to assist with recruitment programs such as School of Nursing information sessions, X-perience Days, Preview Days, designated nursing visit days, telephone campaigns, and to serve as student hosts for prospective applicants who visit campus. The School of Nursing encourages student participation in these activities. We hope you will share some of your time for these activities.

Participation
7/24/14